



Council Committee Memorandum

TO: Joint Committee
FROM: Tim Murray, City Administrator
MEETING DATE: April 30, 2019
SUBJECT: Boards and Commissions Review

Discussion:

Various department heads will be reviewing the numerous boards and commissions to which the Council either appoints community representatives or, in some cases, themselves, or both. After going over the purpose/function of the boards and commissions, staff would welcome any input the Council may have on the make-up of the membership of the boards/commissions, topics that they would like to see be considered or addressed by the boards/commissions, or other comments.

Following is the listing of the boards and commissions to be reviewed, outlined under the various department heads:

Deanna K. – Community & Economic Development Director

- Economic Development Authority
- Housing & Redevelopment Authority
- Planning Commission
- Heritage Preservation Commission
- Joint Airport Zoning Board (Council only appoints City reps)
- Main Street Committee

Paul P. – Parks & Recreation Director

- Alexander Park Committee
- BMX Track Board
- Ice Arena Board
- Mill Towns Trail Board
- Soccer Complex Board
- Senior Center Board
- Children's Fund (FFAC Assistance Program)
- Park and Recreation Advisory Board
- Peter Smith Advisory Board
- Tommy Allen Youth Endowment Fund
- Tree Board
- River Bend Nature Center

Delane J. – Library and Communications Director

- Library Advisory Board
- Faribault House Committee
- Paradise Center for the Arts Board

Travis B. – Public Works Director

- Airport Advisory Board

Dustin Dienst – Fire Chief

- Joint Dispatch Board
- Township Fire Contract Committee

Tim M. – City Administrator

- District One Hospital Appointing Committee
- Charitable Gambling Board
- Charter Commission (Council recommends, District Judge appoints)
- Tourism Commission

Attachments:

- Outlines/Summaries

Economic Development Authority

1. The Economic Development Authority (EDA) was originally established pursuant to MN Statutes 469 in 1986 via Resolution 86-77, and the initial enabling resolution was adopted in May 1986. The EDA is required to review the enabling resolution annually and forward requested modifications to the City Council for consideration. The original enabling resolution has been amended and restated numerous times since its original adoption, with the latest amendment and restatement adopted in 2016 (Resolution 2016-239).

The EDA is a taxing authority. Annually the EDA requests a preliminary and final levy, which is approved through the City's budget process. State Statutes establishes the maximum EDA levy (0.01812 percent).

• Year 2016	\$197,649	100% of max levy allowed
• Year 2017	\$202,798	100% of max levy allowed
• Year 2018	\$213,018	100% of max levy allowed
• Year 2019	\$225,119	100% of max levy allowed

2. The purpose of the EDA is to serve as the City's chief economic development agency, responsible for commercial and industrial development and redevelopment. The EDA has all the powers, duties, and responsibilities as set forth in MN Statutes 469.090-469.108. In addition, the City Council transferred tax increment authority (control, authority, and operations) to the EDA via resolution. Powers include:

- a. Establish and define economic development districts
- b. Acquisition of property
- c. Administration of a revolving loan fund
- d. Use of eminent domain
- e. Ability to enter into contracts
- f. Serve as a limited partner in a partnership
- g. Acquire rights or easements
- h. Accept land, money, loans, etc. to acquire and development economic development districts
- i. Sell or lease land
- j. Act as an agent
- k. Study and analyze economic development needs and ways to meet those needs
- l. Accept conveyances of land

3. Meetings 3rd Thursday of each month @ 7:00 AM
City Hall – 1st Floor Public Meeting Room

4. The EDA is seven members with the following composition (Section 2 of enabling resolution):
 - a. Two (2) City Council members appointed by the City Council
The City Council may set the term of the City Council commissioners to coincide with their term of office
 - b. Five (5) commissioners to serve at large or from organizations which may have a role in economic development such as City Commissions, Faribault Industrial Corporation, the School District, County, Community Board, or Chamber of Commerce

Six-year terms per MN Statutes, and Commissioners may serve no more than a max of two (2) consecutive terms (full or partial) and no more than a total of 12 consecutive years.

- c. Current Membership: Janna Viscomi, City Council
 Kevin Voracek, City Council
 Dave Albers
 Matt Carlander
 Matt Drevlow
 Rod Gramse
 Gary Kindseth
- Staff Liaison: Community & Economic Development Director and
 Economic Development Coordinator

5. Current Work Plan – Annually the EDA establishes priorities, reviews accomplishments and progress made on various initiatives and projects, and approves a work plan. The work plan is reflected in the annual budget:

APPROVED 2019 EDA WORK PLAN	
AVAILABLE LAND	<ul style="list-style-type: none"> • Identify underutilized parcels • Identify infill development opportunities • Identify "highly-visible/catalyst" sites for development/redevelopment • Start discussions with business owners about expansion/land needs • Identify additional development land • Land assembly / annexation • Position Faribault Municipal Airport to be an economic development engine through <ul style="list-style-type: none"> ○ Infrastructure investments ○ Marketing ○ Rebuilding efforts (due to 2018 storm)
GATEWAYS	<ul style="list-style-type: none"> • Identify (and map) opportunities and threats along major gateways to include: <ul style="list-style-type: none"> ○ Hwy 60 Corridor ○ Town Square ○ Nutting Building ○ Eagles ○ 4th Street Corridor ○ Faribault Airport • Encourage investment / redevelopment along major gateways <ul style="list-style-type: none"> ○ Clear hurdles to kick-start investment ○ Develop programs to infuse funds/leverage private resources ○ Replicate success on north side of Faribault in other areas of the city • Develop programs to encourage visual enhancements • Support/actively participate in I-35 interchange and frontage road initiatives • Develop initiatives to enhance Hwy 60 reconstruction project • Continue investments into the downtown – focusing on backsides of buildings
REGIONALISM	<ul style="list-style-type: none"> • Understand regional issues impacting economic development <ul style="list-style-type: none"> ○ Housing – partner with the HRA and employers on workforce housing initiatives • Define and market Faribault's place in the region <ul style="list-style-type: none"> ○ Rice County ○ I-35 Corridor / Corridors of Commerce ○ Destination Medical Center ○ Greater MSP • Build on the FDI success happening in Faribault and continue to position Faribault and the larger region as a global economy <ul style="list-style-type: none"> ○ Be ready to respond to opportunities ○ Incrementally increase promotions/marketing around the powerful FDI message ○ Work with the MN Trade Office, Rice County, others to promote existing experience, accessibility, peer groups, and location
WORKFORCE & DATA ANALYSIS	<ul style="list-style-type: none"> • Actively engage with SCC on workforce training programs • Partner with the Faribault Area Chamber of Commerce and other on the "Career and Workforce Development" initiative • Work with employers to understand workforce needs • Tell Faribault's story <ul style="list-style-type: none"> ○ Growing workforce population ○ Positive impact of proximity to south metro ○ Training opportunities
ONGOING OPERATIONS	<ul style="list-style-type: none"> • Redirect/review/reduce funding support to other organization – focusing on those that align with the EDA's core economic development focus and mission • Continue enhanced marketing and networking initiatives <ul style="list-style-type: none"> ○ Leverage marketing funds by pursuing joint marketing efforts and cost-share opportunities ○ Pursue targeted marketing campaign ○ Actively participate in MMP, targeted industry visits, FAM Tour, FDI opportunities

PRIORITIES

SPECIFIC ACTION ITEMS

Housing and Redevelopment Authority

1. Pursuant to the State of Minnesota's "Municipal Housing and Redevelopment Act," the City established the Housing and Redevelopment Authority on October 13, 1970 (Resolution #A 3243 – *original enabling resolution*). Resolution 2001-029, adopted on March 13, 2001, expanded the number of members to the current seven (7).

The Housing and Redevelopment Authority (HRA) is a taxing authority. Annually the HRA requests a preliminary and final levy, which is approved through the City's budget process. State Statutes establishes the maximum HRA levy (0.0185 percent - \$229,713 in 2019).

2. The powers and duties of the HRA are established in Minnesota Statutes, Chapter 469. In general, the HRA administers housing programs and studies, manages City-owned rental property, administers the Public Housing Program (49 low-rent scattered site housing units), manages Robinwood Manor Apartments (51-unit apartment owned by the Elderly Housing Corporation, providing subsidized rental units to persons 62 year old or older and/or disabled persons), manages redevelopment projects, and administer foreclosure recover programs.
3. Meetings 2nd Monday of each month @ 6 PM
 City Hall – 1st Floor Public Meeting Room
4. The HRA Board shall consist of seven (7) voting members who are residents of the City of Faribault, comprised of one (1) City Council member and six (6) at-large members (one of which can also be a City Council member), appointed by the City Council upon recommendation of the City Council's Joint Committee. Terms are five (5) years, and the members may serve a maximum of three (3) consecutive terms for a total of 15 years. At no time shall there be more than two (2) City Council members on the HRA Board:
5. Current Membership Jon Wood, City Council
 Loni Ahlers
 Narren Brown
 Zulema Delgado
 Brendan Kennedy
 Richard Olson
 Matt Speckhals

 Staff Liaison: Community Development Coordinator
 Executive Director: Community and Economic Development Director
6. Recent Considerations
 - (a) Multi-family housing development
 - (b) Commissioned Vacancy Study
 - (c) Mobile Home Buyout Program
 - (d) Corridor Rehab Program
 - (e) Mobile Home Painting Program

- (f) Implemented "Smoke-Free" Public Housing as mandated by HUD
- (g) ArtsLab Initiative

7. Future Considerations

- (a) Continue rehab programs
- (b) Continue to monitor the need for additional housing types
- (c) Possible restructuring of Public Housing program
- (d) Evaluate transfer of Robinwood to HRA and dissolve Elderly Housing Corporation

Planning Commission

- Chapter 20 of the City Code of Ordinances establishes the Planning Commission (adopted 1971), through authority provided in Minnesota State Statutes 462.354. The Planning Commission has advisory and decision-making powers granted in Sec. 2-80 of the Unified Development Regulations (Appendix B of the City Code of Ordinances).
- The Planning Commission has the function and duty to prepare and recommend a comprehensive city plan for physical development of the city – to include the plan, zoning plan, and official map. The Planning Commission is required to hold public hearings and then provide a report to the City Council prior to the City Council adopting any ordinance or resolution that changes the plan. The duties of the Planning Commission, including procedures, public hearings, subdivision plan review, zoning appeals, zoning amendments, conditional use permits, interim uses, variances, vacations, and other development approvals – are articulated in Chapter 2 of the Unified Development Regulations. On or before the first day of January of each year, the planning commission shall submit to the council a report of its work during the preceding year.
- Meetings 1st and 3rd Monday of each month @ 7 PM
 City Hall – City Council Chambers
- The Planning Commission consists of seven (7) voting members appointed by the City Council. The City Council can enlarge the membership up to 15 voting members. All Planning Commissioners have three (3) year terms – holding office until a successor has been appointed.
- Current Membership Chuck Ackman
 Dave Albers
 Dave Campbell
 Joe Faugstad
 Mike Schendel
 Ann Vohs
 Steve White
 Staff Liaison: City Planner
- Recent Considerations
 - Conduct public hearings associated with planning and zoning requests
 - Draft and review ordinance language - institutional zoning, fence regulations in industrial zones, building materials in industrial zones, chicken/bees/goats
 - Participate on the Comprehensive Plan Steering Committee
- Future Considerations
 - Update zoning map and zoning ordinances after the Comprehensive Plan is updated
 - Where applicable, implement the strategic actions identified in the Comprehensive Plan update

Heritage Preservation Commission

1. The Heritage Preservation Commission was added to the City Code of Ordinances in 1981, via Ordinance 81-12, as allowed by and established in MN State Statutes 471.193. In 2008, the City of Faribault reaffirmed and readopted a new ordinance (Ordinance 2008-02) and today Heritage Preservation is Chapter 30 of the Code of Ordinances.

The Heritage Preservation Commission is responsible for the regulation of properties within the Heritage Preservation District as established in the Article 3 of the Unified Development Regulations. Section 13-330 states that no work requiring a building permit may be authorized for property within the Heritage Preservation District unit a Certificate of Appropriateness has been granted by the Heritage Preservation Commission.

2. The purpose of the Heritage Preservation Commission is to advise the City Council on methods to protect, enhance, and perpetuate properties of historical, cultural, and aesthetic merit in the best interest of the health, prosperity, and welfare of the people of the City of Faribault.

The Heritage Preservation Commission is responsible for the preparation of a city preservation plan that addresses and recommends city goals and objectives as it pertains to the preservation of the city's heritage. Upon adoption by the City Council, the Heritage Preservation Commission is responsible for making recommendations on plan implementation.

3. Meetings 3rd Monday of each month
 6:30 PM
 City Hall – 1st Floor Public Meeting Room

4. The Heritage Preservation Commission consist of seven (7) voting members appointed by the City Council upon recommendation of the General Affairs Committee. Ordinance allows the membership to be as large as 15 members by resolution, but shall be an odd number. Members serve three (3) year terms.

5. Current Membership Ron Dwyer
 Lee Nordmeyer
 Lyn Rein
 Julie Schiffer
 Karl Vohs
 VACANT
 VACANT
 Staff Liaison: Community Development Coordinator (City Administrator appointee)

6. Recent Considerations
 - (a) Approval/Denial of Certificate of Appropriateness for projects within the Heritage Preservation District
 - (b) Review of the draft Downtown Master Plan
 - (c) Nomination of the Faribault Furniture Company to the National Register

7. Future Considerations

- (a) Preventative Maintenance Ordinance for downtown
- (b) Update to the City's Preservation Plan (last updated 1989)

Joint Airport Zoning Board

1. Article III, Sec. 3.38 of the City Code of Ordinances creates the Faribault-Rice County Joint Airport Zoning Board, pursuant to MN Statutes, Section 360.063 and adopted by Resolution 2011-016.
2. The purpose of the Faribault-Rice County Joint Airport Zoning Board is to establish, administer, and enforce zoning laws for the areas surrounding the airport, for the protection of the airport and the public. Per MN State Statutes, no monies by the Commission of Transportation can be spent to improve and maintain an airport unless the government unit owning the airport has established a zoning authority for the airport.
3. Meetings As needed
4. The Joint Airport Zoning Board is composed of representatives of the City of Faribault, Rice County, Cannon City Township, and Wells Township.
 - a. Statutes provide that the City (municipality owning the airport) has the right to appoint two (2) representatives. City Code further states that those representatives “should not be members of the Council.”
 - b. Charles Ackman of the Planning Commission and Tom Waarvik of the Airport Advisory Board were appointed for indefinite terms in the establishing resolution.
 - c. State Statutes also provide that the County shall appoint two (2) members and each municipality involved.
 - d. The Joint Airport Zoning Board appointed Tom Spooner to the board as the Chairperson.
 - e. Current membership:
 - Tom Spooner, Chair (appointed as the Chairperson)
 - Charles Ackman, Vice-Chair, City of Faribault
 - Tom Waarvik, City of Faribault
 - Steve Bauer, Rice County
 - Dan Minnick, Rice County
 - Joe Varley, Wells Township
 - Steve Brown, Wells Township
 - Jeffrey LaCanne, Wells Township Official
 - Colin Glarner, Cannon City Township
 - Clayton Mechura, Cannon City Township Official
 - f. The Joint Airport Zoning Board must appoint a Joint Zoning Board of Adjustments to consider variance requests and appeals.
5. Recent Considerations
 - (a) 2013 – Approving Zoning Ordinance (Ordinance 2013-001)
 - (b) 2015 – Appoint the Board of Adjustments (per Section XII of Ordinance)
 - Jon Hansen, Rice County Planning Commission (2-year initial term)
 - Michael Streiff III, Rice County Planning Commission (2-year initial term)

Brian Haefner, City of Faribault Planning Commission (3-year initial term)
Peter Johnson, Faribault Airport Advisory Board (1-year initial term)
John Purdie, Wells Township (3-year initial term)

(c) 2015 – Public Hearing, variance request for IFP for building addition in Safety Zone A

6. Future Considerations

- (a) Any variance requests associated with the rebuilding efforts at the airport
- (b) Possible height variance for north area water tower depending upon location selected

Main Street Board

1. Faribault is a Designated Main Street Community – through the Preservation Alliance of Minnesota. Minnesota Main Street provides local Main Street communities with training, tools, information and networking to reinvigorate commercial districts.

The Main Street Approach is a strategy driven framework based on Main Street’s 4-points (pillars) and 8 guiding principles.



To be a designated/accredited Main Street community – there must be a Board of Directors, employ a Director, submit quarterly reinvestment statistics, have sustainable and diversified funding, be a member of the National Main Street Center, meet a minimum of 5 accreditation criteria.

2. Faribault Main Street is managed by the Faribault Chamber of Commerce and funding in part by the Faribault Area Chamber of Commerce and the Faribault Economic Development Authority.
3. The Faribault Main Street Board consists of:
 - Janna Viscomi – City Council Representative
 - Royal Ross
 - Todd Markman
 - Jeremy Chavis
 - Miki Orr

Non-Voting Members –

- Nort Johnson
- Kelly Nygaard
- Deanna Kuennen

Terms should not exceed 5 consecutive years without a one year hiatus.

4. Meetings Every other month
 7:30 AM
 Chamber of Commerce

5. The Main Street Board's main responsibilities are to make final decision about project, activities, and political stance on the Main Street Program, oversee the work of the program manager, raise money for Main Street, provide public support for the program and commercial district, and establish an annual budget and work plan.

Alexander Park Committee

1. The Alexander Park Committee meets at least annually in the spring to discuss any construction needs in the park. The City, County and School District are the main members of the committee. Softball, baseball, BMX and Ice arena members are also invited to be sure we know their needs.
2. Group discusses all major upcoming events that could have an impact on the park.
3. Voting members include:
 - 2 City Council
 - 2 School Board
 - 2 County Commissioners
 - Non-voting members include Adult softball association, baseball association, BMX and Ice Arena
 - Staff Liaison – Parks and Recreation Director
4. Recent Considerations
 - Proposed 2 Message Boards to advertise events in park. County not willing to share costs
 - Rebuilt entry way into North Alexander Park in 2000
 - Ice Arena expansion
 - Aquatic Center
 - Basketball Courts
5. Future Considerations
 - Message Boards
 - New restroom building on Fairgrounds
 - New Bruce Smith locker room facility

BMX Track Board

1. The BMX Board oversees all aspects of the BMX Track. They provide annual updates to the Parks and Recreation Advisory Board. They work with the City on any construction Projects and big tournaments.
2. Board has an annual meeting for all current BMX racers.
 - 2 – City Council have attended for past 5 years. Prior there was only 1
 - Staff Liaison – Parks and Recreation Director
3. Recent Considerations:
 - Replaced starting gate
 - Addition of Soil Tac
 - Blacktopped all of the turns
 - National Races
 - Landscaping
4. Future Considerations:
 - New announcing platform
 - Shed for air compressor for starting platform
 - Work on sections of track

Ice Arena Board

1. The Ice Arena Board oversee all operations of the Ice Arena. The organization is run through a Joint Powers Board. We generate all revenues through user fees and sponsorships
2. Meetings held Quarterly. Usually on 1st Wednesday of the month. At 5:30 PM
3. 9 member Board
 - 3 from City – Currently 2 City Council Members
 - 3 from School District – Currently 1 Board member, AD and Buildings and Grounds
 - 3 from Hockey Association
 - Staff Liaison – Parks and Recreation Director
4. Rental Hours:
 - City 125 Hours
 - School District 275 Hours
 - Hockey Association 575 hours
 - Other 50 hours
5. Recent Considerations
 - New Olympia (Zamboni)
 - Facility improvements
 - Took out our own mortgage
6. Future Considerations
 - Locker room improvements
 - Compressor replacement
 - Freon changes

Mill Towns Trail Board

1. The Mills Town Board is a Joint Powers Board designated to assist DNR with the Acquisition and development of the Mills Town State Trail from Faribault to Northfield. The Board is currently considering adding communities west of Northfield until trail connects in Cannon Falls.
2. Meetings - First Wednesday of month, February, April, June, August, October, December
 - Location Rotates between
 - City of Faribault
 - City of Northfield
 - City of Dundas
 - Rice County
3. 7 voting members
 - 2 – Faribault
 - 2 – Northfield
 - 2- Rice County
 - 2 – Dundas
 - Others who attend most meetings
 - DNR
 - SnowGo Club
 - Friends of the Mills Town Group

- Faribault Fliers Bike Club
- 4. Recent Considerations:
 - Recently acquired land between Faribault and Dundas
 - Underpass 3 & 21
 - 17th Street south to White Sands
- 5. Future Considerations
 - Connection and construction to Dundas
 - Connections and construction Northfield to Cannon Falls
 - Northern Links Connection
 - Prairie Wild Flower Trail Connection

Soccer Complex Maintenance Board

1. The Soccer complex was established by a soccer complex operating agreement between the City of Faribault, Faribault School District and Faribault Soccer Association. It was signed by all parties in 2008.
2. The primary purpose of this board is the maintenance and operation of the Soccer Complex. All operating costs are split evenly 3 ways. Each of the entities paying for a third of the costs. Each organization paints their own lines but mowing, fertilizing, utilities and other maintenance costs are shared.
3. The City is currently the fiscal agent for the complex. We pay all bills, rent the fields and bill each organization at the end of each fiscal year for their share of expenses.
4. Meets usually once per year in the spring
5. The board is made up of 5 members:
 - 2 from the City of Faribault (1 Council member & Parks and Recreation Director)
 - 2 from Faribault School District
 - 1 from Faribault Soccer Association
6. Recent Considerations
 - Lights installed about 4 years ago
 - General operation
7. Future Considerations
 - Verizon wireless tower request
 - Bleachers
 - Additional land for expansion

Senior Center Board

1. Sr. Center has is a 501c3 organization that has its own 12 member board.
2. The City has development agreement originally developed in 1993. It was replaced with the development agreement of 2014. This agreement requires a non-voting city council member.
3. Board deals with operational and programing oversite of Buckham West
4. Meets monthly on the second Monday at 8:30 AM.
5. Recent Consideration

- Updated the development agreement with the City
 - Constructed a \$2M addition to the facility
 - Annual programming agreement
6. Future Consideration:
- Stabilize Funding sources
 - Increase membership
 - Staffing assessment

Faribault Children's Fund Board

1. This Board was formed by Resolution 2003-226.
2. It was established to provide low income families opportunities to acquire Faribault Family Aquatic Center discount tickets at a reduced amount. The group also attempts to fundraise the revenue supplementing the discount passes.
3. The group meets 1-2 times annually as needed.
4. Current Board;
 - 3 community members
5. Currently no by-laws but they are being written up and establishing 3 year rotating terms.
6. Recent Considerations:
 - Creating By-laws
 - Set up policies for low income families to apply
7. Future Considerations
 - Changes to current policies

Parks and Recreation Board

1. Resolution 1984-136 established the Parks and Recreation Board. Resolution 1986-019 amended the board to also include Parks
2. The Parks and Recreation Board Advises the Parks and Recreation Department/City Council on parkland dedication for subdivisions, planning, promoting the Parks and Recreation Department, and assisting to bring issues up for the Department to review.
3. Meetings are held on the 4th Wednesday of the month at 6:00 PM in the Buckham West
4. Board Members
 - 7 adult voting members – one of which does not need to reside in City Limits but within the zip code
 - 1 youth member from a local High School – has voting rights
5. Recent Considerations:
 - Parkland dedication
 - Parkland development
 - Parks master planning
6. Future Considerations:
 - Parkland dedication
 - Parkland development

Peter Smith Board

1. Resolution 1986-201 established the Peter Smith Advisory Board. Sold Peter Smith House upon his death and donated all proceeds to offset youth baseball and softball equipment expenses.
2. This board advises the Parks and Recreation Department on the expenditures and expenses for little league baseball and softball programs.
3. Meets annually or more often as needed. Usually in the spring
4. Members:
 - o Three Community Members with rotating three year terms
 - o Parks and Recreation staff
5. Recent Consideration:
 - o Programming needs
6. Future Consideration:
 - o New revenue to keep program solvent

Tommy Allen Board

1. Originally formed in 1987 and run by a community Group. City established Board with resolution 2003-225. The City took over accounts at this time.
2. After the death of 10 year old Tommy Allen, a scholarship program was established with donations to allow low income students a way to participate in recreation program at a reduced cost.
3. Meetings are held annually. But several large fundraisers generate the majority of income. Spike fest Volley Ball Tourney and Mud Run.
4. Members include 3 community Members with a three year rotating term and a Parks and Recreation Staff person
5. Recent Consideration:
 - o Addition of volleyball tournament and Mud Race to generate revenue for program.
 - o Policy for program
6. Future Considerations:
 - o New revenue

Tree Board

1. Established in 2008 in order to be designated a Tree City USA Community
2. Boards meets annually to discuss Arbor Day events and tree planting in the community. Recently they have branched out to also include pollinator gardens
3. Members are 6 community members and Parks and Recreation Director
4. Recent Considerations
 - o Establishing Pollinator Friendly Community
 - o 10 years of Tree City USA status
5. Future Considerations:
 - o Increase tree plantings
 - o Increase pollinator gardens

River Bend Nature Center

1. Established as a 501c3 non-profit in 1978
2. Board provides planning and policy making for Riverbend Nature Center
3. Bylaws state 6-15 Members on Board of Directors currently there are 11 members. City Council liaison is a voting member. By-laws state that City Administrator is an ex-officio member of the Board
4. The City Leased the land from the State of MN from 1978 to 1998, at which time a quit claim deed was transferred the land to the City of Faribault. The City has had several operating agreements with River Bend over the years with the most recent being in 2014.
5. City has helped with major projects in the past
 - a. Trail construction and improvements
 - b. Bridge work on Dairy Lane Bridge
 - c. Road into Riverbend
 - d. Train staff on winterizing and spring
6. Recent Considerations
 - a. Celebrating 40 years through end of 2019
 - b. Leadership stability growing (current Executive Director has been in place last three years) - from 2008-2016 had a lot of turnover in this role.
 - c. Infrastructure for increased sustainability is being set
 - d. Financial practices and procedures - setting up operations to be successful to weather future challenges
 - e. Professional staff structure
 - f. In May 2018, eliminated the temporary/intern naturalist positions and replaced structure to professional naturalist / program coordinator staff with no end dates to deliver more on mission "to help people discover, enjoy, understand and preserve the natural world" and less on constant hiring and training
 - g. Collaborations - several projects with local colleges (South Central College, St. Olaf) to provide students real world projects helping us with unmet needs, also DNR, Cannon River Watershed Partnership, UMN Extension MN Master Naturalist program
 - h. Natural resource management – about 80 acres have been funded through state and federal expense reimbursement funds for habitat restoration over the next three years
 - i. Strategic plan 2018-2023 completed
7. Future Considerations
 - a. MCF paid for covering of dump that was leaving glass and metal on Tee Pee Tonka trail in 2018, could work with legislators to involve the state for cleanup of the dumps from FRC days that continue at RBNC
 - b. Need for increased financial investment – currently RBNC is one of only a few nature centers that exist that are nonprofit that is not connected through financing with the city, county, or a family foundation. Studying sustainability of reliance on individuals, families and businesses for over half the yearly operational costs.

- c. Studying programs & activities to ensure sustainability, quality, and relevance.
- d. Exploring new avenues for fundraising
- e. Need to grow volunteer base to assist with educational programs and natural resource and trail management activities.

Library Advisory Board

1. Basis (Statute, Ordinance, Resolution, other)
MN Stat. 134.09, Ordinance 1977-27, 1983-31, 2005-18
2. Purpose/Function
The Board advises the City Council and staff regarding the maintenance, operations, and policies of Buckham Memorial Library.
3. Meetings 2nd Monday of each month
 6:00pm – 7:00pm
 Buckham Memorial Library – 3rd Floor Makerspace
4. Membership & Staff Liaison
Seven (7) voting members appointed by Council upon recommendation of the General Affairs Committee. Rice County Board of Commissioners may appoint a county resident as one of the seven members. One of the seven board members is a student (3-year terms, except the student board member is a 1-year term.)

The Library Advisory board appoints a person to the SELCO Regional Library System's Board of Directors. The SELCO Board Member serves as a liaison between the Library Advisory Board and SELCO. The SELCO Board member may or may not be a member of the Library Advisory Board. The current SELCO Board Member is not a member of the Library Advisory Board.

Current Membership: Melissa Kuhl, Chair
 Crystal Bauer, Vice Chair
 Travis Davidson
 Marcy Irby
 Keri Simon
 Jayne Spooner
 Luke Weng, Student Board Member

SELCO Board Member: Mary Jane Holland
Staff Liaison: Library and Communications Director

5. Recent Considerations
 - (a) Launch of new strategic plan
 - (b) Upcoming maintenance projects (painting and flooring)
 - (c) Parking issues
6. Future Considerations
 - (a) Outdoor space upgrades
 - (b) Reducing barriers to library services

**Building Committee of the Rice County Historical Society's Board of Directors
(Faribault House Committee does not exist)**

1. Basis (Statute, Ordinance, Resolution, other)
Committee of the Rice County Historical Society Board of Directors
2. Purpose/Function
Address all physical needs of our 8 buildings - including the Alexander Faribault House
3. Meetings As needed approximately six times per year
4. Membership & Staff Liaison

Current Membership: LeRoy Rockman
 Don Hora
 Ryan Schmidt
 Ron Parker

City Council Member: Peter van Sluis (Appointed to Faribault House Committee by Council)

Staff Liaison: None
5. Recent Considerations
(a) Completed pre-construction documents for the Alexander Faribault House
(b) Major grant application for extensive repairs and upgrades
6. Future Considerations
(a) Maintenance including repairs to roof, porches, gutters
(b) Upgrade electrical, lighting, paint and carpeting
(c) Add restroom and sink

Paradise Center for the Arts Board

1. Performing and Visual Arts Programming Agreement entered into on August 10, 2005 and valid from September 1, 2005 through December 31, 2026
2. Purpose/Function
Mission: Create a vivid, energetic, cultural center for the community and region
Vision: Enhance the quality of life for artists, art lovers and our community by showcasing local, regional and national artists and offering high-quality visual and performing arts opportunities
3. Meetings 2nd Monday of the month
 5:30pm – 7:00pm
 Paradise Center for the Arts
4. Membership & Staff Liaison
Fourteen (14) members
3 year terms (1 year term for Council Member)
2 term limit
Current Membership: Kim Schaufenbuel, President
(As of 4/24/2019) John Sarzoza, Vice President
 Nort Johnson, Treasurer
 Bethany Danner, Secretary
 Tiffany Tripp
 Nick Goebel
 Gail Kohl
 Jason Hillesheim
 Jeanne Tangren Hatle
 MaryEllen Bondhus
City Council Member: Peter van Sluis
Staff Liaison: None
5. Recent Considerations
(a) Expansion of affordable community and family programming
(b) Setting strategic goals and developing assessment strategies
6. Future Considerations
(a) Aging facility
(b) Accessibility and Multi-functionality
(d) Debt reduction

Airport Advisory Board

1. Basis (Statute, Ordinance, Resolution, other)
MN Stat. 360.063, Ordinance A-368, 1976-09, 1985-03, 1995-19
2. Purpose/Function
The Board advises the City Council and City Administrator regarding the construction, improvement, maintenance and operation of the municipal airport, and general aviation activities affecting the community.
3. Meetings The 3rd Wednesday of each month
7:00am
Faribault Municipal Airport 3401 Hwy. 21 W
4. Membership & Staff Liaison
The Airport Advisory Board shall consist of seven (7) members, five (5) residents of the City and up to two (2) residents of the County, who shall be appointed by the Council for terms of three (3) years each, with staggered terms.

Current Membership: Frank Ahlman
Mike Brown, Sr.
James Carl Hooper
Pete (Robert) Johnson
Doug Nelson
William Smith
Tom Waarvik

Airport Staff: Jerry Serres
Staff Liaison: Public Works Director, Administrative Assistant II

5. Recent Considerations
 - (a) September 2018 Storm Recovery
 - (b) Fuel System Replacement
 - (c) West Taxilane Pavement Rehabilitation
 - (d) Stein Air Development
6. Future Considerations
 - (a) Transient Aircraft Hangar
 - (b) City Owned T-Hangar
 - (c) Additional Development
 - (d) Runway Extension

Joint Dispatch Board

1. Established in 1997 when the Joint Dispatch Center was created.
2. The Joint Powers Board for the Dispatch Center makes rulings on the operations of the center. Each of the larger agencies that pay the majority to run the center have representation on the Board.
3. Meetings 1st Wednesday of each month
 4:30pm – 5:30pm
 Jan. 1 through June 30 at the Rice County Government Services Building
 July 1 through Dec. 31 at the Steele County Government Services Building
4. There are seven (7) voting members that make up this board.
 - a. One (1) City Council member from Faribault
 - b. One (1) City Council member from Owatonna
 - c. One (1) City Council member from Northfield
 - d. Two (2) County Commissioners from Rice County
 - e. Two (2) County Commissioners from Steele County

Current Membership	Peter van Sluis, Faribault City Council Jake Gillen, Rice County Commissioner Galen Malecha, Rice County Commissioner Jim Abbe, Steele County James Brady, Steele County Brad Ness, City of Northfield Jeff Okerberg, City of Owatonna
Staff Liaison:	Fire Chief, Dustin D. Dienst

5. Recent Consideration;
 - a. 2019 Budget
 - b. Phone System upgrade
6. Future Considerations;
 - a. 2020 Budget

Rural Fire Protection Association Board

1. The Rural Fire Protection Association Board consists of a member from each of the 4 townships that the Faribault Fire Department provides services too.
2. Meetings 1 time a year, in March or April
 Time = TBD
 Faribault Fire Station
3. There are four (4) voting members that make up this board.
 - a. One (1) Township Board member from Walcott Twsp.
 - b. One (1) Township Board member from Wells Twsp.
 - c. One (1) Township Board member from Cannon City Twsp.
 - d. One (1) Township Board member from Warsaw Twsp.

Current Membership	Tom Donkers, Walcott Twsp. Jeff LaCanne, Wells Twsp. Preston Bauer, Cannon City Twsp. Pat Brown, Warsaw Twsp.
Staff Liaison:	Fire Chief, Dustin D. Dienst

4. The annual meeting consists of the Fire Chief presenting the budget to the Board. We also cover the annual report from the previous year. Goals and objectives for the current year are presented and questions are answered.
5. An Agreement to Provide Fire Protection Services to the Rural Fire Protection Association Service area is the document that the City and the Rural Fire Protection Association meet on and have signed based on the existing agreement lapsing. We historically have had 3 year agreements but the current agreement is good for 5 years and was signed in early 2019.
6. Recent consideration;
 - In December of 2018 we signed a five Agreement for Fire Services with the Rural Fire Protection Association.
7. Future Considerations;
 - The purchase of a new fire apparatus, 2120 that they own half of in conjunction with the City.

District One Hospital Appointing Committee

1. Allina/District One Hospital (DOH) is governed by a Board of Directors made up of nine voting members and two ex officio non-voting members. The voting board members are appointed by a five-member appointment committee established each year, comprised of elected officials representing the municipalities of the hospital district. Two members of the appointing committee are selected by the Faribault City Council. Two members of the appointing committee are selected by the representatives of the other municipalities (townships) at the hospital annual meeting. The final member is a county commissioner (Dave Miller) with at least one third of the city of Faribault as his or her constituency.
2. The Allina/DOH website lists the following members on the Board of Directors:

Board of Directors

- Beth Dienst, SPHR (Chair)
- Richard Berge, PhD (Vice Chair)
- Kim Schmidt, CPA (Vice Chair, Finance)
- Maren LaLiberty, MD (Secretary)
- David Albrecht
- Jennifer Brown, MD
- Toby Freier
- Glenn Holman, Jr.
- Joan Horsman
- Miguel Enrique Mulet Jr., MD
- Julie Olson
- Casie Steeves

3. Meetings: - Annual Meeting at DOH?
4. Council members appointed to the committee for 2019 are Mayor Voracek (the Faribault mayor is the chair of the committee per the by-laws) and Councilmember Viscomi (there is no City staff liaison).
5. With the transition in-progress from the sale of the hospital to Allina Health (and the oversight of the financial commitments made expected to be completed), this committee will be dissolved after 2020.

Charitable Gambling Board

1. Sec. 14.96 of the City Code of Ordinances establishes the Charitable Gambling Board (adopted by Ordinances 89-01 and Ord 95-26).
2. The Charitable Gambling Board makes recommendations to Council on how City's gambling tax should be spent.
3. Meetings 3rd Wednesday in February, May, August and November
6:00 pm
City Hall – 1st Floor Public Meeting Room
4. The Board is made up of a representative and an alternate from each licensed organization. Appointment is made by the City Council upon recommendation of the General Affairs Committee from a list of nominees submitted by the organizations (2-year terms, except Council is annual):

Current Membership	Janna Viscomi (<i>City Council Rep.</i>) Luverne Malecha (<i>American Legion</i>) Patty Radatz (<i>Bethlehem Academy</i>) Troy Marquardt (<i>Alternate, Bethlehem Academy</i>) Ron Radatz (<i>Divine Mercy School</i>) Jon Sirek (<i>Eagles</i>) Clayton LaCroix (<i>Alternate, Eagles</i>) Cory Evenstad (<i>Elks</i>) Rick Caron (<i>Faribault Hockey Association</i>) Jason Tobin (<i>Faribault Wrestling Club</i>) Jamie Hausen (<i>Alternate, Faribault Wrestling Club</i>) Peter Dodge (<i>Knights of Columbus</i>) Jim DeGezelle (<i>Moose</i>) Tim Schmidtke (<i>Alternate, Moose</i>) Dennis Merritt (<i>Morristown Fire Relief</i>) Doug Zahn (<i>River Bend Nature Center</i>) Stacy Dupont (<i>Alternate, River Bend Nature Center</i>) Sheila Radtke (<i>Defeat of Jesse James Days Committee</i>) Debra Anthony (<i>Alternate, Defeat of Jesse James Days</i>)
Staff Liaison:	Assistant to the City Administrator

5. Recent Considerations
 - (a) 2019 4th of July Fireworks
 - (b) 2019 Donation Requests to Midwest Community Development and Faribault Foundation
6. Future Considerations
 - (a) Donation Requests
 - (b) 2020 4th of July Fireworks

Charter Commission

1. The current City Charter was adopted at an election held November 4, 1975, and has since been amended. A Charter Commission was appointed in 1973 and oversaw the changes from the previous charter (1910 or 1911?) to the one approved in 1975 (which, among other things, reduced the number of chapters from 32 to 12). Minnesota Statutes Sec. 410.05 governs Charter Commissions.

The Charter Commission was inactive from 1976 until it was reconvened in 2011, at which time nine (9) members were appointed. Members of the Charter Commission are appointed by the District Chief Judge, typically based upon recommendations from the City Council, although other members may be recommended to the judge from the public.

2. The Charter Commission makes recommendations to the City Council on amendments or revisions to the Charter, which then require passage of an ordinance by unanimous vote of the City Council to enact.
3. Meetings: - At least once per year and as needed/directed
- Dates/times vary
- City Hall – Council Chambers
4. The Charter Commission shall be composed of not less than seven (7) nor more than 15 members, each of whom shall be a qualified voter of the city (MN Stat. 410.05 Subd. 1). Charter Commission Rules and Procedures were adopted by the Commission on July 14, 2011. The current Faribault Charter Commission has nine (9) members, with terms of four (4) years. Following is the current membership:

<u>Member</u>	<u>Initial Appt.</u>	<u>Term Expires</u>
Chuck Ackman	05/24/2011	12/31/2020
Elizabeth Cap (Council*)	01/24/2017	12/31/2020
Daniel Burns	05/24/2011	12/31/2020
David Albers	05/23/2017	12/31/2020
Kymn Anderson	05/24/2011	12/31/2022
Dan Behrens	05/24/2011	12/31/2022
Kay Duchene	01/22/2019	12/31/2022
John Jasinski	05/24/2011	12/31/2022
Pat Rice	05/24/2011	12/31/2022

Staff Liaison: City Administrator & City Attorney

5. Recent Considerations
 - (a) General clean-up of the various chapters of the Charter done (conformance with statutory requirements, gender references, etc.).
 - (b) Revised timeframe for enactment of adopted ordinances (from 30 days to “upon publication”) and use of summary publications for lengthy ordinances.

6. Future Considerations

- (a) Administrative authority (limited) on employment matters. City Code currently requires the hiring/termination/discipline of employees go to the City Council.
- (b) Addition of language on thresholds for local office primary elections if City wishes to differ from statutory limits.

Tourism Commission

1. Sec. 14-95.1 of the City Code of Ordinances establishes the Tourism Commission (adopted by Ordinance 2014-14, 10-28-14).
2. The Tourism Commission advises the Agency on the appropriation of lodging tax (3%) funds collected for the purpose of marketing and promoting the City as a tourist and convention center.
3. Meetings 2nd Monday of each month
 4:15pm – 5:30pm
 City Hall – 1st Floor Public Meeting Room
4. Seven (7) voting members appointed by the City Council upon recommendation of the General Affairs Committee, representing the following sectors of the community (3-year terms, except Council is annual):
 - a. One (1) City Council
 - b. One (1) Lodging Industry
 - c. Four (4) from various community assets (lodging industry, restaurants, attractions, retail, history, arts and culture, community festivals, parks and recreation, or pertinent marketing or tourism related expertise, or as otherwise determined by the City)
 - d. One (1) Agency (defined as any local convention or tourism bureau or bureaus for the purposes of marketing and promoting the City as a tourist or convention center)
Current Membership Jon Wood, City Council
 Tami Schluter, lodging-small (Hutchison House B&B)
 Steve Bortz, lodging-large (Boarders)
 Susan Garwood, history (Rice Co. Historical Society)
 John Sheesley, retail/marketing (Dakotah Furniture)
 Miki Orr, Retail (Zensational)
 Heidi Nelson, Agency (Chamber)
Staff Liaison: City Administrator & Admin Asst. II
5. Recent Considerations
 - (a) Entered into a 5-year agreement (2018 thru 2022) with the Faribault Area Chamber of Commerce and Tourism to provide City with marketing and promotion professional services
 - (b) City Council designated 100% of Lodging Tax collections (previously retained 5% for administrative costs)
6. Future Considerations
 - (a) Change meeting requirements (minimum of six per year)
 - (b) Collection of lodging taxes from short-term rentals (AirBnB, VRBO, etc.)