

1. 1. Agenda

Documents:

[1. 2019-04-02 GENERAL AFFAIRS AGENDA.PDF](#)

2. 2. Review New/Revised Job Descriptions

Documents:

[2. REVIEW NEW-REVISED JOB DESCRIPTIONS.PDF](#)

3. 3. 2019 Board And Commission Appointments

Documents:

[3. 2019 BOARDS AND COMMISSION APPOINTMENTS - LIBRARY BOARD.PDF](#)



**City Council General Affairs Committee
Tuesday, April 2, 2019 immediately following the
Joint Committee Meeting
City Hall – Public Meeting Room
*Revised***

AGENDA

1. Call to Order
2. Review New/Revised Job Descriptions
3. 2019 Board and Commission Appointments
4. Adjourn

Please contact the City Administrator's Office if you need special accommodations while attending this meeting



General Affairs Committee Memorandum

TO: General Affairs Committee
THROUGH: Tim Murray, City Administrator
FROM: Kevin Bushard, Human Resources Manager
MEETING DATE: April 2, 2019
SUBJECT: Review New/Revised Job Descriptions

Discussion:

Staff would like to discuss revising some job descriptions and adding a new position.

At the Technology Committee meeting held on March 19, 2019 Staff discussed the current IT needs that included the termination of the City's managed service provider and adding the position of IT Technician. At this meeting, Staff also discussed the changing of the MIS Coordinator title to IT Coordinator to make it more modern and add the reporting responsibility of the IT Technician. These job descriptions are included for your review and to make any revisions as needed.

Staff would like to discuss the change of reporting relationship of the Planning Coordinator to go from the Community and Economic Development Director to the City Planner. As many of the tasks and responsibilities of the Planning Coordinator fall under direction of the City Planner, Staff feels it would make sense for this position to report to the City Planner. These job descriptions are included for your review and to make revisions as needed.

Attachments:

- IT Technician Job Description
- IT Coordinator Job Description
- Planning Coordinator
- City Planner

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: IT Technician
Department: Administration
Reports To: IT Coordinator
Date: April 2, 2019

PRIMARY OBJECTIVE OF POSITION

This position is responsible for technical support work involving the development and maintenance of computerized information systems and related City employees help desk technical support as assigned. Execute defined processes to ensure high level of system availability and integrity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with end user support for a variety of applications including but not limited to Windows operating systems and Microsoft Office.
- Assist with maintaining and troubleshooting operating systems, application software, system management tools, networking, PC, telephone, mobile devices, printer/copier, cameras and server related issues.
- Provide technical analysis of systems/applications under the guidance of the IT Coordinator and vendors.
- Assist with planning and projects related to IT infrastructure.
- Provide technical assistance with daily requests such as adding/deleting users, maintaining email groups, and other miscellaneous IT requests.
- Take calls and emails from end users that need assistance throughout the day to troubleshoot help desk ticket issues.
- Assist in developing and maintaining security administration guidelines and draft documentation for security-related processes and projects.
- Assists with formal and informal training and/or education of employees.
- Performs other duties related to the position as required.

PERIPHERAL DUTIES

Attend seminars and workshops related to IT duties and responsibilities.

MINIMUM QUALIFICATIONS

Education and Experience:

Two years progressively responsible experience in a technical support position involving the development and maintenance of computerized information systems, supplemented by classes and coursework in computer science, information technology or related field; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work at hand.

A valid state driver's license.

DESIRED QUALIFICATIONS

Associates or Technical (2 year) degree in computer science, information technology or related field.

Experience with LAN and WAN technologies, Windows Active Directory, backup solutions, file system permission management and DNS.

Necessary Knowledge, Skills and Abilities

Knowledge of computer technology and terminology

Ability to communicate effectively, both orally and in writing

Ability to learn new information systems quickly and efficiently

Ability to lift and move up to 30 pounds on occasion

Ability to operate a computer system

SUPERVISION RECEIVED

Works under the general supervision of the IT Coordinator

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database software; mainframe computer terminal; 10 key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, talk, hear, read, use hands to finger, handle, feels or operate objects, tools or controls; and reach with hands or arms. Be able to occasionally climb ladder and perform work at various heights. The employee is occasionally required to walk and drive a car.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the environment is usually quiet to moderate.

OTHER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: IT Coordinator
Department: Administration
Reports to: City Administrator
Date: April 2, 2019

PRIMARY OBJECTIVE OF POSITION

This position is responsible for technical and administrative work involving the maintenance, upgrade and support of information systems for the City. The Coordinator is responsible for the development and operation of effective, integrated information systems and IT functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists end users in the use of information systems.
- Installs and configures hardware and software on computer systems.
- Performs computer hardware repairs and upgrades.
- Establishes and maintains equipment, records and files related to department activities and functions.
- Plans, implements and performs network administration.
- Configures, installs and repairs server and pc hardware.
- Maintains and manages electronic equipment including printers, copiers, security cameras, telephones, cell phones and other equipment as needed.
- Troubleshoots information systems both onsite and over the phone.
- Assists with the administration and maintenance of the City's web page.
- Assists with the maintenance of the City's wide area network.
- Ensures security of data, network access and backup systems.
- Performs other duties related to the position as required.

PERIPHERAL DUTIES

Attend seminars and workshops related to MIS duties and responsibilities.

MINIMUM QUALIFICATIONS

Education and Experience:

Associate Degree (2 year) in Information Technology/computer technology/MIS or equivalent.

One year experience in the operation of computer systems.

A valid state driver's license.

DESIRED QUALIFICATIONS

Bachelor's degree in information technology, or a related field and considerable experience managing IT systems.

Certified NT Administrator

GIS Experience

One year experience with NT network operating systems
One year experience with Windows operating systems
One year experience using the following software programs: Microsoft Word, Excel, Access, PowerPoint, Outlook, and LaserFische

Necessary Knowledge, Skills and Abilities

Knowledge of computer technology and terminology
Ability to communicate effectively, both orally and in writing
Ability to learn new information systems quickly and efficiently
Ability to lift and move up to 30 pounds on occasion
Ability to operate a computer system

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator

SUPERVISION EXERCISED

Supervises the IT Technician

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database software; mainframe computer terminal; 10 key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, talk, hear, read, use hands to finger, handle, feels or operate objects, tools or controls; and reach with hands or arms. Be able to occasionally climb ladder and perform work at various heights. The employee is occasionally required to walk and drive a car.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the environment is usually quiet to moderate.

OTHER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Planning Coordinator
Department: Community and Economic Development
Reports To: City Planner
FLSA Status: Exempt
Date: April 2, 2019

PRIMARY OBJECTIVE OF POSITION

Manage planning and zoning activities for the City in the areas of city planning, zoning administration, comprehensive land use planning, zoning subdivision and ordinance enforcement and plan implementation, and residential/commercial/industrial project development. Prepare reports, recommendations and research as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for review and evaluation of proposed development plans, subdivisions, zoning variances, conditional use permits, planned unit developments.

- Administer applications in compliance with applicable regulations, policies and directives.
- Primary liaison to the Planning Commission administering matters such as agendas and minutes of Commission meetings to assure that they are prepared in an accurate and timely manner.
- Coordinate with other departments and prepare memoranda, staff reports and resolutions relating to planning and zoning applications and special studies for presentation to the City Council, Planning Commission and the general public.
- Facilitate the Development Review Committee meetings and work with other City departments on a variety of planning and development related topics and projects.
- Assist the public by telephone, in writing, and in person, providing technical information and assistance regarding planning issues, zoning case information, land use regulations and City codes.

Conduct specialized studies related to community development, city planning and zoning as assigned.

- Perform City, airport and park planning, including developing and administering city, airport and park comprehensive master plan, and conduct research for City, airport, and park planning.
- Prepare reports, as requested, on various aspects of City planning, or developments within the City for presentation such as Capital Improvements Program, Comprehensive Plan, Growth Management Plan, Land Use Studies, etc.
- Coordinates, develops, implements community development projects, including meeting with businesses, drafting incentive proposals, assembling and maintaining available property inventories and seeking out new funding sources.

Monitor professional innovation, planning trends, demographic trends, and applicable legislation.

- Provide and obtain planning advice for the City.

Coordinate Zoning Administration activities and functions.

- Coordinate the processing and enforcement of zoning code and/or general code violations through customer complaint response.
- Enforce and apply the Zoning and Sign Ordinances, research and update the Zoning and Sign Ordinance as necessary, prepare and present code amendments to the Planning Commission.
- Assist in processing permit applications. Meet with applicants to identify specific permit requirements, provide applicants with appropriate information, materials and deadlines.
- Process applications in accordance with state and local regulations.

Coordinate GIS programs and plans in association with the Engineering Department.

- Design, compose and edit material, both graphic and written using the standard variety of market software packages.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Community Development, Public Administration or a related field; and
- Five (5) years related full time professional experience; or
- Any equivalent combination of education and experience.

- Possession of a Minnesota drivers license or ability of obtain one prior to employment.
- Certified Minnesota Planner

DESIRABLE QUALIFICATIONS

Necessary Knowledge, Skills and Abilities

- Knowledge of land use regulations, development plan review and approval processes, subdivision and platting regulations and ordinances.
- Demonstrated ability in reviewing and interpreting subdivision plats, development proposals and site plans.
- Demonstrated skills and abilities in verbal, graphic and written communications.
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Knowledge of GIS software.

SUPERVISION RECEIVED/EXERCISED

This position receives supervision from the City Planner and has no direct supervision of employees.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers including word processing, spreadsheet and database software, GIS software, calculator, telephone, copy machine, fax machine, printers and scanners.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The majority of the work is performed within an office setting. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions. The noise level in the environment is usually quiet.

OTHER

The City of Faribault does not discriminate on the basis of race, color, natural origin, sex, religion, age, and handicap status in the employment or the provision of services.

This document does not constitute an employment agreement, implied or otherwise, other than "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: City Planner
Department: Community and Economic Development
Reports To: Community and Economic Development Director
Date: April 2, 2019

PRIMARY OBJECTIVE OF POSITION

Manage planning and zoning activities for the City in the areas of city planning, zoning administration, comprehensive land use planning, zoning subdivision and ordinance enforcement and plan implementation, and residential/commercial/industrial project development. Prepare reports, recommendations and research as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for review and evaluation of proposed development plans, subdivisions, zoning variances, conditional use permits, planned unit developments.

- Administer applications in compliance with applicable regulations, policies and directives.
- Primary liaison to the Planning Commission administering matters such as agendas and minutes of Commission meetings to assure that they are prepared in an accurate and timely manner.
- Coordinate with other divisions and departments and prepare memoranda, staff reports and resolutions relating to planning and zoning applications and special studies for presentation to the City Council, Planning Commission and the general public.
- Facilitate the Development Review Committee meetings and work with other City departments on a variety of planning and development related topics and projects.
- Assist the public by telephone, in writing, and in person, providing technical information and assistance regarding planning issues, zoning case information, land use regulations and City codes.

Conduct specialized studies related to community development, city planning and zoning as assigned.

- Perform City, airport and park planning, including developing and administering city, airport and park comprehensive master plan, and conduct research for City, airport, and park planning.

- Prepare reports, as requested, on various aspects of City planning, or developments within the City for presentation such as Capital Improvements Program, Comprehensive Plan, Growth Management Plan, Land Use Studies, etc.

Monitor professional innovation, planning trends, demographic trends, and applicable legislation.

- Provide and obtain planning advice for the City.

Coordinate Zoning Administration activities and functions.

- Coordinate the processing and enforcement of zoning code and/or general code violations through customer complaint response.
- Enforce and apply the Zoning and Sign Ordinances, research and update the Zoning and Sign Ordinance as necessary, prepare and present code amendments to the Planning Commission.
- Assist in processing permit applications. Meet with applicants to identify specific permit requirements, provide applicants with appropriate information, materials and deadlines.
- Process applications in accordance with state and local regulations.

Coordinate GIS programs and plans in association with the Engineering Department.

- Design, compose and edit material, both graphic and written using the standard variety of market software packages.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a College or University with a Bachelor's Degree in Urban Planning, Urban Affairs, Community Development, Public Administration or a related field; and
- Two (2) years related full time professional experience; or
- Any equivalent combination of education and experience.
- Possession of a Minnesota driver's license.

DESIRABLE QUALIFICATIONS

Necessary Knowledge, Skills and Abilities

- Knowledge of land use regulations, development plan review and approval processes, subdivision and platting regulations and ordinances.

- Demonstrated ability in reviewing and interpreting subdivision plats, development proposals and site plans.
- Demonstrated skills and abilities in verbal, graphic and written communications.
- Knowledge of an automated office environment, including applicable computer software, such as the Microsoft Office suite of programs.
- Knowledge of GIS software.
- Master's Degree in planning or related field

SUPERVISION RECEIVED/EXERCISED

This position receives supervision from the Community Development Director.

- Supervises the Planning Coordinator and employees within the assigned program or division.

Necessary Knowledge, Skills and Abilities

- Ability to consistently demonstrate courtesy and effectiveness in dealing with the petitioners, the public, and fellow employees.
- Assure timeliness and completeness of proposal processing.
- Possession of an understanding of municipal land regulations, development plan review and approval process.
- Ability to become completely familiar with City land use policies, regulations, ordinances, and procedures; remain aware of current developments and writings in planning field.
- Demonstrated ability in reviewing and interpreting development proposals and site plans.
- Demonstrated ability in displaying tact and professional decorum relating to public officials.
- Consistently demonstrate high standards of verbal, graphic and written communications in English.
- Demonstrated skill in an automated office environment, including dictation and applicable computer software. Strong skill level in GIS software.
- Meets or exceeds departmental standards when evaluated.
- Ability to accurately record and maintain records.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers including word processing, spreadsheet and database software, GIS software, calculator, telephone, copy machine, fax machine, printers and scanners.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The physical demands of the position are consistent with duties found in a standard office environment and may also occasionally require the employee to drive a car. The employee must also be capable of occasionally lifting and/or moving up to at least ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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OTHER

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Council Committee Memorandum

TO: General Affairs Committee
THROUGH: Tim Murray, City Administrator
FROM: Heather Slechta, Assistant to the City Administrator
MEETING DATE: April 2, 2019
SUBJECT: 2019 Board and Commission Appointments

Discussion:

The following Board has available opportunities for residents wishing to volunteer their skills and time to the community.

Library Board Student Representative

Luke Wenk has applied to serve on the Library Board as the student representative. If appointed Mr. Wenk would serve a 1-year term.

Attachments:

- Luke Wenk Application
- 2019 Board and Commission Listing



APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 3-23-19

ADVISORY BOARD OR COMMISSION INTERESTED IN: Library Board

NAME: Luke weng

ADDRESS: [REDACTED]

PHONE: (HOME) [REDACTED]

EMAIL ADDRESS: [REDACTED]

EMPLOYER: S [REDACTED]

LIST THE DAYS AND HOURS WHICH YOU ARE AVAILABLE FOR MEETINGS:
Weekday evenings

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:
I AM interested in the Library and think I can help the community.

LIST WHAT EXPERIENCE OR EXPERTISE YOU CAN PROVIDE IF APPOINTED TO THIS BOARD/COMMISSION:
Youth voice
Student perspective

PERSONAL REFERENCES:
NAME & PHONE NUMBER [REDACTED]



2019 CITY COUNCIL STANDING COMMITTEES

JOINT COMMITTEE

Meets the first and third Tuesday of every month at 6:00 pm. or after the Finance / General Affairs Committee meeting.

Members: Mayor and all City Council members

FINANCE COMMITTEE

Meets the first Tuesday of the month at 6:00 pm and meets the third Tuesday of the month following the Joint Committee meeting. The Committee reviews and evaluates bond issues, general fiscal and budgetary matters, and physical planning and development issues.

Members: Council members Cap, van Sluis, Wood

GENERAL AFFAIRS COMMITTEE

Meets the first Tuesday of the month following the Joint Committee Meeting and meets the third Tuesday of the month at 6:00 pm. The Committee addresses personnel issues, traffic studies, and organizational policy matters.

Members: Council members Ross, Spooner, Viscomi

AD HOC

Special committees established at Council discretion on an issue by issue basis. The Mayor serves on all established Ad Hoc Committees, and two Council members representing the General Affairs Committee and Finance Committee.

2019 COUNCIL APPOINTMENTS AND REPRESENTATIVES

(Appointments made yearly)

<u>Committee Name</u>	<u>Council Liaison</u>	<u>Staff Liaison</u>
1) VICE MAYOR	Viscomi	
2) ALEXANDER PARK COMMITTEE	Spooner, Mayor Voracek	Paul Peanasky
3) ANNEXATION COMMITTEE	Ross, Cap, Mayor Voracek	N/A
4) BMX TRACK BOARD	Wood, Ross	Paul Peanasky
5) CHARITABLE GAMBLING BOARD	Viscomi	Heather Slechta
6) DISTRICT 1 HOSPITAL APPOINTING COMMITTEE	Viscomi, Mayor Voracek	N/A
7) ECONOMIC DEVELOPMENT AUTHORITY	Viscomi, Mayor Voracek	Deanna Kuennen
8) FARIBAULT HOUSE COMMITTEE	van Sluis	N/A
9) HIAWATHALAND TRANSIT ADVISORY COMMITTEE		Tim Murray
10) HOUSING AND REDEVELOPMENT AUTHORITY	Wood	Deanna Kuennen
11) ICE ARENA	Viscomi, van Sluis	Paul Peanasky
12) JOINT DISPATCH BOARD	van Sluis	Dustin Dienst
13) LABOR COMMITTEE	Ross, Mayor Voracek	T. Murray/K. Bushard
14) MILL TOWNS TRAIL BOARD	Cap, Wood	Paul Peanasky
15) PARADISE CENTER FOR THE ARTS BOARD	van Sluis	N/A
16) RIVER BEND NATURE CENTER	van Sluis	N/A
17) SENIOR ADVISORY COMMITTEE	Viscomi, Cap, Mayor Voracek	N/A
18) SENIOR CENTER REPRESENTATIVE	Ross	Paul Peanasky
19) SOCCER COMPLEX BOARD	Cap	Paul Peanasky
20) TECHNOLOGY COMMITTEE	Cap, van Sluis	T. Murray/tbd
21) TOURISM COMMISSION	Wood	Tim Murray
22) TOWNSHIP FIRE CONTRACT COMMITTEE	Spooner, Mayor Voracek	Dustin Dienst
23) MAIN STREET COMMITTEE	Viscomi	Deanna Kuennen

2019 COUNCIL APPOINTED BOARD AND COMMISSION MEMBERS

AIRPORT ADVISORY BOARD – Ordinance #A-368, #76-09 (Ord. 95-19) 7 members (5 city residents, 2 county residents). Advises the City Council and City Administrator on the construction, improvement, maintenance and operation of the municipal airport, and general aviation activities affecting the community.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Tom Waarvik, 800 Vardon Court	02/09/93	3 yrs.	1/31/2020
2) James Carl Hooper, 4210 Cass Ave, Webster 55088	09/13/01	3 yrs.	1/31/2020
3) Doug Nelson, 803 Vardon Ct	05/23/17	3 yrs.	1/31/2020
4) Pete (Robert) Johnson, 1301 Forest Lane	04/27/76	3 yrs.	1/31/2021
5) Mike Brown Sr, 23586 Decker Avenue	12/22/09	3 yrs.	1/31/2021
6) Frank Ahlman, 3900 Wells Lake Way	03/09/10	3 yrs.	1/31/2022
7) William Smith, 1160 Kingswood Crescent	02/12/2019	3 yrs	1/31/2022

- Airport Manager: Gerald Serres
- Meetings: Third Wednesday at 7:00 a.m., Airport Board Room
- City Staff & Agenda Contact: Travis Block, Public Works Director

JOINT AIRPORT ZONING BOARD (CITY REPRESENTATIVES) – Res 2011-016, MN §360.063(3) (in coop. w/Rice Co, Cannon City Twp, Wells Twp) Establishes, administers, and enforces zoning laws for the area surrounding the airport and for the protection of the airport and the public.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Chuck Ackman, 1709 Sun Bird Dr (PIng Comm Rep)	02/08/11	no limit	---
2) Tom Waarvik, 800 Vardon Court (Airport Brd Rep)	02/08/11	no limit	---

- Meetings: Public Meeting Room, City Hall
- City Staff & Agenda Contact: David Wanberg, City Planner
- Board Appointed Chairperson: Tom Spooner, 133 Erblang Ave

CHARTER COMMISSION –Resolution 2011-089. The Charter Commission is responsible for reviewing and revising the City Charter to ensure that it meets all applicable State and Federal laws and meets the needs of the citizens. Appointments made by District Chief Judge.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Chuck Ackman, 1709 Sun Bird Dr	05/24/11	4 yrs.	12/31/2020
2) Elizabeth Cap, 940 Willow (Council rep.)	01/24/17	4 yrs.	12/31/2020
3) Daniel Burns, 854 Lincoln Ave SW	05/24/11	4 yrs.	12/31/2020
4) David Albers, 2512 Woodland Dr	05/23/17	4 yrs.	12/31/2020
5) Kymn Anderson, 216 SW 4th Ave	05/24/11	4 yrs.	12/31/2022
6) Dan Behrens, 1549 18th Avenue NW	05/24/11	4 yrs.	12/31/2022
7) Kay Duchene, 872 SW 8 th St.	01/22/19	4 yrs.	12/31/2022
8) John Jasinski, 16B Greenhaven Bay	05/24/11	4 yrs.	12/31/2022
9) Pat Rice, 713 Ravine St	05/24/11	4 yrs.	12/31/2022

- Meetings: as scheduled

- City Staff & Agenda Contact: Tim Murray, City Administrator

CHILDREN’S FUND (AQUATIC CTR) BOARD –Resolution 2003-226, The Board advises City Council and staff on the Aquatic Center Scholarship fund monies.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Mark Zeller, 2302 Birn Hill Drive	12/14/04	3 yrs.	1/31/2020
2) Ken Hubert, 721 Ravine Street	03/27/18	3 yrs.	1/31/2021
3) Merissa Menge, 1036 7 th Street NW	01/09/18	3 yrs.	1/31/2021

- Meetings: quarterly
- City Staff & Agenda Contact: Paul Peanasky, Parks & Recreation Director

CIVIL SERVICE COMMISSION - Ordinance 90-21 The Commission is authorized by State law and deals with hiring and promotion issues for Police and Fire personnel. *(Currently in process of being eliminated per Ordinance 2019-1)*

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Brian Peterson, 716 Spring Road	02-25-14	3 yrs.	1/31/2020
2) Open		3 yrs.	1/31/2021
3) Open		3 yrs.	1/31/2022

- Meetings: Once annually and as needed.
- City Staff & Agenda Contact: Kevin Bushard, Human Resources Manager

ECONOMIC DEVELOPMENT AUTHORITY - Resolution 86-77, 2001-98, 2005-35, 2008-015, 2016-239. The EDA has authority to take action on economic development programs for business and industry. The EDA manages tax increment financing districts and varieties of grant and loan programs. Its powers are defined by state law.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Mayor Kevin Voracek, 630 4 th St SW (Council Rep.)	01/08/19	1 yr.	1/31/2020
2) Janna Viscomi, 1009 Division St. E (Council Rep.)	01/08/19	1 yr.	1/31/2020
3) Gary Kindseth, 415 NW 11 th Ave (at large)	02/10/09	6 yr.	1/31/2021
4) David Albers, 2512 Woodland Dr	04/12/16	6 yr.	1/31/2022
5) Matthew Drevlow, 22228 Dahle Ave (at large)	05/23/17	6 yr.	1/31/2023
6) Matt Carlander, (at large)	01/13/15	6 yr.	1/31/2023
7) Rodney Gramse, 15436 Camp Winona Trl	02/11/14	6 yr.	1/31/2025

- Meetings: Third Thursday of the month, 7:00 a.m., Public Meeting Room
- City Staff & Agenda Contact: Deanna Kuennen, Community and Economic Development Director

GAMBLING BOARD - Ord 89-01 & Ord 95-26—The Board is made up of representatives of the holders of Gambling licenses. Board makes recommendations to Council on how City’s gambling tax should be spent.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
a) City Council Rep.			
a) Janna Viscomi	01-06-15	1 yr.	1-31-2020
b) American Legion			
a) Luverne Malecha, 624 Ladonna Lane	09-27-16	2 yrs.	1-31-2021
c) Bethlehem Academy			
a) Patty Radatz, 721 SW 2 nd St	02-2015	2 yrs.	1-31-2021
b) Troy Marquardt, 6672 198 th Court West (Carbone’s, Grampa Al’s, Country Club)	2017	2 yrs.	1-31-2021
d) Divine Mercy School			
a) Ron Radatz, 721 SW 2 nd Ave (Signature Bar, Carbone’s)	02-2015	2 yrs.	1-31-2021
e) Eagles			
a) Jon Sirek, 14750 Shieldsville Blvd.	01-25-12	2 yrs.	1-31-2020
b) Clayton LaCroix, 16078 Acorn Trail (alternate)	04-25-89	2 yrs.	1-31-2020
f) Elks			
a) Cory Evenstad, 401 Central Ave	01-23-01	2 yrs.	1-31-2021
g) Faribault Hockey Association			
a) Rick Caron, 924 SW 9 th St (Depot, Bashers, Joe’s, Carbone’s)	09-13-11	2 yrs.	1-31-2020
h) Faribault Wrestling Club			
a) Jason Tobin, 1508 Greenleaf Rd – (J&J Bowling Ctr.)	08-28-07	2 yrs.	1-31-2020
b) Jamie Hausen (alternate)	02-20-18	2 yrs.	1-31-2021
i) Knights of Columbus			
a) Peter Dodge, 1721 Westwood Drive	01-09-18	2 yrs.	1-31-2020
j) Moose			
a) Jim DeGezelle, 15320 Gary Ave	02-26-13	2 yrs.	1-31-2021
b) Tim Schmidtke, 1019 Carlton Ave (alternate)	02-26-13	2 yrs.	1-31-2021
k) Morristown Fire Relief			
a) Terry Mescke 106 2 nd St SW Morristown – (LoriAnns)	03-12-2019	2 yrs.	1-31-2020
l) River Bend Nature Center			
a) Doug Zahn, 1806 Westwood Dr. – (Boxer’s)	02-13-96	2 yrs.	1-31-2020
b) Stacy Dupont, 1296 Cuyllle Bay (alternate)	08-23-16	2 yrs.	1-31-2021

- m) Defeat of Jesse James Days Committee – Corks and Pints
 - a) Sheila Radtke, 14241 Schieldsville Blvd, Lonsdale 03-12-19 2 yrs. 1-31-2021
 - b) Debra Anthony, 7544 Arbor Lane, Northfield (alternate) 03-12-19 2 yrs. 1-31-2021

- Meetings: Quarterly (3rd Tuesday of February, April, August, November)
- City Staff & Agenda Contact: Assistant to City Administrator

HERITAGE PRESERVATION COMMISSION - Ordinance 81-12, 83-05, 85-21, (Ord. 95-19 -7 members)

The Commission advises City Council and staff on issues related to the preservation of the community's cultural, historical and architectural heritage. The Commission is actively involved in a variety of educational efforts which highlight Faribault's past.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Karl Vohs, 428 2 nd St NW	07/22/08	3 yrs	1/31/2020
2) Lee Nordmeyer, 532 1 st St NW	06/08/10	3 yrs.	1/31/2020
3) Open		3 yrs.	1/31/2020
4) Ron Dwyer	02/27/18	3 yrs.	1/31/2021
5) Julie Schiffer, 8 4 th Avenue SW	12/22/09	3 yrs	1/31/2021
6) Lyn Rein, 608 Division St E	03/13/12	3 yrs.	1/31/2022
7) Open		3 yrs.	1/31/2022

- Meetings: Third Tuesday at 6:30 pm, 3rd flr conference room
- City Staff & Agenda Contact: Deanna Kuennen, Community and Economic Development Director

HOUSING AND REDEVELOPMENT AUTHORITY - Resolution A-3248 (11-10-70) Per State law the HRA handles a variety of housing programs. It also manages public housing units, Trails Edge Apartments and Robinwood Manor senior housing. Resolution 2001-029 Seven member Board, including one public housing resident. Must be a city resident. Term limit of 15 yrs.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Jon Wood, 1806 Birchwood Ct.	01/08/19	1 yr.	1/31/2020
2) Brendan Kennedy, 1209 Autumn Dr (At large)	03/01/15	5 yrs.	1/31/2020
3) Narren Brown, 3018 Central Ave #2	01/22/19	5 yrs.	1/31/2021
4) Loni Streefland, 318 3 rd St SW (At large)	02/26/13	5 yrs.	1/31/2021
5) Zulema Delgado, 415 Western Ave SW	05/23/17	5 yrs	1/31/2022
6) Richard Olson, 113 9 th Ave SE	01/22/19	5 yrs.	1/31/2022
7) Matt Speckhals, 855 Home Place (At large) finish term	04/26/16	5 yrs.	1/31/2024

- Meetings: Second Monday at 6:00 pm, PMR
- City Staff & Agenda Contact: Deanna Kuennen, Community and Economic Development Director

ICE ARENA BOARD (CITY REPRESENTATIVES) MEMBERS - The Ice Arena Board makes decisions regarding the Ice Arena maintenance and operation, which is jointly owned by the City, School District, and Hockey Association.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Janna Viscomi, 1009 Division St E (Council rep)	01/08/19	1 yr.	1/31/2020
2) Peter van Sluis, 532 2 nd St NW (Council Rep)	01/08/19	1 yr.	1/31/2020
3) Paul Froman, 21230 Elmore Ave (City rep)	06/25/02	3 yrs.	1/31/2020

- Meetings: Monthly, 2nd Wed, at 7:00 pm
- City Staff & Agenda Contact: Paul Peanasky, Parks & Recreation Director

LIBRARY ADVISORY BOARD - Ordinance 77-27, 83-31, 2005-18 This Board advises the City Council and staff on issues related to the Buckham Memorial Library. Members do not need to be residents of the City.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Crystal Bauer, 1982 Eiler Ave	09/27/16	3 yrs	1/31/2020
2) Marcy Irby, 1809 Sunbird Drive	02/23/16	3 yrs	1/31/2020
3) Travis Davidson, 1789 Glynview Trl	01/24/17	3 yrs	1/31/2020
4) Hannah Cannon, 127 1 st Ave SW (STUDENT)	01/24/17	1 yr	1/31/2020
5) Melissa Kuhl, 1353 S. Trail Drive	01/09/18	3 yrs	1/31/2021
6) Keri Simon, 1011 1st Ave NW	02/23/16	3 yrs	1/31/2022
7) Jayne Spooner, 133 Erblang Ave	01/22/19	3 yrs	1/31/2022
8) Mary Jane Holland - SELCO Representative			

- Meetings: Second Monday of the month at 6pm
- City Staff & Agenda Contact: Delane James, Library Director

PARK & RECREATION ADVISORY BOARD - Resolution 84-136, Res. 86-19 This Board advises the City Council and staff on park land development and recreation programs.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Cheryl Sterling, 1208 Home Pl	07/23/02	3 yrs.	1/31/2020
2) Lola Brand, 532 SW 3 rd Ave	07/14/98	3 yrs.	1/31/2020
3) Sally Kramer, 1828 16 th Street NW	08/23/11	3 yrs.	1/31/2021
4) Bruce Krinke, 836 Westwood Drive	10/11/16	3 yrs.	1/31/2021
5) Troy Temple, 922 Newhall Drive	01/22/19	3yrs	1/31/2022
6) Chad Kreager, 1813 Birchwood Court	11/22/05	3 yrs.	1/31/2022
7) Elise Slinger, 19505 Roberds Lake Blvd	04/13/04	3 yrs.	1/31/2022
8) Rahma Abdi	02/12/19	1 yr.	1/31/2020

- Meetings: Fourth Wednesday, 7:00 p.m., Community Center
- City Staff & Agenda Contact: Paul Peanasky, Parks & Recreation Director

PETER SMITH ADVISORY BOARD - Resolution 86-201 The Board advises on expenditures from the Peter Smith trust fund for youth recreation programs.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Don Burkhartzmeyer, 1203 SW 10th Street	12/22/86	3 yrs.	1-31-2021
2) Gordon "Duffy" Elleby Jr. 18065 Breezy Point Rd Wayzata, MN 55391	11/12/13	3 yrs	1-31-2020
3) Bruce Krinke, 826 Westwood Drive	1/14/14	3 yrs.	1-31-2020

- Meetings: Once Annually & As Needed
- City Staff & Agenda Contact: Paul Peanasky, Parks & Recreation Director

PLANNING COMMISSION -Ord. A-405, 75-2 (Ord 95-19 - 7 members) - makes recommendations to the City Council on land use related issues: variances, Conditional Use Permits, subdivisions and zoning changes.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Steve White, 421 Littleford Lane	12/10/96	3 yrs.	1/31/2020
2) Joe Faugstad, 1202 Amber Lane	01/22/19	3 yrs.	1/31/2020
3) Ann Vohs, 428 NW 2 nd Street	10/11/16	3 yrs.	1/31/2020
4) Chuck Ackman, 1709 Sun Bird Dr	12/22/09	3 yrs.	1/31/2021
5) David Albers, 2512 Woodland Dr	01/13/14	3 yrs.	1/31/2021
6) David Campbell, 215 4 th Ave SW	10/11/16	3 yrs	1/31/2022
7) Mike Schendel, 1845 Paulis Dr	11/10/15	3 yrs.	1/31/2022

- Meetings: First & Third Monday of the month, City Hall, 7:00 pm
- City Staff & Agenda Contact: Deanna Kuennen, Community and Economic Development Director

TECHNOLOGY COMMITTEE – Resolution 2012-- Advises City Council and staff on the Technology issues.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Elizabeth Cap (Council rep)	01/09/18	1 yr.	1/31/2020
2) Peter van Sluis (Council rep)	01/08/19	1 yr.	1/31/2020

- Meetings: meets as needed
- City Staff & Agenda Contact: Tim Murray, City Administrator

TOMMY ALLEN YOUTH ENDOWMENT FUND – Resolution 2003-225- Advises City Council and staff on the Fund, administers program, determines guidelines to subsidize youth rec programs, and develop fundraising efforts.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1) Cindy Griesert, 1011 Newhall Drive	11/08/11	3 yrs.	1/31/2020
2) Sharon Dell, 2316 Hulett Avenue	02/14/06	3 yrs.	1/31/2021
3) OPEN			

- Meetings: meets quarterly

- City Staff & Agenda Contact: Paul Peanasky, Parks & Recreation Director

TREE BOARD – Est. 12/23/2008 - The Board advises the Park/Rec Board on issues related to tree.

	<u>Appointed</u>
1) Ed Bastyr	12/23/08
2) Jim Munson	12/23/08
3) Pat Rice	12/23/08
4) Pauline Schreiber	12/23/08
5) Rueben Tangren	12/23/08
6) Sally Kramer (Park/Rec Brd rep)	03/12/19
7) Greg Mews	01/12/16

- Meetings: as needed
- City Staff & Agenda Contact: Paul Peanasky, Parks & Recreation Director

TOURISM COMMISSION – Resolution 2014-218 - Advises City Council and staff on the Tourism issues.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Jon Wood (Council Rep)	1/15/19	1 yr.	1/31/2020
2. Heidi Nelson	03/27/18	1 yr.	1/31/2020
3. Steve Bortz, 1011 1 st Ave, Goodhue, MN 55027	05/23/17	3 yrs.	1/31/2020
4. Susan Garwood	11/25/14	3 yrs.	1/31/2020
5. John Sheesley, 5915 Sunrise Drive, Mpls, MN 55419 OR P.O. Box 466, Faribault, MN 55021	10/11/16	3 yrs.	1/31/2021
6. Tami Schluter	11/25/14	3 yrs.	1/31/2021
7. Miki Orr, 822 3 rd Ave NW	03/12/19	3 yrs.	1/31/2022

- Meeting: Second Monday of the month, 4:15 pm, Public Meeting Room
- City Staff & Agenda Contact: Tim Murray, City Administrator