



**City Council Work Session
Tuesday, January 3, 2023 at 6:00 PM
Public Meeting Room**

AGENDA

1. Call to Order

2. Items for Discussion

A. Annual Planning Session

1. Review Preliminary 2023 Meeting Calendar
2. Designation of Official Publication
3. City Administrator Purchasing and Contracting Limit
4. Appointment of Deputy City Administrator
5. Designation of Vice Mayor
6. Council Appointments to Boards and Commissions
7. Working List - 2023 Work Session Topics

3. Future Discussion

4. Adjournment

(The Council may meet as a group for dinner)

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



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH:
FROM: Tim Murray, City Administrator
MEETING DATE: January 3, 2023
SUBJECT: Annual Planning Session

Discussion:

At the first meeting of the year, referred to as the Annual Planning Session in the adopted City Council Rules and Procedures, the Council typically reviews a number of topics related to the conduct of its business. For this meeting, these include the setting of the 2023 Meeting Calendar (subject to change), the designation of the Official Newspaper, approval of City Administrator Purchasing and Contracting Authority, the appointment of a Deputy City Administrator, etc. A number of official actions will be taken at the first regular meeting (1/10/2023) to approve these types of items in accordance with the recommendations made and direction provided.

2.A.1. The preliminary meeting calendar for 2023 is attached. There are four (4) "5th Tuesdays" in 2023—January 31st, May 30th, August 29th, and October 31st. The draft calendar shows not holding work sessions on those nights. One main change from 2022 is that there are no election dates, so there are no meetings pushed to Wednesdays (due to elections—there is one for the 4th of July holiday) as there were in 2022. As always, the calendar is subject to revision, to either cancel or add meetings as warranted throughout the year.

2.A.2. Section 12.01 of the Faribault City Charter requires that the City Council annually designate a legal newspaper of general circulation in the city as its official newspaper. I am recommending that we continue using the Faribault Daily News as our official publication. In addition, we will continue to post notices and other documents on the City website.

2.A.3. Section 6.05 of the Faribault City Charter requires that the City Council establish the purchasing and contracting limit for the City Administrator at least annually by resolution. That amount has been set at \$10,000.00 since 2019, and I am recommending that we continue with that limit for 2023.

2.A.4. I am recommending that Kevin Bushard, Human Resources Director, be appointed as the Deputy City Administrator for 2023, extending this designation from 2022. Mr. Bushard has been with the City nearly 10 years, and is very familiar with the operations of all of the City departments.

2.A.5. The City Council needs to designate a Vice Mayor, to act in the Mayor's absence, as specified by Section 2.06. of the City Charter. Councilmember Spooner served in that role in 2021 & 2022.

2.A.6. A number of boards and commissions include appointments of councilmembers. The listing showing the appointments from 2022 is attached. Non-councilmember appointments will be reviewed at the 1/17/2023 Work Session.

2.A.7. A working list of topics for discussion at Work Session meetings is also attached for review. It should be noted that those that are shown for specific dates may be rescheduled as needed. I would also request that the Council provide items that they would like to see brought to Work Session meetings for discussion in 2023.

Attachments:

1. 2023 Comprehensive Calendar - DRAFT
2. City Charter - Section 12.01. Official publication.
3. Resolution 2023-001 Approve Designation of Official Newspaper - DRAFT
4. City Charter - Section 6.05. Purchases and contracts.
5. Resolution 2023-002 Approve City Administrator Purchasing and Contracting Authority - DRAFT
6. Resolution 2023-003 Appoint Deputy City Administrator - DRAFT
7. City Charter - Section 2.06. The mayor and vice mayor.
8. 2023 Working List - Council Appointments to Committees-Boards-Commissions
9. Work Sessions - Agenda Topics Listing - DRAFT 2022-12-28

2023 City of Faribault Meeting Calendar*

January							February							March							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	H	WS/PC	4	5	6	7				1	2	3	4				1	2	3	4	
8	TC/HRA/LB	CC	11	12	13	14	5	PC	WS	8	9	10	11	5	PC	WS	8	9	10	11	
15	H	WS/PC	AB/HPC	EDA	20	21	12	HRA/LB	CC	AB/CGB/HPC	EDA	17	18	12	TC/HRA/LB	CC	AB/HPC	EDA	17	18	
22	EC	CC	PR	26	27	28	19	H	WS/PC	PR	23	24	25	19	PC	WS	PR	23	24	25	
29	30	31					26	EC	CC					26	EC	CC	29	30	31		
April							May							June							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1		PC	WS	3	4	5	6					1	2	3	
2	PC	WS	5	6	7	8	7	TC/HRA/LB	CC	10	11	12	13	4	PC	WS	7	8	9	10	
9	HRA/LB	CC	12	13	14	15	14	PC	WS	AB/CGB/HPC	EDA	19	20	11	HRA/LB	CC	14	EDA	16	17	
16	PC	WS	AB/HPC	EDA	21	22	21	EC	CC	PR	25	26	27	18	PC	WS	AB/HPC	22	23	24	
23/30	EC	CC	PR	27	28	29	28	H	30	31				25	EC	CC	PR	29	20		
July							August							September							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1			Night to Unite	2	3	4	5						1	2	
2	PC	H	WS	6	7	8	6	PC	CC	9	10	11	12	3	H	WS/PC	6	7	8	9	
9	TC/HRA/LB	CC	12	13	14	15	13	HRA/LB	WS	AB/CGB/HPC	EDA	18	19	10	TC/HRA/LB	CC	13	14	15	16	
16	PC	WS	AB/HPC	EDA	21	22	20	PC	CC	PR	24	25	26	17	PC	WS	AB/HPC	EDA	22	23	
23/30	EC/31	CC	PR	27	28	29	27	EC	29	30	31			24	EC	CC	PR	28	29	30	
October							November							December							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	PC	WS	4	5	6	7				1	2	3	4						1	2	
8	HRA/LB	CC	11	12	13	14	5	PC	WS	8	9	H	11	3	PC	WS	6	7	8	9	
15	PC	WS	AB/HPC	EDA	20	21	12	TC/HRA/LB	CC	AB/CGB/HPC	EDA	17	18	10	HRA/LB	CC	13	14	15	16	
22	EC	CC	PR	26	27	28	19	PC	WS	PR	H	H	25	17	PC	WS	AB/HPC	EDA	22	23	
29	30	31					26	EC	CC	29	30			24/H	H	CC/EC	PR	28	29	30	
PC=Planning Commission 6:00 pm						TC=Tourism Commission 4:15 pm					EC=Environmental Commission 6:00 pm					E=Election Related Event					
CC= City Council 6:00 pm			WS=Work Session 6:00 pm				HRA= Housing and Redevelopment Authority 6:00 pm					LB=Library Advisory Board 6:00pm									
AB=Airport Advisory Board 7:00 am				CGB=Charitable Gambling Board 6:00 pm					HPC= Heritage Preservation Commission 6:00 pm					*calendar subject to change							
EDA=Economic Development Authority 7:00 am					H=Holiday -City Hall Closed				PR= Parks and Recreation Advisory Board 7:00 pm												

Section 12.01. Official publication.

The council shall annually at its first meeting of the year designate a legal newspaper of general circulation in the City as its official newspaper, or some other official publication as authorized by Minnesota law, in which shall be published ordinances and other matters required by law to be so published, as well as such other matters as the council may deem it in the public interest to have published in this manner.

(Ord. No. 2011-21, § 1, 2-14-12)

CITY OF FARIBAULT

RESOLUTION #2023-001

APPROVE DESIGNATION OF OFFICIAL NEWSPAPER

WHEREAS, Section 12.01 of the Faribault City Charter requires that the City Council annually designate a legal newspaper of general circulation in the city as its official newspaper.

NOW, THEREFORE BE IT RESOLVED, that the Faribault Daily News be and hereby is designated as the official newspaper of the City of Faribault, Minnesota for the year 2023.

ALSO, BE IT RESOLVED, that if additional legal notices are required, the Owatonna People's Press or the Northfield News will be utilized.

Date Adopted: January 10, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

Section 6.05. Purchases and contracts.

The city administrator shall be the chief purchasing agent of the City. All city purchases and contracts shall be made or let by the city administrator when the amount involved does not exceed an amount established at least annually by the city council by resolution. All other purchases shall be made and all other contracts let by the council after the recommendation of the city administrator has first been obtained. Contracts shall be made in compliance with Minnesota law, and whenever competitive bids are required, the contract shall be let to the lowest responsible bidder consistent with Minnesota law. All contracts, bonds, and instruments of any kind to which the City is a party shall be signed by the mayor and the city administrator on behalf of the City and shall be executed in the name of the City. The council may by ordinance adopt further regulations for the making of bids and the letting of contracts.

(Ord. No. 2011-19, § 1, 12-27-11)

CITY OF FARIBAULT

RESOLUTION #2023-002

APPROVE CITY ADMINISTRATOR PURCHASING AND CONTRACTING AUTHORITY

WHEREAS, the Faribault City Charter Section 6.05 establishes the City Administrator's purchasing and contracting authority and states that City purchases and contracts shall be made or let by the City Administrator when the amount does not exceed an amount established at least annually by the City Council by resolution; and

WHEREAS, the most recent resolution authorizing the amount not to exceed \$10,000 for purchasing and contracting was approved by the City Council on January 11, 2022.

NOW, THEREFORE BE IT RESOLVED, that pursuant to the authority of Faribault City Charter Section 6.05, the City Council directs that all City purchases and contracts shall be made or let by the City Administrator when the amount involved does not exceed \$10,000, except when necessary to pay monthly utility and credit card bills that produce late fees and interest charges if not paid prior to formal Council approval.

ALSO, BE IT RESOLVED, that consistent with the authority of Faribault City Charter Section 6.05, the City Council directs that the City purchasing and contracting amounts established in this resolution shall remain in effect until such time that the authority granted herein is changed by resolution consistent with the City Charter.

ALSO, BE IT RESOLVED, that the City Council directs that all administrative policies and requirements necessary for City purchases and contracts shall continue to be followed pursuant to the direction of the City Administrator and in compliance with the Faribault City Charter and Minnesota Law.

Date Adopted: January 10, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

CITY OF FARIBAULT

RESOLUTION #2023-003

APPOINT DEPUTY CITY ADMINISTRATOR

WHEREAS, the City of Faribault desires to appoint a Deputy City Administrator to act in the absence of the City Administrator; and

WHEREAS, the City Administrator may from time to time be unavailable because of absence from the city, or for physical, mental, or legal reasons is unavailable to exercise the powers and discharge the duties of the position; and

WHEREAS, the City Administrator has the authority to notify the Deputy City Administrator when he/she shall serve as Acting City Administrator; and

WHEREAS, the City Administrator shall have the authority to compensate the Deputy City Administrator in the amount of \$100 per day for related duties; and

WHEREAS, this appointment shall remain in effect until a new appointment is approved by the City Council.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Faribault, Minnesota, that the City Council appoint Kevin Bushard, Human Resources Director, as Deputy City Administrator, to serve as Acting City Administrator at such times as the City Administrator is unavailable.

Date Adopted: January 10, 2023

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

Section 2.06. The mayor and vice mayor.

The mayor shall preside at meetings of the council and shall have a vote as a member. The council shall choose from its members a vice mayor who shall hold office at the pleasure of the council. The vice mayor shall serve as mayor in the mayor's absence and as mayor in case of the mayor's disability or absence from the city. The mayor shall be recognized as head of the city government for all ceremonial purposes, by the courts for the purpose of serving civil process, and by the Governor for purposes of martial law, but the mayor shall have no administrative duties.

(Ord. No. 2011-15, § 1, 9-27-11)



2023 CITY COUNCIL COMMITTEES – Working Copy

JOINT COMMITTEE (Work Session) (7)

Meets the first and third Tuesday of every month at 6:00 pm. Other meetings as needed.

Members: Mayor and all City Councilmembers

ANNEXATION COMMITTEE (3)

Meets as needed.

Members: Mayor Voracek, Councilmembers Ross and Spooner

Staff Liaison: City Administrator & CED Director

LABOR COMMITTEE (2)

Meets as needed.

Members: Mayor Voracek and Councilmember Ross

Staff Liaison: City Administrator & Human Resources Director

AD HOC

Special committees established at Council discretion on an issue-by-issue basis. The Mayor serves on all established Ad Hoc Committees, along with two other Council members.



2023 COUNCIL APPOINTMENTS AND REPRESENTATIVES – Working Copy

Committees/Boards/Commissions with all members appointed by City Council

(List only includes those with Council appointees)

<u>Committee Name</u>	<u>Council Appointees</u>	<u>Staff Rep.</u>
1) CHARITABLE GAMBLING ADVISORY BOARD	Caron	H. Slechta
2) ECONOMIC DEVELOPMENT AUTHORITY	Viscomi, Mayor Voracek	D. Wanberg
3) HOUSING AND REDEVELOPMENT AUTHORITY	Wood	D. Wanberg
4) PARKS AND RECREATION ADVISORY BOARD	Caron	P. Peanasky
5) TOURISM COMMISSION	Viscomi	H. Slechta

Committees/Boards/Commissions with only Council/City representatives appointed by City Council

<u>Committee Name</u>	<u>Council Appointees</u>	<u>Staff Rep.</u>
1) ALEXANDER PARK COMMITTEE	Spooner, Mayor Voracek	P. Peanasky
2) BMX TRACK BOARD	Ross, Wood	P. Peanasky
3) BUCKHAM WEST (SENIOR CENTER)	Ross	P. Peanasky
4) FARIBAULT HOUSE BUILDING COMMITTEE	van Sluis	N/A
5) ICE ARENA BOARD	van Sluis, Mayor Voracek	P. Peanasky
6) JOINT DISPATCH BOARD	van Sluis	D. Dienst
7) MAIN STREET COMMITTEE	Viscomi	D. Wanberg
8) MILL TOWNS TRAIL BOARD	van Sluis, Wood	M. Duchene
9) PARADISE CENTER FOR THE ARTS BOARD	van Sluis	N/A
10) RIVER BEND NATURE CENTER	Spooner	N/A
11) SOCCER COMPLEX BOARD	van Sluis	P. Peanasky
12) TOWNSHIP FIRE CONTRACT COMMITTEE	Spooner, Mayor Voracek	D. Dienst

Current Member - Application submitted for reappointment

Current Member - No Application submitted/notified City not reapplying

New Applicant

Councilmember/City Staff

AIRPORT ADVISORY BOARD – Ch. 3, Art. II, City Code of Ordinances (Ord. A-368, 76-09, 95-19, 2021-1);

Seven (7) members (a minimum of 5 members who reside or work in the city, and up to 2 residents of the county); 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.

AIRPORT ADVISORY BOARD	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Tom Waarvik	2/9/1993	3 yrs.	1/31/2023
2. (James) Carl Hooper (county resident)	9/13/2001	3 yrs.	1/31/2023
3. Doug Nelson	5/23/2017	3 yrs.	1/31/2023
4. Mike Brown, Sr.	12/22/2009	3 yrs.	1/31/2024
5. (Robert) Pete Johnson	4/27/1976	3 yrs.	1/31/2024
6. Stein Bruch	1/25/2022	3 yrs.	1/31/2025
7. William Smith	2/12/2019	3 yrs.	1/31/2025
New - Brian Paczosa			

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.

CHARTER COMMISSION	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Kymn Anderson	5/24/2011	4 yrs.	12/31/2022
2. Dan Behrens	5/24/2011	4 yrs.	12/31/2022
3. Kay Duchene	1/22/2019	4 yrs.	12/31/2022
4. John Jasinski	5/24/2011	4 yrs.	12/31/2022
5. Pat Rice	5/24/2011	4 yrs.	12/31/2022
6. Chuck Ackman	5/24/2011	4 yrs.	12/31/2024
7. Daniel Burns	5/24/2011	4 yrs.	12/31/2024
8. David Albers	5/23/2017	4 yrs.	12/31/2024
9. Tom Spooner (Council rep.)	1/12/2021	4 yrs.	12/31/2024
New - Anneke Musselman			

CHILDREN'S FUND (AQUATIC CENTER) BOARD –Resolution 2003-226; Advises City Council and staff on the Aquatic Center Scholarship fund monies

CHILDREN'S FUND (AQUATIC CENTER) BOARD	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Chad Christiansen	2/4/2020	3 yrs.	1/31/2023
2. Ken Hubert	3/27/2018	3 yrs.	1/31/2024
3. Bethany Fuller	4/26/2022	3 yrs.	1/31/2025

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

ECONOMIC DEVELOPMENT AUTHORITY	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Mayor Kevin Voracek (Council Rep.)	1/8/2019	4 yrs.	1/14/2025
2. Janna Viscomi (Council Rep.)	1/8/2019	4 yrs.	1/10/2023
3. Matthew Drevlow	5/23/2017	6 yrs.	1/24/2023
4. Andrew (AJ) Smith*	4/12/2022	6 yrs.	1/24/2023
5. Rodney Gramse	2/11/2014	6 yrs.	1/28/2025
6. Will Fort*	8/24/2021	6 yrs.	1/26/2027
7. David Campbell	1/25/2022	6 yrs.	1/25/2028

*Appointed to partial term to fill vacancy due to resignation

New - Eric Delgado

ENVIRONMENTAL COMMISSION – Ordinance 2020-3. The Commission advises the City Council on environmental issues and opportunities affecting the City while respecting the City's economic and social environments. – Ordinance 2020-3. The Commission advises the City Council on environmental issues and opportunities affecting the City while respecting the City's economic and social environments. (Ordinance 2022-6; 7 members, at least four (4) City Residents, up to three (3) residents of bordering townships).

ENVIRONMENTAL COMMISSION	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Richard Huston	4/14/2020	3 yrs.	1/31/2023
2. Emily Nesvold	4/14/2020	3 yrs.	1/31/2023
3. Roger Steinkamp	4/14/2020	3 yrs.	1/31/2023
4. Lee Nordmeyer*	4/12/2022	3 yrs.	1/31/2024
5. Sonny Wasilowski	1/26/2021	3 yrs.	1/31/2024
6. Katy Anderegg	1/25/2022	3 yrs.	1/31/2025
7. Martha Brown	1/25/2022	3 yrs.	1/31/2025

*Appointed to partial term to fill vacancy due to resignation

New - Anna Brennan

New - Theresa Demars

New - Cynthia Diessner

New - Carrissa Glarner

New - Christine Graf

New - Alayna Simon (student)

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. Must be a City resident (per MN Stat. 471.193, Subd. 5). The Commission is actively involved in a variety of educational efforts that highlight Faribault's past.

HERITAGE PRESERVATION COMMISSION	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Karl Vohs	7/22/2008	3 yrs.	1/31/2023
2. David Sauer	1/14/2020	3 yrs.	1/31/2023
3. Sam Temple	1/14/2020	3 yrs.	1/31/2023
4. Ron Dwyer	2/23/2021	3 yrs.	1/31/2024
5. Cori Weems	1/26/2021	3 yrs.	1/31/2024
6. Rob Kuhlman	1/25/2022	3 yrs.	1/31/2025
7. Lee Nordmeyer	4/14/2020	3 yrs.	1/31/2025
New - Jim Mills			

HOUSING AND REDEVELOPMENT AUTHORITY – Resolution 2001-029, MN Statute 469.003; Per State law the HRA handles a variety of housing programs. It also manages public housing units and Robinwood Manor senior housing. Seven members, including one councilmember. Must be a resident of the city. Limited to maximum of three (3) consecutive five (5) year terms for a total of fifteen (15) years.

HOUSING AND REDEVELOPMENT AUTHORITY	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Jon Wood (Council rep)	1/11/2022	1 yr.	1/31/2023
2. Matt Speckhals	4/26/2016	5 yrs.	1/31/2024
3. Brendan Kennedy	3/1/2015	5 yrs.	1/31/2025
4. Loni Ahlers	2/26/2013	5 yrs.	1/31/2026
5. Narren Brown	1/22/2019	5 yrs.	1/31/2026
6. Travis McColley	11/9/2021	5 yrs.	1/31/2027
7. Travis Kath	2/22/2022	5 yrs.	1/31/2027
New - Eric Delgado			

ICE ARENA BOARD (CITY REPRESENTATIVES) MEMBERS - The Ice Arena Board makes decisions regarding maintenance and operation for the Faribault Ice Arena, which is jointly owned by the City, School District, and Hockey Association, which each appoint three members to this board.

ICE ARENA BOARD (CITY REPS)	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Mayor Kevin Voracek (Council rep)	1/11/2022	1 yr.	1/31/2023
2. Peter van Sluis (Council rep)	1/11/2022	1 yr.	1/31/2023
3. Paul Peanasky (City rep)*	2/22/2022	3 yrs.	1/31/2023

*Appointed to partial term to fill vacancy due to resignation

LIBRARY ADVISORY BOARD – Ch. 13, Art. II, City Code of Ordinances, MN Statute 134.09; This Board advises the Council and the City Administrator regarding the maintenance and operation of Buckham Memorial Library. The Council appoints six (6) members to the board, who must be city residents. The Rice County Board may appoint one additional (seventh) member, or the Council may appoint a student from a city high school to a 1- or 2-year term as the seventh member of the board.

LIBRARY ADVISORY BOARD	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Travis Davidson	1/24/2017	3 yrs.	1/31/2023

2. Gordon Liu*	1/25/2022	1 yrs.	1/31/2023
3. Crystal Bauer	9/27/2016	3 yrs.	1/31/2024
4. Melissa Kuhl	1/9/2018	3 yrs.	1/31/2024
5. Keri Simon	2/23/2016	3 yrs.	1/31/2025
6. Jayne Spooner	1/22/2019	3 yrs.	1/31/2025
7. Nevaeh Weeg (student)	1/14/2020	1 yr.	1/31/2023

*Appointed to partial term to fill vacancy due to resignation

New - Luella Coulter (student)

New - Tyler Gardner

New - Kate McGrogan

New - Anneke Musselman

PARK & RECREATION ADVISORY BOARD – Resolution 2021-009; Seven (7) members, made up of one (1) City Council Member, minimum of five (5) City Residents, up to one (1) non-city resident residing within the school district, plus one (1) student member; This Board advises the City Council and staff on parkland dedication, park improvements, and recreation programs.

PARK & RECREATION ADVISORY BOARD	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Sara Caron (Council rep)	1/11/2022	1 yr.	1/31/2023
2. Mike Ross	1/14/2020	3 yrs.	1/31/2023
3. Lola Brand	7/14/1998	3 yrs.	1/31/2023
4. Sally Kramer	8/23/2011	3 yrs.	1/31/2024
5. Mark Fuchs (Removed 12/13/2022)	1/25/2022	3 yrs.	1/31/2025
6. Chad Kreager	11/22/2005	3 yrs.	1/31/2025
7. Troy Temple	1/22/2019	3 yrs.	1/31/2025
8. Henry Schonebaum (Student)	8/25/2020	1 yr.	1/31/2023
New - Chad Christiansen			
New - Carrissa Glarner			
New - Mark Kenney			

PETER SMITH ADVISORY COMMITTEE – Resolution 86-201; This committee advises the Council and the Parks and Recreation Advisory Board on expenditures from the Peter Smith trust fund for youth recreation programs.

PETER SMITH ADVISORY COMMITTEE	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. George Cunniff	02/09/21	3 yrs.	1/31/2023
2. Kyle Murphy *	02/22/22	3 yrs.	1/31/2024
3. Gordon (Duffy) Elleby	2/9/2021	3 yrs.	1/31/2025

*Appointed to partial term to fill vacancy due to resignation

PLANNING COMMISSION – Chapter 20, City Code of Ordinances, M.S. § 462.354, subd. 1. (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.

PLANNING COMMISSION	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
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1. Steve White	12/10/1996	3 yrs.	1/31/2023
2. Barton Jackson*	1/26/2021	3 yrs.	1/31/2023
3. Chuck Ackman	12/22/2009	3 yrs.	1/31/2024
4. David Albers	1/13/2014	3 yrs.	1/31/2024
5. David Campbell	10/11/2016	3 yrs.	1/31/2025
6. Sam Temple	1/14/2020	3 yrs.	1/31/2025
7. VACANT			

*Appointed to partial term to fill vacancy due to resignation

New - Eric Delgado

New - Michael Salt

New - Jim Mills

New - Mark Miller

TOMMY ALLEN YOUTH ENDOWMENT FUND BOARD – 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. Mike Jarvis	1/14/2020	3 yrs.	1/31/2023
2. Cindy Griesert	11/8/2011	3 yrs.	1/31/2023
3. Sharon Dell	2/14/2006	3 yrs.	1/31/2024

TOURISM COMMISSION – Ch. 14, Art. V, City Code of Ordinances (Ord. 2014-014; Res. 2014-218; Ord. 2019-7) - Advises City Council and staff on the Tourism issues and the expenditure of lodging tax funds.

	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1. Janna Viscomi (Council Rep)	1/11/2022	1 yr.	1/31/2023
2. Lesley Dudley*	1/25/2022	3 yrs.	1/31/2023
3. Susan Garwood	11/25/2014	3 yrs.	1/31/2023
4. David Connelly	1/14/2020	3 yrs.	1/31/2024
5. Ashley Reller	1/26/2021	3 yrs.	1/31/2024
6. Heidi Nelson (Agency Rep)	3/27/2018	3 yrs.	1/31/2025
7. Miki Orr	3/12/2019	3 yrs.	1/31/2025

*Appointed to partial term to fill vacancy due to resignation

New - Mark Kenney

New -David Nichols - Rice Co. Historical Society

New - Pamela Rezac

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

	<u>Appointed</u>
1. Ed Bastyr	12/23/2008
2. Pat Rice	12/23/2008
3. Pauline Schreiber	12/23/2008
4. Sally Kramer (Park/Rec Brd rep)	3/12/2019

5. Wendy Eckert	1/14/2020
6. Susan Erickson	1/14/2020
7. Mark Zentner	1/14/2020
8. Amanda Theis	1/25/2022

New - Jane Egerdal

New - Elaine Feikema

New - Kimberly Paczosa

CHARITABLE GAMBLING ADVISORY BOARD – Ordinance 95-26 (Ord. 89-01) – The Board is made up of representatives of the holders of Gambling licenses. Board makes recommendations to Council on spending City's charitable gambling taxes.

CHARITABLE GAMBLING ADVISORY BOARD	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
<i>City Council Representative</i>			
1. Sara Caron	1/11/2022	1 yr.	1/31/2023
<i>American Legion</i>			
1. James Douda	1/26/2021	2 yrs.	1/31/2023
2. Alternate		2 yrs.	1/23/2024
<i>Bethlehem Academy – Carbone's, Grampa Al's, Country Club</i>			
1. Troy Marquardt	2017	2 yrs.	1/23/2023
2. Alternate		2 yrs.	1/31/2024
<i>Divine Mercy School – Signature Bar, Carbone's</i>			
1. Daniel Moyer	5/22/2022	2 yrs.	1/31/2023
2. Alternate		2 yrs.	1/31/2024
<i>Eagles</i>			
1. Jon Sirek	1/25/2012	2 yrs.	1/31/2024
2. Alternate		2 yrs.	1/31/2024
<i>Elks</i>			
1. Mike Donkers	6/8/2021	2 yrs.	1/31/2024
2. Alternate		2 yrs.	1/31/2023
<i>Faribault Hockey Association – Depot, Bashers, Joe's, Carbones</i>			
1. Rick Caron	9/13/2011	2 yrs.	1/31/2024
2. Alternate		2 yrs.	1/31/2023
<i>Faribault Wrestling Club – J&J Bowling Center</i>			
1. Jason Tobin	8/28/2007	2 yrs.	1/31/2024
2. Alternate		2 yrs.	1/31/2023
<i>Knights of Columbus</i>			
1. Peter Dodge	1/9/2018	2 yrs.	1/31/2024
2. Alternate		2 yrs.	1/31/2023
<i>Moose</i>			
1. Horace Vogesaa	2/23/2021	2 yrs.	1/31/2024
2. David Schwichtenberg		2 yrs.	1/31/2023
<i>Morristown Fire Relief - Our Place on 3rd</i>			
1. Terry Meschke	3/12/2019	2 yrs.	1/31/2024

2. Johnathan Chmelik		6/8/2021	2 yrs.	1/31/2023
<i>Defeat of Jesse James Days Committee – Corks and Pints</i>				
1. Shelia Radtke		3/12/2019	2 yrs.	1/31/2023
2. Alternate			2 yrs.	1/31/2023
<i>Faribault Youth Rotary Services – Boxer's</i>				
1. Brenda DeMars		6/8/2021	2 yrs.	1/31/2023
2. Chad Koepke		6/8/2021	2 yrs.	1/31/023

Subject	Date	Staff	
Annual Planning Session	01/03/2023	Admin	
- 2023 Meeting Calendar; Official Publication; Appointment of Deputy City Administrator; Council Board and Commission Appointments; etc.			
Discuss Citizen Board and Commission Appointments	01/17/2023	Admin	
2023-2025 Buckham Memorial Library Strategic Plan		Library	
Investment/Spending Policy for Crandall Bequest (Final)		Library	
Proposed Food Truck Regulations		Admin	
** No Meeting Scheduled **	01/31/2023		
Review RFQ Submittals for new Community Center	02/07/2023	Parks	
Amendments to the Tall Grass and Weeds Ordinance		CED	
Disposition of City's Cannon River View Development Parcels		CED	
RFP for Enterprise Resource Planning (ERP) Software System	02/21/2023	Finance	
Approval of Schematic Design for Downtown Area Park		Admin	
Proposed THC Products Licensing Ordinance		Admin	
Preliminary Modification Options for Council Chambers	03/07/2023	Admin/HR/Parks	
2022 Investment Report		Finance	
Review 2023-2025 Strategic Plan	03/21/2023	Admin	
2022 Annual Report Presentations	04/04/2023	All	
	04/18/2023		
City Council Retreat	05/02/2023	All	
	05/16/2023		
** No Meeting Scheduled **	05/30/2023		
Council Bus Tour	06/06/2023	All	
Budget Work Session #1 - Overview	06/20/2023	Finance	
Budget Work Session #2 - LTFMP	07/05/2023	Finance	*Wednesday meeting*
Budget Work Session #3	07/18/2023	Finance	
Night to Unite (No Work Session meeting)	08/01/2023		

Review 2023 Funding Requests for Non-Profit/Civic Org.	08/15/2023	Admin	
Council Budget Work Session #4		Finance	
** No Meeting Scheduled **	08/29/2023		
Council Budget Work Session #5	09/05/2023	Finance	
Council Budget Work Session #6	09/19/2023	Finance	
	10/03/2023		
	10/17/2023		
** No Meeting Scheduled **	10/31/2023		
New City Administrator Recruitment Process	11/07/2023	HR	
Budget Work Session #7 (Final)	11/21/2023	Finance	
	12/05/2023		
Council/Staff Holiday Gathering	12/19/2023		Location = tbd

Working List of Potential Topics

Department(s)

Forest Bridgewater Joint Powers Board
Expanded Patios for Liquor License Holders
AirBnB/Short Term Rentals
Utility Franchise Agreement Renewals
City Charter Revisions (if needed)
Public Housing "Repositioning" Update
TH 60 Westside Development Update
Implementation of the Comprehensive Plan
Building Development Standards (thru PC)
I-35/CSAH 9 Interchange Planning Review
Trail Signage
Restablishment of Fire Inspections Program
River Bend Nature Center Agreement Review
Reorganization of Recreation Staffing
Pickle Ball Courts/Facility Options
Replacement of City Park Signs
Facility Agreements with School District
Expansion of Roberds Lake San. Sewer District
Traffic Studies
Snow & Ice Control Guidelines
Airport Runway Expansion

Admin
Admin
Admin
Admin
Admin
CED
CED
CED
CED
Engineering
Engineering/Parks
Fire
Parks
Parks
Parks
Parks
Public Works
Public Works
Public Works
Public Works