



City Council Work Session
Tuesday, January 17, 2023 at 6:00 PM
Public Meeting Room

AGENDA

1. Call to Order

2. Items for Discussion

- A. Review Citizen Board and Commission Appointment Applications
- B. 2023-2025 Buckham Memorial Library Strategic Plan
- C. Investment/Spending Policy for Crandall Bequest

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 17, 2023
SUBJECT: Review Citizen Board and Commission Appointment Applications

Discussion:

The following Board and Commissions have available opportunities for those wishing to volunteer their skills and time to the community. Staff has received numerous applications from interested individuals for consideration of appointment. The appointments of councilmembers to those boards and commissions that include one or more councilmembers were discussed at the January 3, 2023, Council Work Session, and those appointments will also be made at the January 24, 2023 City Council meeting.

Airport Advisory Board

The Airport Advisory Board has three (3) openings, with 3-year terms. Staff has received two (2) applications, one (1) existing member seeking reappointment, Tom Waarvik, who has served on the Board since 1993, along with a new applicant, Brian Paczosa. Two of the current members did not apply for reappointment. This board 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.

Joint Airport Zoning Board

There are no appointments pending for the City representatives on the Joint Airport Zoning Board (JAZB)--this board meets only as needed to deal with zoning issues for the airport. The Chairperson is appointed by the JAZB itself, who will need to do so the next time they convene.

Charter Commission

This commission has five (5) openings, with four (4) of the current members having reapplied for appointment (Kymn Anderson, Dan Behrens, John Jasinski, and Pat Rice), and two new applicants (Dave Miller and Anneke Musselman). The District Chief Judge makes the actual

appointments to the Charter Commission, so the Council's selections would simply be a recommendation to be made to the court. 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.

Children's Fund (Aquatic Center) Board

This Board has one (1) opening, for a 3-year term. There have been no applications received. Staff will continue to look for someone to fill the open seat, and bring that back for consideration for appointment in the future. This Board, working with the Parks and Recreation Department, oversees the scholarship funds used to subsidize admissions to the aquatic center. Alternately, I would recommend that Staff look at the possibility of amending their original resolutions to make this a subcommittee under the Parks and Recreation Advisory Board.

Economic Development Authority (EDA)

The Economic Development Authority has two (2) openings, for 6-year terms. One (1) application has been received from a current member, AJ Smith, with one (1) new application from Eric Delgado. Appointees to the EDA are allowed to serve no more than two consecutive terms (full or partial), and no more than a total of 12 consecutive years. The EDA has the authority to take action on economic development programs and manage tax increment financing districts and multiple grant and loan programs. In addition to the two council seats, per the EDA's enabling resolution, the City Council appoints the remaining commissioners to serve at large or from organizations which may have a role in economic development. An appointment could be from such organizations as City Commissions, the Faribault Industrial Corporation, the School District, County, Community Board, or Chamber of Commerce members.

Environmental Commission

There are three (3) openings, for 3-year terms and one (1) opening to fill a term ending 1/31/2025 due to a resignation. Two of the three current commissioners with expiring terms have applied for reappointment, plus there were five (5) new applications submitted. Additionally, there was a student application submitted, however, the makeup of this commission does not include a student member. The Commission advises the City Council on environmental issues and opportunities affecting the City while respecting the City's economic and social environments.

Heritage Preservation Commission (HPC)

The Heritage Preservation Commission has three (3) openings, for 3-year terms. Staff has received two (2) applications from current members (David Sauer and Sam Temple), and two (2) new applications (Colton Hogan and Jim Mills) The Commission advises City Council and staff on issues related to the preservation of the community's cultural, historical

and architectural heritage.

Housing and Redevelopment Authority (HRA)

The Housing and Redevelopment Authority does not have any seats expiring this year, although there was one (1) new application submitted by Eric Delgado. HRA Board members may serve a maximum of three (3) consecutive 5-year terms for a total of fifteen (15) years.

Library Advisory Board

This board has two (2) 3-year terms plus one (1) 1-year student representative seats open. Staff has received four applications—one current board member, Gordon Liu, and four new members, which includes one student (Luella Coulter-student, Tyler Gardner, Kate McGrogan, and Anneke Musselman) have submitted applications for consideration. The Library Advisory Board advises the Council and City Administrator on the maintenance and operation of the Buckham Memorial Library.

Parks and Recreation Advisory Board

There are four (4) openings on the Parks and Recreation Advisory Board, two (2) 3-year terms, one seat to fill out a term through 1/31/2025, and one (1) 1-year Student Representative term. Staff received applications from two (2) current board members (Lola Brand and Mike Ross) as well as three (3) new members (Chad Christiansen, Carrissa Glarner, and Mark Kenney). There have not been any student applications submitted at this time. This board advises the City Council and staff on parkland dedication, park improvements, and recreation programming.

Peter Smith Advisory Committee

The Peter Smith Advisory Committee has one (1) opening for a 3-year term. Staff has received one (1) application for reappointment from current member George Cuniff. This Board advises on expenditures from the Peter Smith trust fund for youth recreation programs. Staff will continue to seek applications to fill the remaining open seat, and bring those back for consideration for appointment in the future.

Planning Commission

There are three (3) openings, with 3-year terms, plus one (1) opening to fill the remainder of a term through 1/31/2024 due to a pending resignation on the Planning Commission. Staff has received two (2) applications from current commissioners for reappointment, Barton Jackson and Steve White, along with four (4) new applicants (Eric Delgado, Mark Miller, Jim Mills, and Michael Salt). The Planning Commission makes recommendations to the City Council on land use related issues: variances, conditional use permits, subdivisions and zoning changes.

Tommy Allen Youth Endowment Board

There are two openings (of the three seats on this board) and no

applications have been submitted. Like the Children's Fund (Aquatic Center) Board, I would recommend staff look at the possibility to amend the original resolutions and place them as subcommittees under the Park and Recreation Advisory Board.

Tourism Commission

There are two (2) openings, with 3-year terms on the Tourism Commission. Staff has received three (3) applications from Mark Kenney, David Nichols, and Pamela Rezac (the two current members are not seeking reappointment). The commission consists of a council member, an agency (Faribault Area Chamber of Commerce and Tourism) representative, and five other members, with one (1) being from the lodging industry, and the other four (4) representing community assets (such as the lodging industry, restaurants, attractions, retail, history, arts and culture, community festivals, and parks and recreation, or an applicant with pertinent marketing or tourism related expertise, or as otherwise determined by the Council).

Gambling Board

Members of the Gambling Board are appointed by the organizations that they represent. Staff has received applications from the following members seeking reappointment by the Council--James Doua (American Legion), Troy Marquardt (Bethlehem Academy), Daniel Moyer (Divine Mercy Catholic School), Sheila Radtke (Defeat of Jesse James Committee), and Brenda Demars and Chad Koepke (Faribault Rotary Youth Services).

Tree Board

The Tree Board advises the Park/Rec Board on issues related to trees. There are currently eight (8) members on the Tree Board. Terms on the tree board do not expire. Meetings are held by the board when needed. Staff received two (2) applications to serve on the Tree Board, from Elaine Feikema and Kimberly Paczosa.

The applications submitted by the individuals for the various boards and commissions are attached, with private data redacted.

The attached listing of the applicants for the various boards and commissions is color-coded to show current members and their application status, new applicants, and councilmembers (reflecting the selections from the January 3rd Work Session).

Attachments:

1. Board-Commission Appointments - Working Copy
2. All Applications (Redacted)

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			
New - Dave Miller			

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
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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. Tom Spooner (Council Rep.)	1/24/2023	4 yrs.	1/26/2027
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. Open		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			
New - Colton Hogan			

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. Sara Caron (Council rep)	1/24/2023	1 yr.	1/31/2024
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)	1/24/2023	1 yr.	1/31/2024
2. Peter van Sluis (Council rep)	1/24/2023	1 yr.	1/31/2024
3. Paul Peanasky (City rep)	1/24/2023	3 yrs.	1/31/2026

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)	1/24/2024	1 yr.	1/31/2024
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 Cuniff	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>
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 (Resigning 1/23/2023)	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			1/31/2026
*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. Adama Doubouya (Council Rep)	1/24/2023	1 yr.	1/31/2024
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 - 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	1/24/2023	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

Heather Slechta

From: noreply@civicplus.com
Sent: Monday, October 24, 2022 1:39 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Airport Advisory Board

First Name Tom

Last Name Waarvik

Address1 800 Carson ct

Address2 *Field not completed.*

City Faribault

State mn

Zip 55021

Occupation retired

List the day and hours you
are available for meetings *Field not completed.*

Are you currently serving on
other Boards, Commissions,
or Committees? No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before> Yes

If yes, which one(s)? City County zoning board

Please list your reasons for
your interest to serve on
this board or commission

Trying to keep improving the Airport

Please list your experience
or expertise you can
provide if appointed

Field not completed.



Email not displaying correctly? [View it in your browser.](#)



APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12-7-22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Airport Advisory Board

NAME: Brian Paczosa

ADDRESS: 6770 Fairfax Way Faribault

EMPLOYER: Stein Air

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

Monday → Sunday
7:00 a.m. to 9:00 p.m.

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

I know work in the Aviation Industry and would like to become involved with the local airport.

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

I am a licensed Insurance Adjuster. I can advise on construction projects as well as property damage.

APPLICANT'S SIGNATURE: Brian Paczosa

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399

Heather Slehta

From: noreply@civicplus.com
Sent: Tuesday, December 27, 2022 4:04 PM
To: Heather Slehta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Charter Commission

First Name Kymn

Last Name Anderson

Address1 216 4th Ave SW

Address2 *Field not completed.*

City Faribault

State MN

Zip 55021

Occupation retired

List the day and hours you
are available for meetings most -

Are you currently serving on
other Boards, Commissions,
or Committees? No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before> Yes

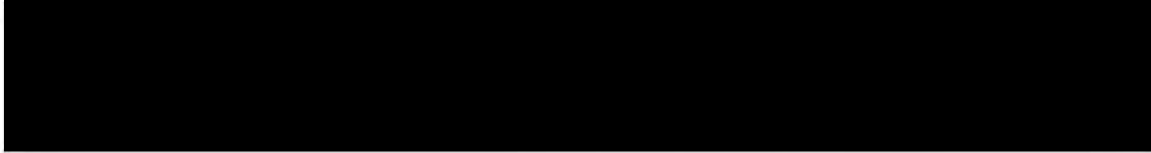
If yes, which one(s)? EDA, Charter Commission

Please list your reasons for
your interest to serve on
this board or commission

Past service on City Council

Please list your experience
or expertise you can
provide if appointed

Field not completed.



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APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12-6-22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Charter Commission

NAME: Dan Behrens

ADDRESS: 1549 18th Ave NW



EMPLOYER: Rem Construction

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

All

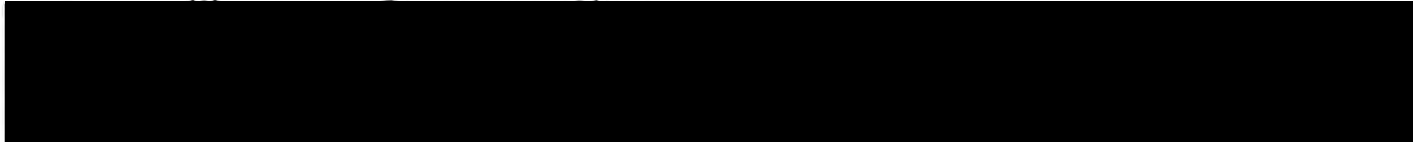
LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

Community Service

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

Served Charter Commission

20 yr City Employee



APPLICANT'S SIGNATURE: [Signature]

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAUT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAUT, MN 55021
FAX: 507/333-0399

Heather Slechta

From: noreply@civicplus.com
Sent: Wednesday, January 11, 2023 10:31 AM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Charter Commission

First Name John

Last Name Jasinski

Address1 421 Central Avenue

Address2 *Field not completed.*

City Faribault

State MN

Zip 55021

Occupation Real Estate Broker/Legislator

List the day and hours you
are available for meetings

Flexible

Are you currently serving on
other Boards, Commissions,
or Committees?

Yes

If yes, which one(s)?

State - Minnesota Senate

Have you served on a
Board, Commission or
Committee before?

Yes

If yes, which one(s)?

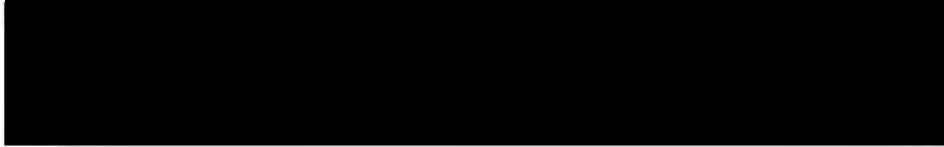
Planning Commission, EDA, City Council, Charter

Please list your reasons for
your interest to serve on
this board or commission

Continue my community involvement in Faribault

Please list your experience
or expertise you can
provide if appointed

30 years in local government in Faribault



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APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 1-5-2023

ADVISORY BOARD OR COMMISSION INTERESTED IN: CHARTER COMMISSION

NAME: DAVID J. MILLER

ADDRESS: 431 TATEPANA BLVD

EMPLOYER: THE MUSIC MART

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

ANY TIME SHOULD WORK.

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

I LIKE TO GIVE BACK.

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

PLANNING COMMISSION (FARIBAULT)
CITY COUNCIL
COUNTY COMMISSIONER

APPLICANT'S SIGNATURE: [Signature]

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399



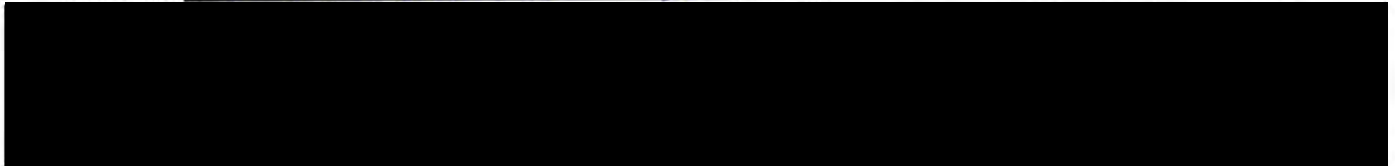
APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: Jan 11

ADVISORY BOARD OR COMMISSION INTERESTED IN: Charter Comm

NAME: Pat Rice

ADDRESS: 713 Ravine St



EMPLOYER: _____

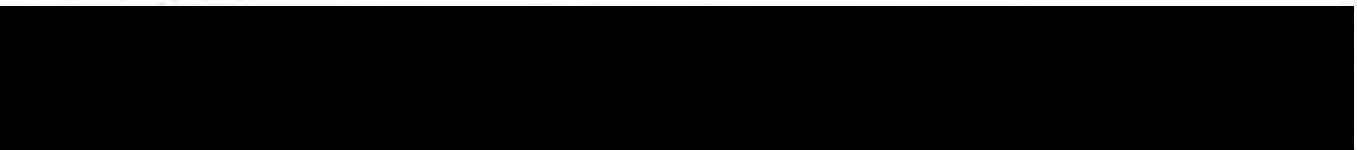
LIST THE DAYS AND HOURS WHICH YOU ARE AVAILABLE FOR MEETINGS:

Any

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

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

Currently Serving on the Board



NAME & PHONE NUMBER _____

APPLICANT'S SIGNATURE: Pat Rice

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399



APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12/7/2022

ADVISORY BOARD OR COMMISSION INTERESTED IN: Charter Commission

NAME: Anneke Musselman



EMPLOYER: Data site

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

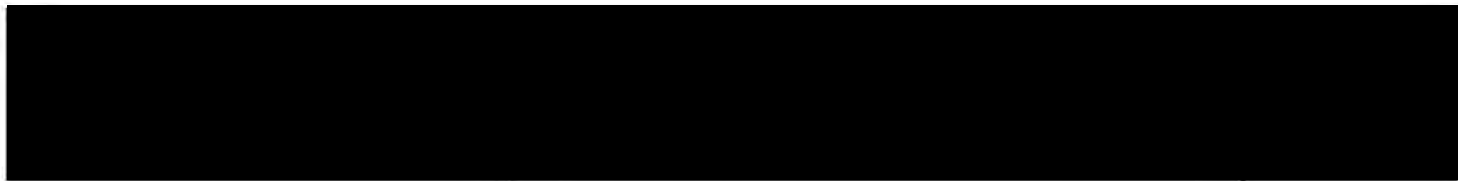
m-F
4pm - 9pm

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

I have a background in law and enjoy researching the language used in statutes. I believe it is important for the charter to be clear and up to date.

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

Passion for law and research capabilities.



APPLICANT'S SIGNATURE: [Signature]

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAUT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAUT, MN 55021
FAX: 507/333-0399



APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 11/1/2022

ADVISORY BOARD OR COMMISSION INTERESTED IN: EDA

NAME: Andrew J. (AJ) Smith



EMPLOYER: Trystar, LLC

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

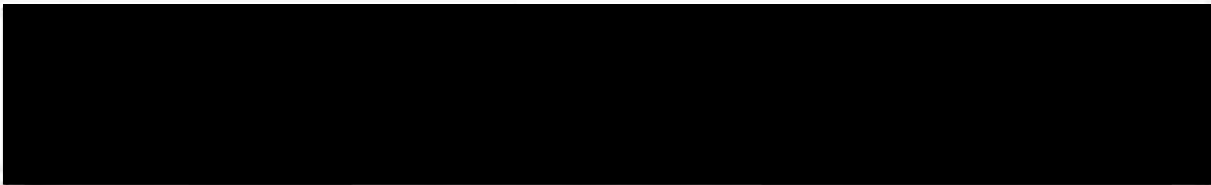
As long as consistent, can schedule around regular meeting times. Due to travel there may be some regular meeting times that I cannot attend.

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

Believe that economic development is good for the community and what is good for the community is also good for industry and economic development. A virtuous circle. I appreciate the opportunity to help those wanting to invest in the community in doing that and helping determine the most beneficial endeavors.

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

Local company CEO
Previous EDA experience



APPLICANT'S SIGNATURE: Andrew Smith

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAUT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAUT, MN 55021
FAX: 507/333-0399



APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12/7/22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Economic Development Authority,
Planning Commission,
Housing and Redevelopment Authority.

NAME: Eric Delgado

EMPLOYER: Trystar

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

Any time After 5pm. Can make mornings work also.
Any Day

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

Interested to learn more about planning, I grew up here and want to
make sure we're heading in a good direction.
*Interested in Growth for Faribault.

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

Bilingual and connection to the Latino community, nothing on planning. Yet.

APPLICANT'S SIGNATURE: [Signature]

PLEASE RETURN THIS FORM TO:

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208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399



APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 11/29/2022

ADVISORY BOARD OR COMMISSION INTERESTED IN: Environment Commission

NAME: Richard Huston DVM

ADDRESS: 4425 195th ST W



EMPLOYER: Self

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

Variable

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

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

PERSONAL REFERENCES:

NAME & PHONE NUMBER _____

NAME & PHONE NUMBER _____

APPLICANT'S SIGNATURE: Richard Huston

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399

Heather Slehta

From: noreply@civicplus.com
Sent: Friday, December 2, 2022 5:27 PM
To: Heather Slehta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Environmental Commission

First Name Roger

Last Name Steinkamp

Address1 728 4th Ave NW

Address2 *Field not completed.*

City Faribault

State MN

Zip 55021

Occupation retired

List the day and hours you
are available for meetings any time that doesn't conflict with school board meetings

Are you currently serving on
other Boards, Commissions,
or Committees? No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before> Yes

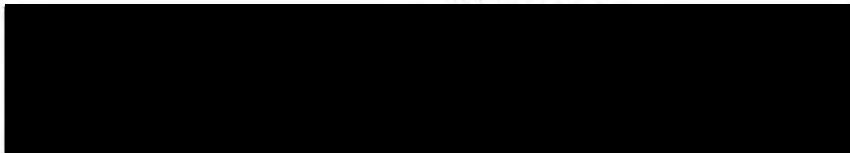
If yes, which one(s)? Environmental Commission

Please list your reasons for your interest to serve on this board or commission

I'd like to fulfill the commission given by the city council... to recommend policies and actions the council could/should take. I served as chair for two years and had one meeting with the council. If the commission is to be effective this should be addressed.

Please list your experience or expertise you can provide if appointed

I've written a 30 page roadmap that encompasses most of studies conducted over the past 10 years. Several ordinances are in need of review and revision. I reviewed the ordinances that concern trees in Faribault plus reviewed several other community "tree plans" in light of not only the U of MN suggestions but Penn State that has an extensive program for communities. I have participated the Green Step Program. There are serious issues the council can address and I'd like to be part of that.



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APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12/7/22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Environmental Commission

NAME: Anna Brennan

ADDRESS: 115 1st Ave SW

[REDACTED]

EMPLOYER: Allina

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

Varies, most evening

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

advocate for pollinator gardens
& other environmental issues

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

5 past years on Heritage Preservation commission
Passionate about saving bees & butterflies
Passionate about our worlds negative impact on

[REDACTED]

APPLICANT'S SIGNATURE: Anna Brennan

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAUT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAUT, MN 55021
FAX: 507/333-0399

Heather Slechta

From: noreply@civicplus.com
Sent: Wednesday, November 9, 2022 11:59 AM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Environmental Commission

First Name Teresa

Last Name DeMars

Address1 1316 Robinwood Lane

Address2 *Field not completed.*

City Faribault

State Minnesota

Zip 55021

Occupation Public Relations & Information Specialist

List the day and hours you
are available for meetings Monday and Wednesday in the evening

Are you currently serving on
other Boards, Commissions,
or Committees? No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before> No

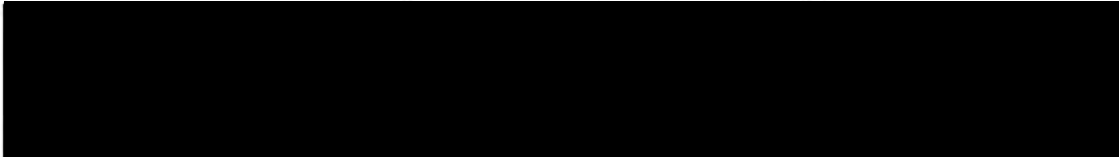
If yes, which one(s)? *Field not completed.*

Please list your reasons for your interest to serve on this board or commission

I live in Faribault so I am concerned with city environmental issues. As a Rice SWCD employee, I would also like to improve our working relationship with the city and urban citizens.

Please list your experience or expertise you can provide if appointed

I have worked with the Rice SWCD for nine years in total and have a good understanding of conservation practices and programs available to Rice County landowners. I also have native pollinator/butterfly gardens planted on our property here in Faribault so I can provide knowledge about creating pollinator habitat in urban landscapes.



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APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: December 26, 2022

ADVISORY BOARD OR COMMISSION INTERESTED IN: Environment Commission

NAME: Cynthia (Cindy) Kay Diessner

ADDRESS: 12 Central Ave N Apt 102

[REDACTED]

EMPLOYER: retired from Carleton College in July 2018

LIST THE DAYS AND HOURS WHICH YOU ARE AVAILABLE FOR MEETINGS:
Most days/evenings. Other meetings and commitments vary.

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:
I became involved in environment conversations and issues in 1991, just prior to the 1992 Earth Summit in Rio De Janeiro because of my interests in camping, world travel, and the Baha'i International Community's participation in the Earth Summit. I continue to work with a MN group of Baha'is on environment issues and also with the international Association for Baha'i Studies (ABS) Climate Change group, as well as the International Environment Forum (IEF).

I believe in "Think Globally, Work Locally" and would be most interested in training/dialogs and encouraging of Faribault residents in areas related to community gardening (all things related to food security), energy efficiency, solid waste reduction, and water and air pollution. I subscribe to "Reduce, Reuse, Recycle" in all areas.

LIST WHAT EXPERIENCE OR EXPERTISE YOU CAN PROVIDE IF APPOINTED TO THIS BOARD/COMMISSION:
My B.A. from the University of Minnesota in Minneapolis 50 years ago is in Child Development and Early Childhood Education, but no education in environment studies.

I served for 2 years on the Environment commission and have the experiences noted above, but no expertise.

[REDACTED]

APPLICANT'S SIGNATURE: C Diessner

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399



APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12/7/22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Environmental Commission

NAME: Carrissa Glarner

ADDRESS: 454 Tischler Ave SE, Faribault, MN

EMPLOYER: Healthy Community Initiative

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

Any day, after 4pm

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

The health of my community + environment is very important to me and I actively learn + implement ways to be friendly to this earth + encourage others.

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

I can provide contacts for city wide composting initiatives, ideas + insights, outreach + marketing experience, community engagement, and my time.

APPLICANT'S SIGNATURE: Carrissa Glarner

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399

Heather Slechta

From: noreply@civicplus.com
Sent: Thursday, December 15, 2022 3:41 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Environmental Commission

First Name Christine

Last Name Graf

Address1 635 5th Avenue SW

Address2 *Field not completed.*

City Faribault

State MN

Zip 55021

Occupation Sustainability Manager

List the day and hours you
are available for meetings Varied...work from home and travel for testing buildings.

Are you currently serving on
other Boards, Commissions,
or Committees? No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before> No

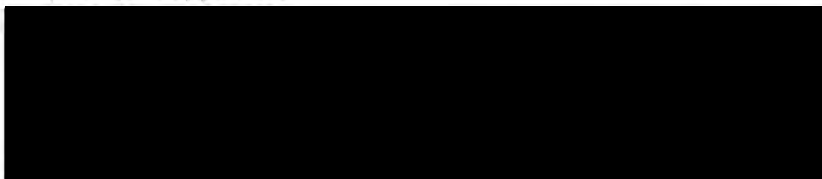
If yes, which one(s)? *Field not completed.*

Please list your reasons for your interest to serve on this board or commission

Personally and professionally, environmental initiatives have always been a focus for me. Over the past 25 years, my career has enabled me to learn many avenues for sustainably moving forward. If I can contribute in any way to our community's efforts, I would be honored.

Please list your experience or expertise you can provide if appointed

My experience is mainly business related: circularity, sustainable manufacturing, measuring progress (metrics).



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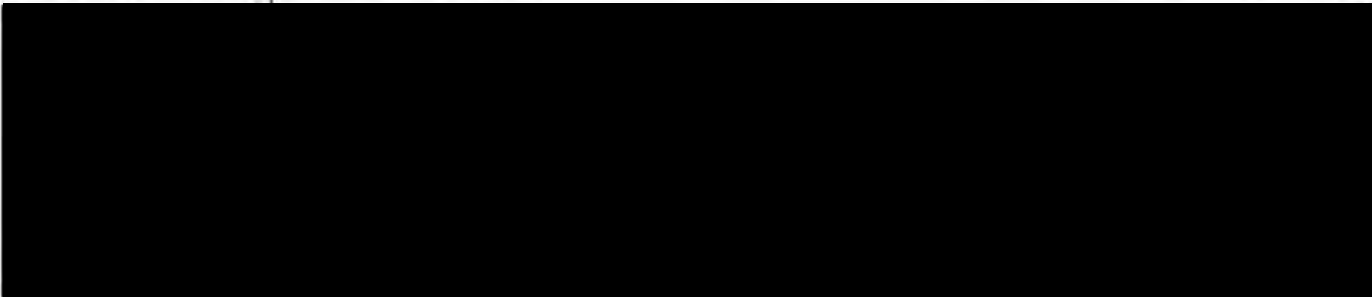


APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12/7/22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Environmental Commission

NAME: Alayna Simon



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

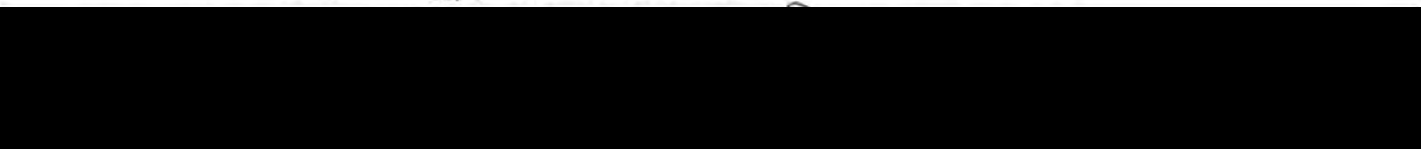
Tuesday, Thursday after 3:15

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

I am intressed in keeping our city beautiful. I want us to be apart of fighting Climate change.

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

I am very motivated and want to make a chang in Faribault.
As a Student I think I have a lot to learn from other board members that I can continue for years to come.



APPLICANT'S SIGNATURE: Alayna Simon

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399

Heather Slehta

From: noreply@civicplus.com
Sent: Monday, November 21, 2022 1:50 PM
To: Heather Slehta
Subject: Online Form Submittal: Boards and Commissions Application

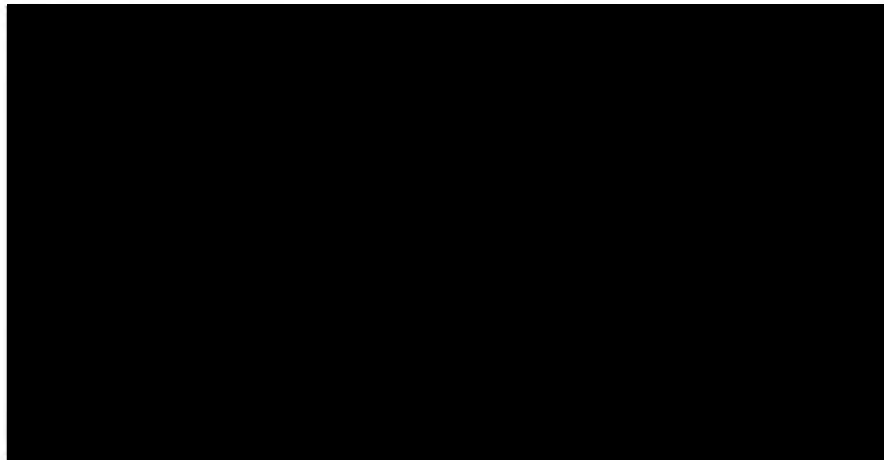
Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Charitable Gambling Board

First Name Brenda

Last Name DeMars



Occupation Banking - Financial

List the day and hours you
are available for meetings I could make anytime work, Typclly after 5 pm would be likely
the best.

Are you currently serving on
other Boards, Commissions,
or Committees? Yes

If yes, which one(s)? none within the city

Have you served on a
Board, Commission or
Committee before> Yes

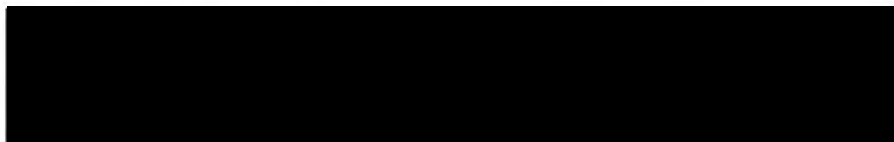
If yes, which one(s)? Chariatable Gambling board.

Please list your reasons for your interest to serve on this board or commission

Gambling Manager for Faribault Rotary Youth Services

Please list your experience or expertise you can provide if appointed

Financial calculations. - past experience on boards within the City of Medford. Was on the City council for 8 years.



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Heather Slechta

From: noreply@civicplus.com
Sent: Thursday, December 15, 2022 7:50 AM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

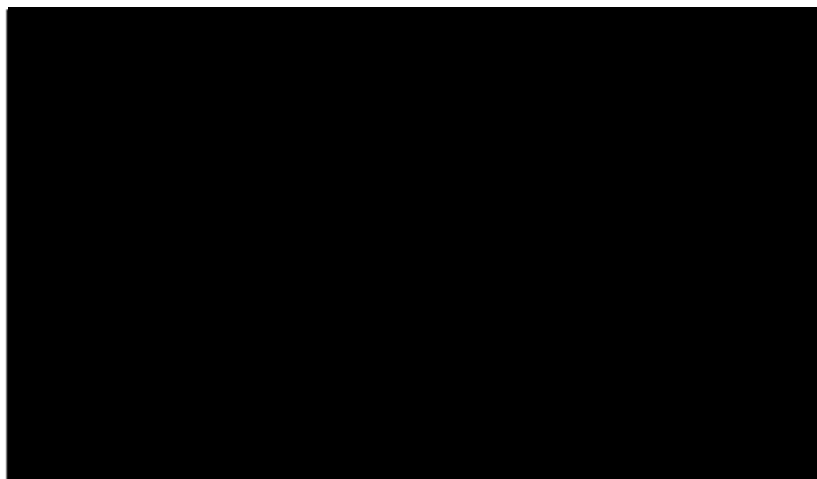
Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Charitable Gambling Board

First Name Chad

Last Name Koepke



Occupation Banker

List the day and hours you
are available for meetings Evenings (after 5PM) during the work week.

Are you currently serving on
other Boards, Commissions,
or Committees? Yes

If yes, which one(s)? Faribault Rotary Youth Services, Faribault Foundation & State Bank of Faribault

Have you served on a
Board, Commission or
Committee before? Yes

If yes, which one(s)? Faribault Rotary Youth Services, Faribault Foundation & State Bank of Faribault

Please list your reasons for your interest to serve on this board or commission

CEO of Faribault Rotary Youth Services' charitable gambling operation

Please list your experience or expertise you can provide if appointed

Finance/economics background



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Heather Slehta

From: noreply@civicplus.com
Sent: Monday, November 21, 2022 12:34 PM
To: Heather Slehta
Subject: Online Form Submittal: Boards and Commissions Application

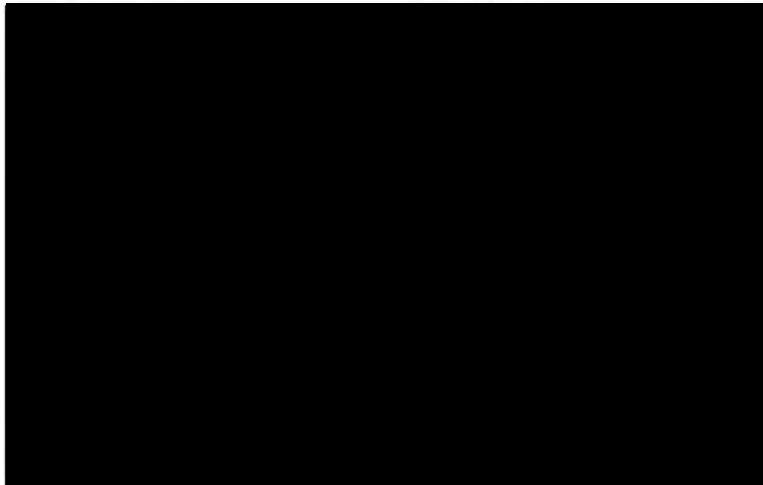
Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Charitable Gambling Board

First Name Troy

Last Name Marquardt



Occupation Purchasing Manager

List the day and hours you
are available for meetings Any

Are you currently serving on
other Boards, Commissions,
or Committees? No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before? Yes

If yes, which one(s)? Charitable Gambling Advisory Board

Please list your reasons for your interest to serve on this board or commission

Currently serving on board and would like to renew my term

Please list your experience or expertise you can provide if appointed

Currently serving on board



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Heather Slechta

From: noreply@civicplus.com
Sent: Thursday, December 15, 2022 10:46 AM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

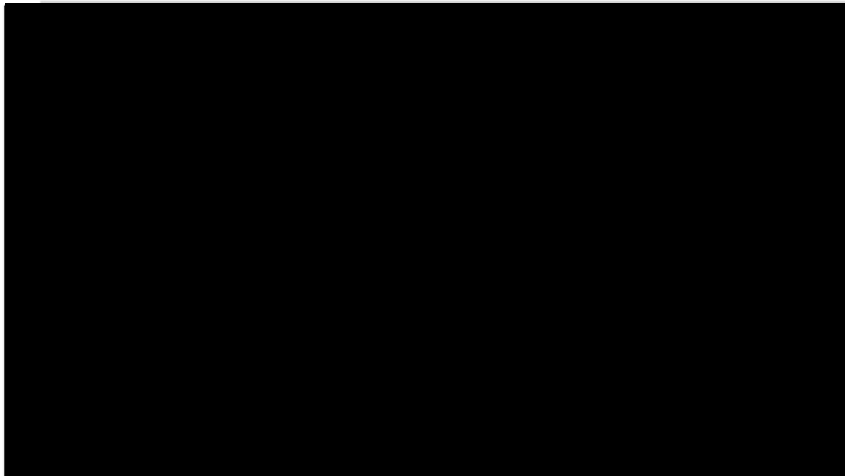
Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Charitable Gambling Board

First Name Daniel

Last Name Moyer



Occupation Gambling Manager DMCS

List the day and hours you
are available for meetings

Most evenings

Are you currently serving on
other Boards, Commissions,
or Committees?

Yes

If yes, which one(s)?

Charitable Gambling Board

Have you served on a
Board, Commission or
Committee before?

Yes

If yes, which one(s)?

Charitable Gambling Board

Please list your reasons for requirement
your interest to serve on
this board or commission

Please list your experience *Field not completed.*
or expertise you can
provide if appointed

A large black rectangular redaction box covering the content of the second question.

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Heather Slechta

From: noreply@civicplus.com
Sent: Monday, November 21, 2022 10:53 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Charitable Gambling Board

First Name Sheila

Last Name Radtke

Occupation Gambling Manager but Kelly Ludvigson is taking over soon

List the day and hours you
are available for meetings I can be flexible as the alternate.

Are you currently serving on
other Boards, Commissions,
or Committees? Yes

If yes, which one(s)? Gambling Control Board

Have you served on a
Board, Commission or
Committee before? No

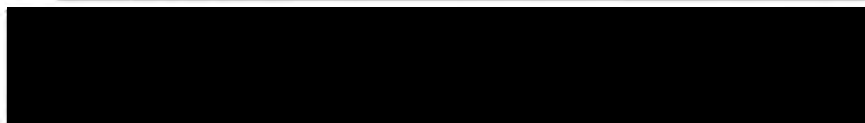
If yes, which one(s)? *Field not completed.*

Please list your reasons for your interest to serve on this board or commission

Concerned about how/where the money is being spent

Please list your experience or expertise you can provide if appointed

I've been a gambling manager for going on 13 years & on the DJJD gambling committee for over 20 years



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Heather Slehta

From: noreply@civicplus.com
Sent: Thursday, October 20, 2022 8:26 AM
To: Heather Slehta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Heritage Preservation Commission

First Name David

Last Name Sauer

Address1 425 3rd St SW

Address2 *Field not completed.*

City Faribault

State MN

Zip 55021

List the day and hours you
are available for meetings

I am available as needed.

Are you currently serving on
other Boards, Commissions,
or Committees?

Yes

If yes, which one(s)?

Heritage Preservation Commission

Have you served on a
Board, Commission or
Committee before?

Yes

If yes, which one(s)?

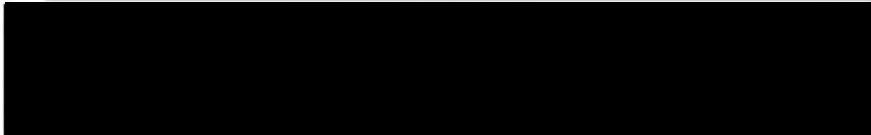
Heritage Preservation Commission, Cannon Valley Elders
Collegium Board

Please list your reasons for your interest to serve on this board or commission

1. Currently serve as the Chairman of HPC and another term will bring continuity and institutional knowledge to the board. 2. I am deeply interested in Faribault's history and committed to protecting Faribault's unique, historical downtown district. 3. I have had spent my life devoted to public service; continued participation on the HPC will allow me to continue to serve my hometown of Faribault.

Please list your experience or expertise you can provide if appointed

I have already served on the HPC for nearly 3 years, 2 of which I served as the Chairperson. The knowledge and experience I have gained should continue to serve the HPC well. I also have owned 2 historical properties in Faribault and my interest in Faribault's architecture and history should prove beneficial to the commission. I am deeply committed to maintaining Faribault's historical architecture which makes Faribault unique.



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Heather Slechta

From: noreply@civicplus.com
Sent: Wednesday, November 23, 2022 9:41 AM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Heritage Preservation Commission

First Name Sam

Last Name Temple

Address1 3 MOTT AVE SE

Address2 *Field not completed.*

City FARIBAULT

State MN

Zip 55021

Occupation Northfield Public Broadcasting Station Manager & Small
Business Owner

List the day and hours you
are available for meetings Tuesday-Friday evenings

Are you currently serving on
other Boards, Commissions,
or Committees? Yes

If yes, which one(s)? Planning & HPC

Have you served on a
Board, Commission or
Committee before> Yes

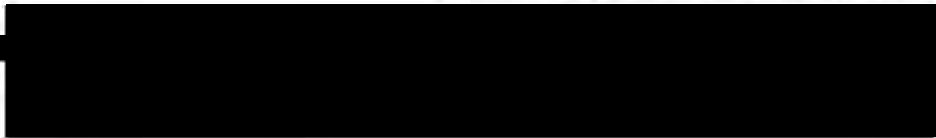
If yes, which one(s)? Planning & HPC

Please list your reasons for your interest to serve on this board or commission

I have felt immense gratification serving on the Heritage Preservation Commission and would be humbled to continue serving. I care for the community and feel it is our responsibility, as community members, to be involved in the civic process if we are able.

Please list your experience or expertise you can provide if appointed

As a young adult in Faribault, I am among few representatives for my age and professional experience in City government. I have shown an active commitment to serving my community as a volunteer, commissioner, private citizen, small business owner, and election judge. My day job is at the City of Northfield, so I have a deep understanding of how local government functions. On the HPC, I focus my deliberation on following and setting precedent, streamlining systems and cutting red tape where possible, and thinking long term about making the Commission the most effective tool possible for historic preservation. I believe I have also shown sound judgement, thorough deliberation, and respect for the civic process in my time on the Heritage Preservation Commission.



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Heather Slechta

From: noreply@civicplus.com
Sent: Wednesday, January 4, 2023 4:42 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Heritage Preservation Commission

First Name Coltan

Last Name Hogan

Address1 721 1st Street NW

Address2 *Field not completed.*

City Faribault

State MN

Zip 55021

Occupation Carpenter/General Contractor

List the day and hours you
are available for meetings

Weekdays after 5:30

Are you currently serving on
other Boards, Commissions,
or Committees?

No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before?

No

If yes, which one(s)? *Field not completed.*

Please list your reasons for your interest to serve on this board or commission

I'm very interested in the preservation of Faribault's historical sites and the education of the community in those sites. I would also appreciate an opportunity to put the expertise I've gained in this field to use for the community.

Please list your experience or expertise you can provide if appointed

I am the lead carpenter, as well as a mason and bricklayer, for a local company that specializes in repairing and restoring the historical buildings in Faribault and the surrounding area, and could bring that extensive technical knowledge on how the buildings were constructed and how to properly repair and restore them to the commission. In short, it's my responsibility and job to know everything I can find out about each of these buildings, and if there's something I don't know, I'm expected to go find out. I also know many committees and boards can be filled with people who simply like to hear themselves talk, and I pride myself on offering a clear, concise, and straight-to-the-point view on matters.



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RECEIVED DEC 16 2022

APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12-16-2022

ADVISORY BOARD OR COMMISSION INTERESTED IN: HERITAGE PRESERVATION COMM.
OR PLANNING COMMISSION - NOT BOTH.

NAME: Jim Mills

ADDRESS: 105 1ST AVE N.W. FARIBAULT, MN 55021

EMPLOYER: RETIRED

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

TOTALLY OPEN

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

1. WOULD LIKE TO PRESERVE THE HERITAGE OF FARIBAULT
2. TO ENHANCE THE COMMUNITY
3. TO EDUCATE

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

BUSINESS EXPERIENCE AS A NEGOTIATOR/LISTENER
HISTORY INTEREST
ABILITY TO CONNECT TO THE CEO OF 3M AS WELL
AS THE SMALL ON THE STREET

APPLICANT'S SIGNATURE: James C. Mills

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399

Heather Slechta

From: noreply@civicplus.com
Sent: Tuesday, December 20, 2022 2:45 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Heritage Preservation Commission

First Name David

Last Name Nichols

Address1 1814 2nd Ave NW

Address2 *Field not completed.*

City Faribault

State MN

Zip 550021

Occupation Executive Director

List the day and hours you
are available for meetings M-F, after 4pm Excluding the first and second Wednesday of
the month

Are you currently serving on
other Boards, Commissions,
or Committees? No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before> No

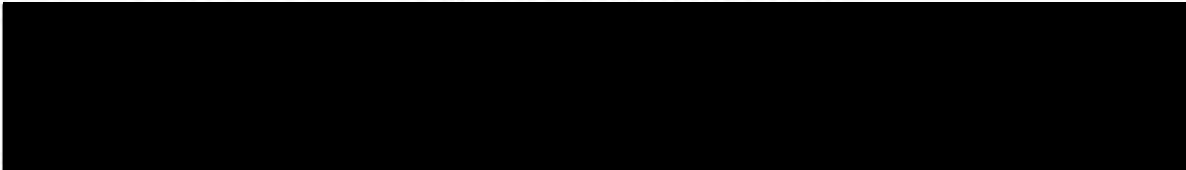
If yes, which one(s)? *Field not completed.*

Please list your reasons for your interest to serve on this board or commission

Given the historic nature of their work with the city and the community I feel that input from the historical society would be valuable in the discussion and evaluation of the matters this committee discusses. Additionally, we have worked with the committee in the past to help with research and this could help facilitate that further in the future.

Please list your experience or expertise you can provide if appointed

I have a degree in history and have spent my career working with historic structures. Including but not limited to national register of historic places locations.



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APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 2/7/22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Economic Development Authority,
Planning Commission,
Housing and Redevelopment Authority.

NAME: Eric Delgado

ADDRESS: 1235 George L St. Faribault MN

EMPLOYER: Trystar

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

Any time After 5pm. Can make mornings work also.
Any Day

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

Interested to learn more about planning. I grew up here and want to
make sure we're heading in a good direction.
*Interested in Growth for Faribault.

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

Bilingual and connection to the Latino community. nothing on planning. Yet.

APPLICANT'S SIGNATURE: [Signature]

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399

Heather Slechta

From: noreply@civicplus.com
Sent: Thursday, December 1, 2022 11:23 AM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Library Advisory Board

First Name Gordon

Last Name Liu

Address1 200 Heritage Place

Address2 Apt 318

City Faribault

State MN

Zip 55021

Occupation Strategy Consultant

List the day and hours you
are available for meetings Monday evenings; Others, as requested.

Are you currently serving on
other Boards, Commissions,
or Committees? Yes

If yes, which one(s)? Library Advisory Board

Have you served on a
Board, Commission or
Committee before? Yes

If yes, which one(s)? Library Advisory Board

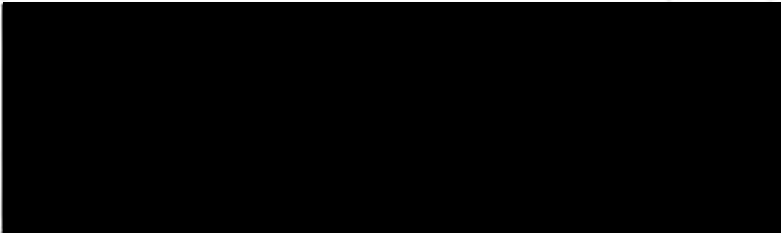
Please list your reasons for your interest to serve on this board or commission

Buckham Memorial Library is a tremendous community resource! My family visits often (sometimes multiple times in a single day). We've checked out hundreds (if not thousands) of books. My toddler attends Storytime with Ms. Deni and I've spent hours catching up on emails using the public wifi. The library is such an important asset. As a current member of the Library Advisory Board, I've had the privilege to serve and support this work. I would love to be able to continue in this capacity.

Please list your experience or expertise you can provide if appointed

Much of my current experience centers on strategy consulting for low-resource entities: nonprofits, startups, and small businesses. My prior experience includes board and executive leadership roles, as well as three-terms of AmeriCorps service and several years of volunteer management.

I currently serve as Board Chair to the Rice County Area United Way, founding board member to a new economic development nonprofit startup Project Cultivate, and founding board member to Two Thousand Hours, a national service oriented nonprofit. Professionally, I work as CEO of Hourglass Consulting Company and COO/Co-Founder of LAUNCHKIT, a business development tool.



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Heather Slechta

From: noreply@civicplus.com
Sent: Friday, October 7, 2022 6:25 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

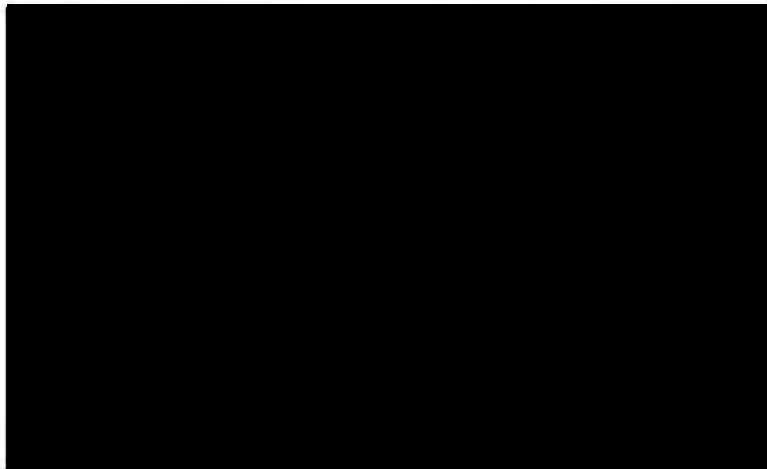
Library Advisory Board

First Name

Luella

Last Name

Coulter



Occupation

Student

List the day and hours you
are available for meetings

Mon-Fri 5-8:30 pm

Are you currently serving on
other Boards, Commissions,
or Committees?

No

If yes, which one(s)?

Field not completed.

Have you served on a
Board, Commission or
Committee before?

No

If yes, which one(s)?

Field not completed.

Please list your reasons for your interest to serve on this board or commission

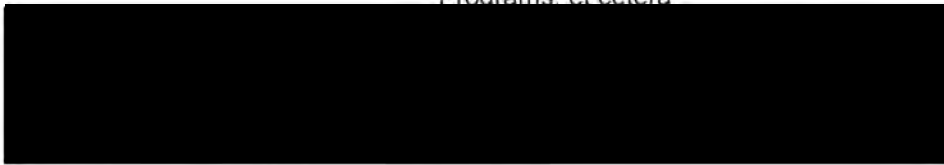
I love going to the library, and am interested in learning and contributing to how decisions are made about the library.

Please list your experience or expertise you can provide if appointed

I...

Can provide unique perspective and insights as a frequent teen library user.

Have participated in several of the library's activities such as Books and Brownies, Pizza and Pages, Summer Reading Programs, et cetera



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Heather Slechta

From: noreply@civicplus.com
Sent: Wednesday, December 28, 2022 2:52 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Library Advisory Board

First Name Tyler

Last Name Gardner

Address1 225 4TH AVE SW

Address2 *Field not completed.*

City Faribault

State Minnesota

Zip 55021

Occupation *Field not completed.*

List the day and hours you
are available for meetings

Monday all day
Tuesday after 6pm
Wednesday - unavailable
Thursday - after 6pm
Friday - unavailable

Are you currently serving on
other Boards, Commissions,
or Committees?

No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before?

Yes

If yes, which one(s)?

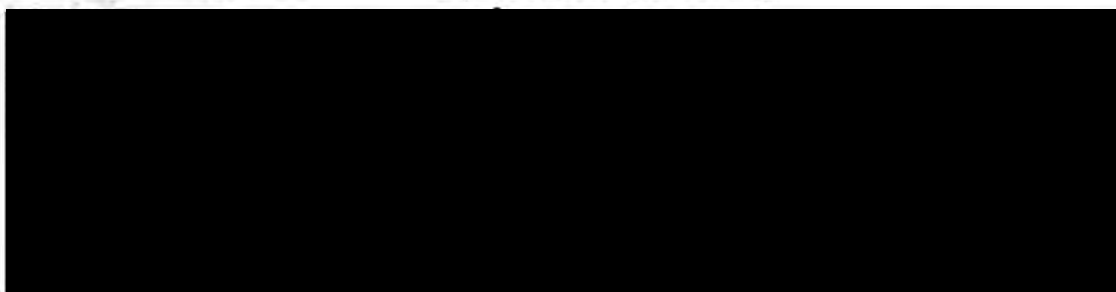
City of Northfield Racial Equity Core Team & City of Northfield Employee Benefits Committee

Please list your reasons for your interest to serve on this board or commission

I am a career librarian working at Northfield Public Library but I live in Faribault. I want to be more involved with my home library and my community. I would like work with other board members and the library to help meet the mission and strategic goals of the library.

Please list your experience or expertise you can provide if appointed

5 years of working in a public library has provided some insight as to what the public wants and expects from a library. I have experience with grant writing.



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Heather Slechta

From: noreply@civicplus.com
Sent: Tuesday, November 29, 2022 8:03 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Library Advisory Board

First Name Kate

Last Name McGrogan

Address1 819 2nd St SW

Address2 *Field not completed.*

City Faribault

State MN

Zip 55021

Occupation Portrait Artist, Teaching Artist, Mother

List the day and hours you
are available for meetings Weekdays after 5:30pm and weekends any time.

Are you currently serving on
other Boards, Commissions,
or Committees? Yes

If yes, which one(s)? Gallery Committee at the Paradise Center for the Arts

Have you served on a
Board, Commission or
Committee before? No

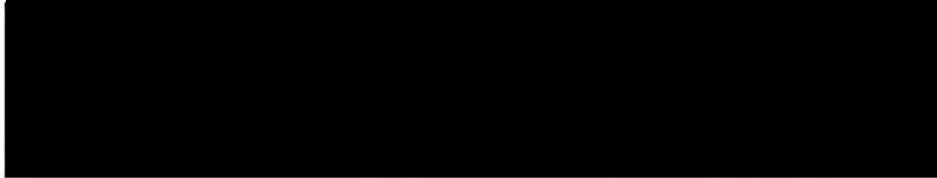
If yes, which one(s)? *Field not completed.*

Please list your reasons for your interest to serve on this board or commission

I believe in the library's mission and role in the community to provide resources for lifelong learning opportunities through books and other various media. As a mother to very young children, I want to support the library in the best way I can so they and everyone in our community will continue to have access to diverse literary materials.

Please list your experience or expertise you can provide if appointed

- 1.) A lifelong love of reading and learning.
- 2.) 20+ years of working with and teaching children.
- 3.) Ability to listen and learn from others including the existing advisory board members.



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APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12/7/2022

ADVISORY BOARD OR COMMISSION INTERESTED IN: Library Advisory Board

NAME: Anneke Musselman

ADDRESS: 300 11th Ave NE 55021, Faribault

EMPLOYER: Data site

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

M-F
4 pm - 9 pm

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

The library has a special place in the community; it provides a safe space for kids to develop imagination and connect. It is so important to keep and support this.

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

Passion for the library as an important part of the community.

APPLICANT'S SIGNATURE: Musselman

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399

Heather Slechta

From: noreply@civicplus.com
Sent: Monday, November 7, 2022 7:36 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Park & Recreation Advisory Board

First Name Lola

Last Name Brand

Address1 532 SW 3 Ave

Address2 *Field not completed.*

City Faribault

State MN - Minnesota

Zip 55021

Occupation Retired

List the day and hours you
are available for meetings Tuesday - Friday - All day

Are you currently serving on
other Boards, Commissions,
or Committees? No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before> Yes

If yes, which one(s)? Park and Recreation

Please list your reasons for your interest to serve on this board or commission

My degree (yes, it was 40 years ago) is/was in Park and Recreation. I have served on this board for 24 years and I've enjoyed every year. My passion is health, physical fitness, and wellness. I feel it is very important that we, as a city, as a community, offer affordable opportunities for ALL people to access a variety of ways to improve, or engage, in a healthy lifestyle. I know there is preliminary discussion on the possibility of building a new community center and I would very much like to be a part of that discussion.

Please list your experience or expertise you can provide if appointed

I have a degree in Park and Recreation.
My entire career was working with and for children.
I worked for the city park department for several years (70-80s, and again more recently)
I have a history of the park department and am also knowledgeable about inclusiveness, in planning and implementing programs and equipment, for all people.
I use the community center, the facilities, the parks, the trails and I'm familiar with the current (and past) programming.
I have served on this board for more than 20 years and I have a great attendance record.



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Heather Slechta

From: Heather Slechta
Sent: Wednesday, October 26, 2022 8:01 AM
To: Paul Peanasky
Subject: FW: Online Form Submittal: Boards and Commissions Application



HEATHER SLECHTA
City Clerk
Administration Department

OFFICE | 507-333-0353
EMAIL | hslechta@ci.faribault.mn.us
WEB | www.faribault.org
ADDRESS | 208 NW 1st Ave., Faribault, MN 55021

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, October 26, 2022 7:17 AM
To: Heather Slechta <hslechta@ci.faribault.mn.us>
Subject: Online Form Submittal: Boards and Commissions Application

Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Park & Recreation Advisory Board

First Name Mike

Last Name Ross

Address1 1101 Wellington Crescent

Address2 *Field not completed.*

City Faribault

State MN

Zip 55021



Occupation	Field not completed.
List the day and hours you are available for meetings	M-TH
Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, which one(s)?	Park and Rec
Have you served on a Board, Commission or Committee before>	No
If yes, which one(s)?	Field not completed.
Please list your reasons for your interest to serve on this board or commission	Currently serving and find the board enjoyable and time well spent serving the community. I enjoy our parks and green spaces and like having input into the current and future state of them
Please list your experience or expertise you can provide if appointed	Served on many boards in the past in various capacity from member to President



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RECEIVED DEC 05 2022

APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12/02/22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Parks and Rec

NAME: Chad Christiansen

ADDRESS: 1602 Ronderwel Lane

EMPLOYER: _____

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

Will make pretty much anything work.

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

I have enjoyed working with the Children's Fund, but want to be more active.

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

APPLICANT'S SIGNATURE: _____

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399



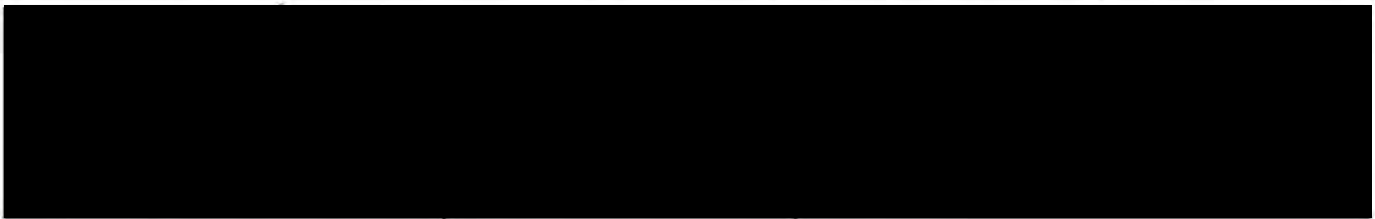
APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12/7/22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Park + Recreation

NAME: Carrissa Glarner

ADDRESS: 454 Tischler Ave SE, Faribault, MN



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

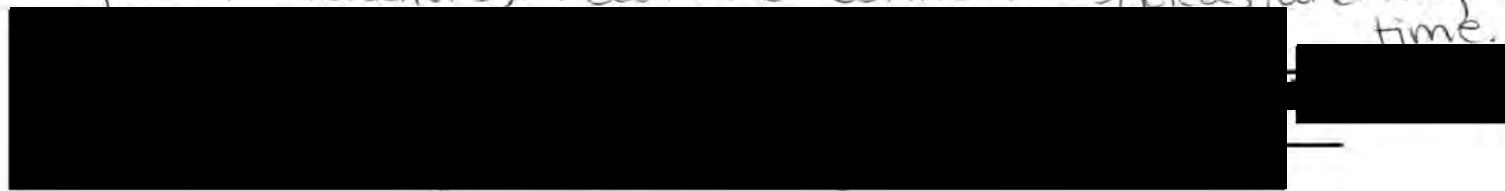
Any day, after 4pm

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

I am a frequent (everyday) user of our parks + trails. I care a lot about the Health of our community and the environment.

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

I have lived my whole life (34 yrs) in Faribault and am very involved in the community (particularly youth initiatives). I can offer connections, ideas, and my time.



APPLICANT'S SIGNATURE: Carrissa Glarner

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399



APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: Dec 7

ADVISORY BOARD OR COMMISSION INTERESTED IN: Park + Rec, Tourism

NAME: Mark Kenney

ADDRESS: 2609 Hulett Ave

EMPLOYER: River Valley Church

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

Mon, Wed, Thurs evenings

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

Both of these work to find ways to make Faribault more attractive and fun for both residents and visitors. That energizes me.

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

I've been leading a local church for 12 years in Faribault so I have overseen budgets, people, volunteers, properties, etc.

APPLICANT'S SIGNATURE: Mark W. Kenney

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399

Heather Slechta

From: noreply@civicplus.com
Sent: Saturday, December 10, 2022 9:24 AM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

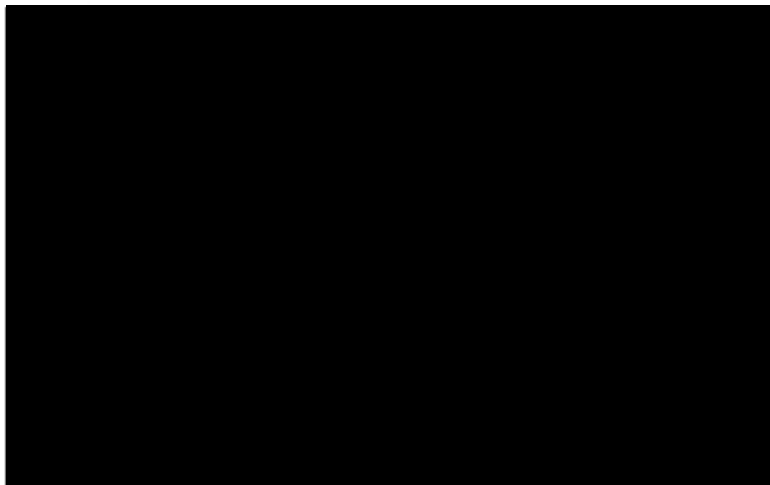
Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Peter Smith Advisory Board

First Name George

Last Name Cunniff



Occupation General Manager

List the day and hours you
are available for meetings

Anytime

Are you currently serving on
other Boards, Commissions,
or Committees?

Yes

If yes, which one(s)?

Faribault Youth Baseball Association, Peter Smith Advisory Board

Have you served on a
Board, Commission or
Committee before?

Yes

If yes, which one(s)?

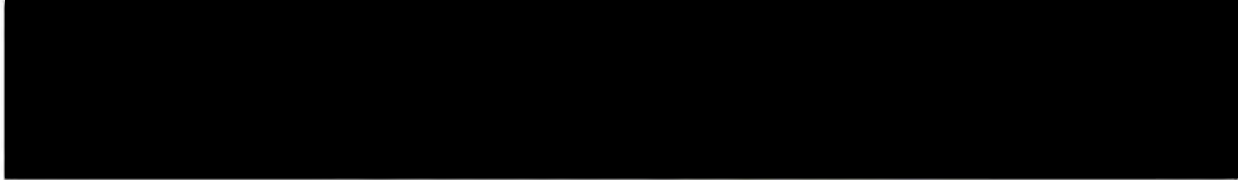
Field not completed.

Please list your reasons for your interest to serve on this board or commission

Community advocate

Please list your experience or expertise you can provide if appointed

President of FYBA. Many connections to Faribault Youth sport associations



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Heather Slechta

From: noreply@civicplus.com
Sent: Monday, December 5, 2022 10:35 AM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

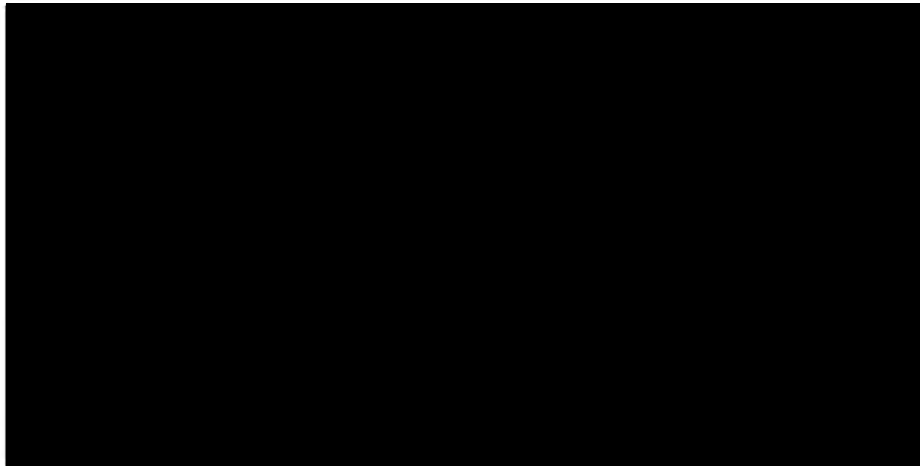
Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Planning Commission

First Name Barton

Last Name Jackson



Occupation Insurance Agent

List the day and hours you
are available for meetings Mon-Friday 6-8

Are you currently serving on
other Boards, Commissions,
or Committees? Yes

If yes, which one(s)? SCC Foundation Board, Chamber Board

Have you served on a
Board, Commission or
Committee before? Yes

If yes, which one(s)? Rotary Board, SCC Foundation, Chamber Board

Please list your reasons for your interest to serve on this board or commission

To learn about the actions we take as a city to protect our citizens and to help Faribault grow and maintain properties uniformly.

Please list your experience or expertise you can provide if appointed

13 yrs as an insurance agent



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Heather Slechta

From: noreply@civicplus.com
Sent: Tuesday, October 25, 2022 2:33 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

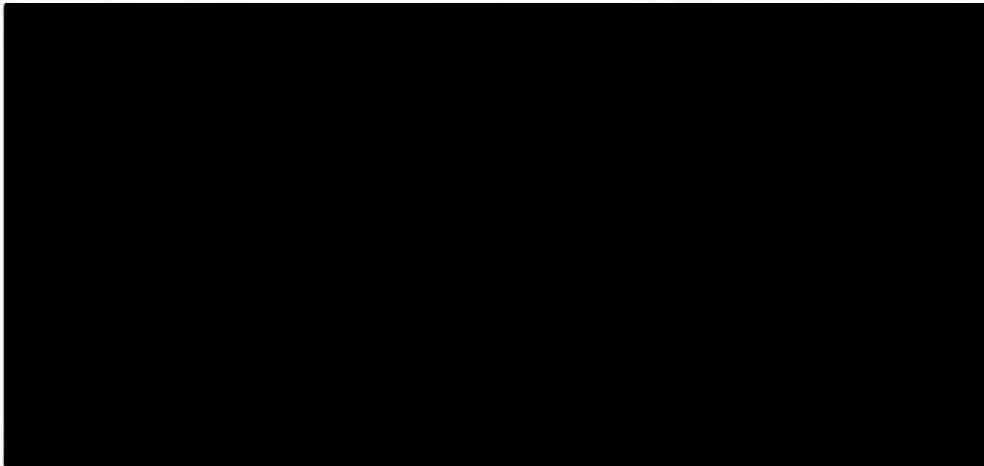
Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Planning Commission

First Name Steve

Last Name White



Occupation Retired Electrician

List the day and hours you
are available for meetings The Mondays that the planning commission meets

Are you currently serving on
other Boards, Commissions,
or Committees? Yes

If yes, which one(s)? Planning

Have you served on a
Board, Commission or
Committee before? Yes

If yes, which one(s)? Planning

Please list your reasons for your interest to serve on this board or commission

I feel with my experience in my occupation and from serving on the commission, I can add value to the work of the Commission

Please list your experience or expertise you can provide if appointed

Listening, finding resolution, from past work experience I fully understand the maps, and plans offered to the commission



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APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 2/7/22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Economic Development Authority,
Planning Commission,
Housing and Redevelopment Authority.

NAME: Eric Delgado

EMPLOYER: Trystar

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

Any time After 5pm. Can make mornings work also.
Any Day

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

Interested to learn more about planning. I grew up here and want to
make sure we're heading in a good direction.
*Interested in Growth for Faribault.

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

Bilingual and connection to the Latino community. nothing on planning. Yet.

APPLICANT'S SIGNATURE: [Signature]

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399

Heather Slehta

From: noreply@civicplus.com
Sent: Wednesday, December 28, 2022 4:27 PM
To: Heather Slehta
Subject: Online Form Submittal: Boards and Commissions Application

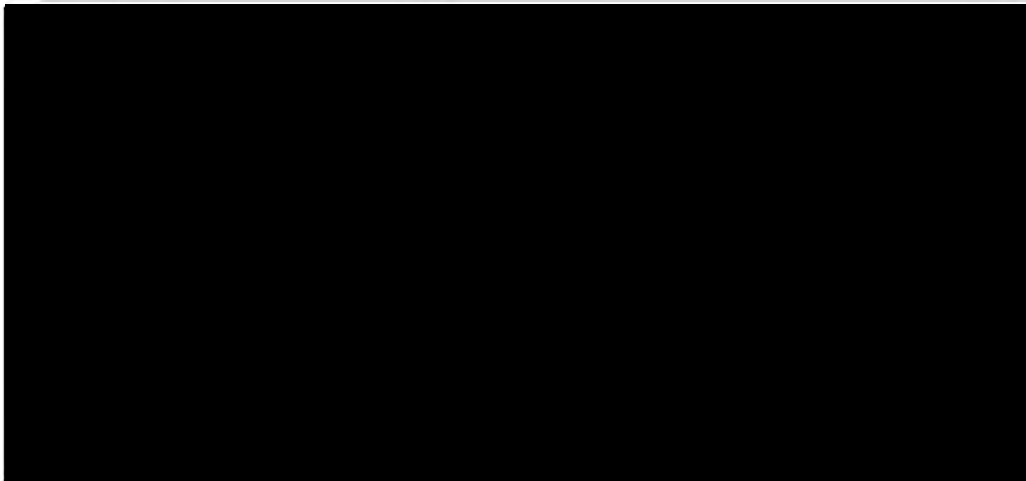
Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Planning Commission

First Name Mike

Last Name Miller



Occupation Operations Manager

List the day and hours you
are available for meetings *Field not completed.*

Are you currently serving on
other Boards, Commissions,
or Committees? No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before? No

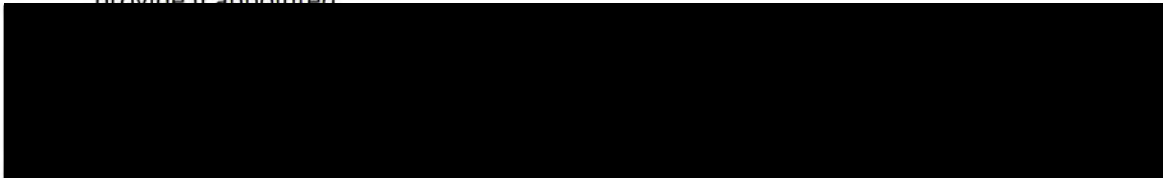
If yes, which one(s)? *Field not completed.*

Please list your reasons for your interest to serve on this board or commission

Being part of the community and helping Faribault grow. Interested in other opportunities but don't want to apply for more than one at this time.

Please list your experience or expertise you can provide if appointed

Field not completed.



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RECEIVED DEC 16 2022

APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12-16-2022

ADVISORY BOARD OR COMMISSION INTERESTED IN: HERITAGE PRESERVATION COMM.
OR PLANNING COMMISSION - NOT BOTH.

NAME: Jim Mills

EMPLOYER: RETIRED

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

TOTALLY OPEN

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

1. WOULD LIKE TO PRESERVE THE HERITAGE OF FARIBAULT
2. TO ENHANCE THE COMMUNITY
3. TO EDUCATE

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

BUSINESS EXPERIENCE AS A NEGOTIATOR/LISTENER

HISTORY INTEREST

ABILITY TO CONNECT TO THE CEO OF 3M AS WELL
AS THE SMALL ON THE STREET

APPLICANT'S SIGNATURE: James C. Mills

PLEASE RETURN THIS FORM TO:

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208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399



APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12-7-22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Planning

NAME: Michael T Salt

EMPLOYER: RSP Architects

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

m - F in evenings

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

I am an Architect and would like to be a part
of the Planning Commission to help change the
city for the better.

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

I have presented to many Planning Commissions
for multihousing buildings.

APPLICANT'S SIGNATURE: Michael Salt

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399

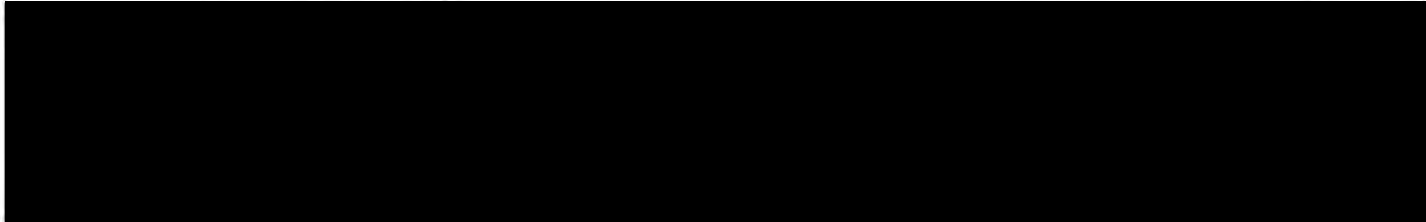


APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: Dec 7

ADVISORY BOARD OR COMMISSION INTERESTED IN: Park + Rec, Tourism

NAME: Mark Kenney



EMPLOYER: River Valley Church

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

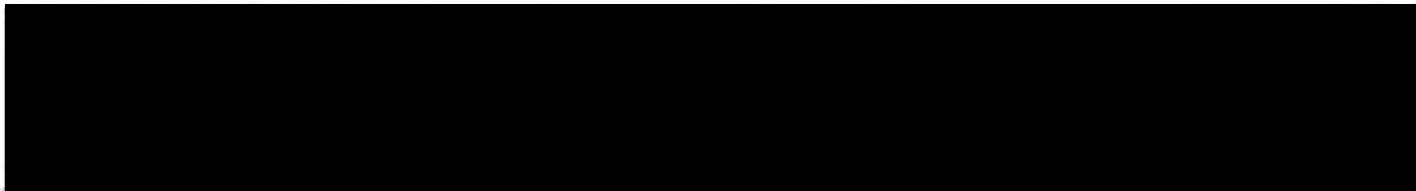
Mon, Wed, Thurs evenings

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

Both of these work to find ways to make Faribault more attractive and fun for both residents and visitors. That energizes me.

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

I've been leading a local church for 12 years in Faribault so I have overseen budgets, people, volunteers, properties, etc.



APPLICANT'S SIGNATURE: Mark W. Kenney

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAUT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAUT, MN 55021
FAX: 507/333-0399

Heather Slechta

From: noreply@civicplus.com
Sent: Tuesday, December 20, 2022 1:14 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

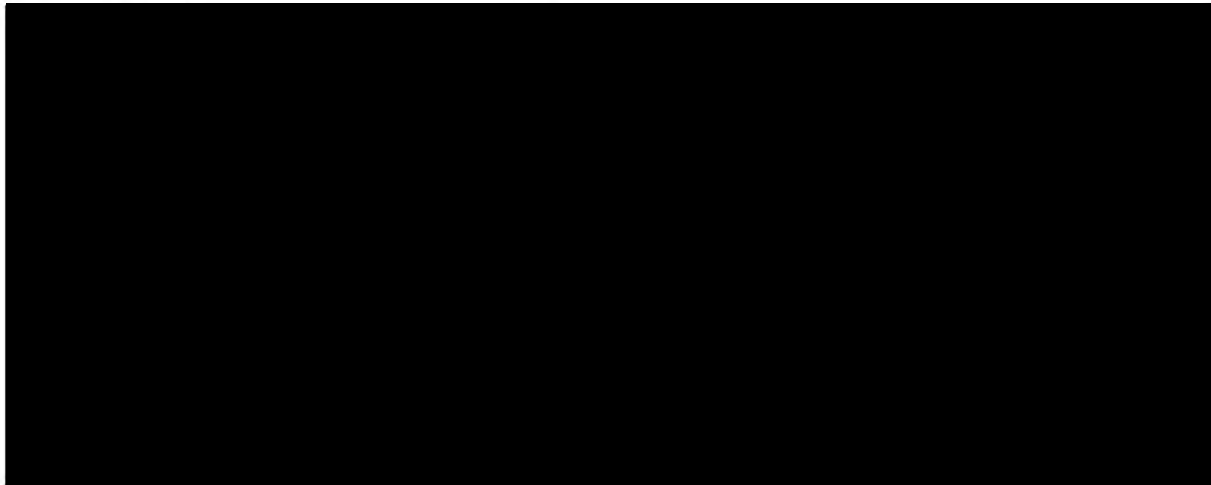
Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Tourism Commission

First Name David

Last Name Nichols



Occupation Executive Director

List the day and hours you
are available for meetings M-F, after 4pm; excluding the first and second Wednesdays of
the month

Are you currently serving on
other Boards, Commissions,
or Committees? No

If yes, which one(s)? *Field not completed.*

Have you served on a
Board, Commission or
Committee before? No

If yes, which one(s)? *Field not completed.*

Please list your reasons for your interest to serve on this board or commission

The Rice County Historical Society is tied to the tourism of the town. We are a draw and a focal point in several of the tourism commission's publications. the work of the tourism commission directly impacts the Historical Society in a variety of ways. As such I would like to be part of those discussions.



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Heather Slechta

From: noreply@civicplus.com
Sent: Thursday, December 8, 2022 3:18 PM
To: Heather Slechta
Subject: Online Form Submittal: Boards and Commissions Application

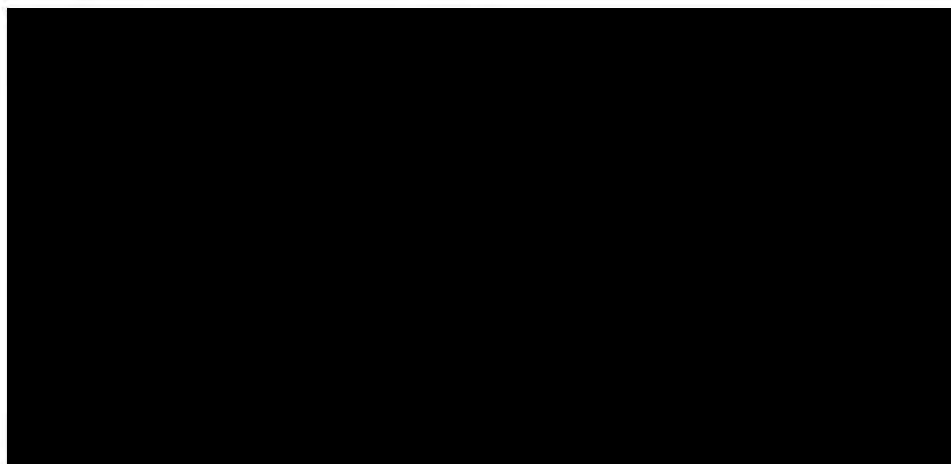
Boards and Commissions Application

Select the Board,
Commission or Committee
you wish to apply for

Tourism Commission

First Name Pamela

Last Name Rezac



Occupation Realtor

List the day and hours you
are available for meetings

Open

Are you currently serving on
other Boards, Commissions,
or Committees?

Yes

If yes, which one(s)?

Not with the city, but with the Rice County Fair Board

Have you served on a
Board, Commission or
Committee before?

No

If yes, which one(s)?

Field not completed.

Please list your reasons for your interest to serve on this board or commission

As a resident and business person in Faribault, it is important to me that we grow our city as a destination, not a drive through. When we offer visitors great experiences they spread the word and we grow.

Please list your experience or expertise you can provide if appointed

I don't necessarily have experience or expertise in this area. What I can bring is a wealth of enthusiasm and the willingness to collaborate with others on growing our beautiful city.



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APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 12/07/22

ADVISORY BOARD OR COMMISSION INTERESTED IN: Tree Board

NAME: Elaine Feikema

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

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

Grant writing, Tree care - trimming new trees/
provide direction for new tree owners to maintain.
more meetings to develop a more active involved
group.

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

Former manager of Nerstrand Big Woods State Park

APPLICANT'S SIGNATURE: Elaine Feikema

PLEASE RETURN THIS FORM TO:

CITY OF FARIBAULT ADMINISTRATION OFFICE
208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399



APPLICATION FOR SERVICE ON
AN ADVISORY BOARD OR COMMISSION

TODAY'S DATE: 7 December 2022

ADVISORY BOARD OR COMMISSION INTERESTED IN: Tree Board, Housing & Redevelopment Authority

NAME: Kimberly Paczosa

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

M-F after 5pm S&S much availability

LIST YOUR REASONS FOR YOUR INTEREST TO SERVE ON THE BOARD/COMMISSION YOU IDENTIFIED ABOVE:

I love working in my garden, working w/ pollinators & native species.
I worked for the Faribault School District for over a decade & saw how housing affected education.

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

My daughter is studying Wildlife Biology, & she & I work our property & our family farm planting appropriate, useful plants & trees.

APPLICANT'S SIGNATURE: Kimberly Paczosa

PLEASE RETURN THIS FORM TO:

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208 FIRST AVENUE NW
FARIBAULT, MN 55021
FAX: 507/333-0399



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Library Advisory Board
Tim Murray, City Administrator
FROM: Delane James, Library and Communications Director
MEETING DATE: January 17, 2023
SUBJECT: 2023-2025 Buckham Memorial Library Strategic Plan

Discussion:

After two public surveys and two planning workshops for key stakeholders, Library Director Delane James and SELCO Executive Director Krista Ross wrote a draft Strategic Plan and a draft Implementation Plan that will span the years between 2023-2025. These drafts were presented to the Library Advisory Board for their input and editing and were approved at their January 9, 2023 meeting.

Staff are seeking feedback from City Council on each of the plans.

Attachments:

1. Draft Buckham Memorial Library Strategic Plan 2023-2025
2. Draft Implementation Plan 2023-2025



Buckham Memorial Library Strategic Plan 2023-2025

Focus Area: Mission, Vision and Core Values

Goal: The Library is guided by foundational documents that reflect the evolving needs of Faribault's diverse community

Objectives:

1. Review current mission statement to reflect the needs of the community
2. Create a vision statement to guide the library's future
3. Articulate the core values that represent the library's priorities and deeply held beliefs

Focus Area: Outreach and Partnerships

Goal: The Library is embedded in community activities

Objectives:

1. Build partnerships within the community to maximize impact
2. Provide library services outside of the library building
3. Create a dynamic communication and engagement plan

Focus Area: Infrastructure

Goal: Community goals and needs are reflected in the building and staff.

Objectives:

1. Explore the creation of a new makerspace
2. Develop a plan to update the library's virtual presence
3. Create a sense of welcoming in the library space both indoors and outdoors

Focus Area: Collections and Programs

Goal: The community has access to resources that engage, inform and entertain them.

Objectives:

1. Provide opportunities for community members to interact with each other
2. Expand and highlight diversity in the collections
3. Build a platform of inclusive programming



Implementation Plan

Buckham Memorial Library Strategic Plan 2023 - 2025

Focus Areas & Goals	Objectives	Implementation Tasks	Timeframe	Lead
Focus Area: Mission, Vision and Core Values Goal: The Library is guided by foundational documents that reflect the evolving needs of Faribault's diverse community	1. Review current mission statement to reflect the needs of the community	a) Convene a group of appropriate stakeholders to review the current mission statement and proposed any needed revisions	2023	Library Board Chair, Library Director
		b) Work with the Library Advisory Board and City Council to approve mission statement	2023	Library Advisory Board, Library Director
		c) Incorporate mission statement into library documents, practices, etc.	2023	Librarians
	2. Create a vision statement to guide the library's future	a) Convene a group of appropriate stakeholders to create a vision statement for the library	2024	Library Board Chair, Library Director
		b) Work with the Library Advisory Board and City Council to approve vision statement	2024	Library Advisory Board, Library Director
		c) Incorporate vision statement into library documents, practices, etc.	2024	Librarians
	3. Articulate the core values that represent the library's priorities and deeply held beliefs	a) Convene a group of appropriate stakeholders to create a list of core values for the library	2023	Library Board Chair, Library Director
		b) Work with the Library Advisory Board and City Council to approve the library's core values	2023	Library Advisory Board, Library Director
		c) Incorporate core values into library documents, practices, etc.	2023	Librarians

Focus Area: Outreach and Partnerships				
Goal: The Library is embedded in community activities	1. Build partnerships within the community to maximize impact	a) Coordinate services with other community partners	2023-2025	Librarians
		b) Explore partnering with state, county and city social service agencies to provide the library as a location for interactions with their clients	2023-2025	Librarians
	2. Provide library services outside of the library building	a) Determine which community events, celebrations, etc. in which the library could participate	2023-2025	Librarians
		b) Expand making library materials available at multiple locations throughout the community using the Buckham Book Bike	2024	Librarians
		c) Explore expanding library programming to various locations throughout the community	2024	Children's Librarian and Public Services Librarian
	3. Create a dynamic communication and engagement plan	a) Evaluate existing communication efforts	2023	Library Director
		b) Determine communication goals and objectives	2024	Librarians
		c) Determine engagement goals and objectives	2024	Librarians
		d) Create outcomes for communication and engagement	2024	Librarians
Focus Area: Infrastructure				
Goal: Community goals and needs are reflected in the building and staff	1. Explore the creation of a new makerspace	a) Conduct research to determine the demographics of likely "makers" and maker programs/equipment of interest	2024	Library Advisory Board, Library Director
		b) Visit and research other makerspaces in Minnesota	2023 & 2024	Library Advisory Board
		c) Create a concept plan for the makerspace that addresses space, funding, policies, programs/equipment offered and potential community partnerships	2024	Library Advisory Board, Library Director
	2. Develop a plan to update the library's virtual presence	a) Conduct an audit of the library's virtual presence from the user's point of view	2024	Library Director
		b) Research best practices for library websites	2025	Library Director

		c) Research best practices for library online catalogs	2025	Library Director with assistance from SELCO
	3. Create a sense of welcoming in the library space both indoors and outdoors	a) Engage a consultant to conduct a usability audit and create a usability plan	2024	Library Director
		b) Implement usability plan	2025	Library Director
Focus Area: Collections and Programs				
Goal: The community has access to resources that engage, inform and entertain them				
	1. Provide opportunities for community members to interact with each other	a) Explore ways for the library to host community member-led groups and activities	2025	Librarians
		b) Create a series of community conversations on topics relevant to the community	2024	Librarians
		c) Curate exhibitions or displays of arts or crafts by local artists	2025	Librarians
	2. Expand and highlight diversity in the collections	a) Conduct a diversity audit of the library collection	2024	Children's Librarians & Public Services Librarian
		b) Explore ways to bring attention to various sections of the library collection	2025	Librarians
		c) Create a plan to increase availability of e-content	2023	Library Director
	3. Build a platform of inclusive programming	a) Evaluate current programming schedule	2023	Children's Librarian & Public Services Librarian
		b) Expand intergenerational program offerings	2024	Librarians
		c) Explore ways to use the Library Plaza for programming	2023	Librarians
		d) Explore opportunities for people who are deaf, hard of hearing, blind, visually impaired and community members with other sensory needs.	2023-2024	Librarians



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Library Advisory Board
Tim Murray, City Administrator
FROM: Delane James, Library and Communications Director
MEETING DATE: January 17, 2023
SUBJECT: Investment/Spending Policy for Crandall Bequest

Discussion:

The Library Advisory Board and Staff have developed a draft spending policy for the funds from the Crandall Bequest as well as future donations to the library going forward. This policy will work in accordance with the City's Investment Policy and Public Purpose Expenditure/Purchasing Policy.

Staff are seeking feedback from the City Council on the draft Library Donations Fund Spending Policy.

Attachments:

1. Draft Library Donations Fund Spending Policy
2. Investment Policy
3. Public Purpose Expenditure Purchasing Policy



Library Donations Fund Spending Policy

PURPOSE

The purpose of this policy is to establish guidelines for the spending the Library Donations Fund of Buckham Memorial Library in a manner that allows the fund to be used to support the Library's values, mission, and vision.

LIBRARY DONATIONS FUND OBJECTIVES

The objectives of the Library Donations Fund are to preserve the value of the assets of the Fund, provide a stable source of income to support the Library's aspirational needs, achieve long-term growth of the Fund as appropriate and to incur costs appropriate and reasonable to the abovementioned.

FUND AUTHORITY

The Library Director with the input from the Library Advisory Board Finance Committee will be responsible for implementing and maintaining this policy. A Finance Committee of the Library Advisory Board, authorized by the Board, shall be comprised of the Board Chair, and two Board members at large.

The Finance Committee shall identify, and monitor the expenditure strategy for the Fund consistent with this policy and appropriate to the aspirational and long-term needs of the Library, budget-to-actual projections, budgeted distribution, and preservation of the Fund.

The Finance Committee shall:

- Work with the Library Advisory Board to recommend appropriate amounts of withdrawals from the Fund to meet the supplemental needs of the Library as described in *Spending Objectives & Strategies* of this policy;
- Present reports to the Library Advisory Board at least annually, providing an overview of Fund activity.

INVESTMENT OBJECTIVES & STRATEGY

Fund assets shall be invested in accordance with the City's Investment Policy. Three specified allocations will be created by donations and other revenues to the Buckham Memorial Library and shall be set up as follows:

1. Permanent Endowment Allocation
 - a. Thirty-three percent (33%) of the total balance of the Library Donations Fund of Buckham Memorial Library, upon the approval of this policy, will become

permanently endowed funds intended to be “generation neutral” – both a resource to benefit *present* users of the Library and a permanent fund that will be available to benefit *future* Library users.

2. Library Upgrade Allocation

- a. Thirty-three percent (33%) of the total balance, upon the approval of this policy, will be used for exceptional upgrades of the current library space. These upgrades will be recommended by the Library Advisory Board with approval from City Council, through the Library Director.

3. Makerspace Incubator Allocation

- a. Thirty-three percent (33%) of the total balance, upon approval of this policy, will be used to equip, but not construct, a makerspace incubator in the future.

While the funds are invested in a common portfolio, the investment earnings of the Library Donations Fund will be available for allocation in accordance with the expenditure strategies in the subsequent year.

SPENDING OBJECTIVES & STRATEGIES

Distributions from the Library Donations Fund shall be made to meet the supplemental needs of the Library in accordance with this policy, and to fulfill its mission, but in an amount that permits the Permanent Endowment Allocation to be maintained in perpetuity.

Distributions from the Library Upgrade Allocation and the Makerspace Incubator Allocation will be made by the Library Director, with input from the Library Advisory Board, through the Finance Committee, following approval from City Council through budgetary processes.

ANNUAL BUDGET

The Library Director shall develop a Library Donations Fund Expenditure & Revenue Budget with advice of the Finance Committee, and brought forward for City Council approval through the budgetary process. All expenditures from the Fund must be made in accordance with the adopted Library Donations Fund Expenditure Budget and in accordance with the City Public Purpose and Expenditure Policy.

-Draft January 6, 2023



Investment Policy

Purpose: The purpose of this policy is to provide guidelines for the prudent investment of all financial assets of the City of Faribault.

1. PURPOSE

This policy has been developed to serve as a reference point for the management of city assets. It is the policy of the City to invest public funds in a manner which provides for the following in order of importance: Safety; Liquidity; and Yield (return on investment) that conforms to all federal, state and local regulations governing the investment of public funds. All investments purchased by the City are expected to be held until maturity. However, it is realized that market prices of securities will vary depending on economic and interest rate condition at any point in time. The City will invest in securities that match the City's operational, short-term and longer term core reserve needs.

2. GUIDELINES

A. Pooling of Funds:

Except for cash in certain restricted and special funds, the City of Faribault will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

B. Safety:

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

1. Credit Risk

The City of Faribault will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest types of securities.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisers with which the City will do business as stated in Section IV, Paragraph I.
- Diversifying the investment portfolio as to issuer, so that potential losses on individual securities will be minimized.

2. Interest Rate Risk

The City will minimize the risk that the market value of securities in the portfolio will fall due to the changes in general interest rates, by:

- Structuring the investment portfolio, when appropriate, so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds or similar investment pools.

C. Liquidity:

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with anticipated demands. A portion of the portfolio may be placed in money-market mutual funds or local government investment pools which offer same-day liquidity.

D. Yield:

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

1. A security with declining credit may be sold early to minimize loss of principal.
2. A security swap would improve the quality, yield or target duration in the portfolio.
3. Liquidity needs of the portfolio require that the security be sold.

E. Standard of Care:

1. *Prudence:* The standard of prudence, meaning not for speculation and with consideration of the probable safety of the capital as well as the probable investment returns, shall be used by investment officials. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.
2. *Ethics and Conflicts of Interest:* Employees involved in the investment process shall have no personal business activity that could conflict with the proper execution and management of the investment program, or could impair their ability to make impartial decisions. Employees shall disclose any material interests in financial institutions with which the conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.
3. *Delegation of Authority:* Authority to manage the investment program is granted to the City Administrator and derived from the following: Minnesota Statutes, Chapter

118A. Responsibility for the operation of the investment program is hereby delegated to the Finance Director, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy and applicable state statutes. Procedures should include references to; safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreement and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

F. Safekeeping and Custody:

1. Authorized Financial Dealers and Institutions: A list will be maintained of financial institutions authorized to provide investment services, in addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1.
2. All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:
 - Audited financial statements.
 - Proof of National Association of Securities Dealers (NASD) certification.
 - Proof of state registration.
 - Completed broker/dealer questionnaire.
 - Certification of having read and understood and agreeing to comply with the City's investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the Finance Director.

3. Internal Controls: The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuses. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and recordkeeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.

- Written confirmation of transactions for investments and wire transfers.
- 4. Delivery vs. Payment: All trades, other than those with the custody agent, will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

G. Suitable and Authorized Investments:

1. Investment Types: The City's investments will be limited to and only to those investments that qualify under Minnesota Statute 118A.
2. Collateralization: Full collateralization will be required on non-negotiable certificates of deposit.
3. Repurchase Agreements: Repurchase agreements shall be consistent with Government Finance Officers Association (GFOA) Recommended Practices on Repurchase Agreements.

H. Investment Parameters:

1. Diversification: The investments shall be diversified by:
 - Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and Government Securities)
 - Investing in securities with varying maturities
 - Continuously investing in portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

I. Reporting:

1. Methods: The Finance Director shall prepare an investment report, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made annually. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Mayor, City Council, and City Administrator on an annual basis. The report will include the following:
 - Listing of individual securities held at the end of the reporting period.
 - Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity.
 - Average yield to maturity of portfolio on investments.
 - Listing of investments by maturity date.
 - Percentage of the total portfolio which each type of investment represents.
2. Performance Standards: The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a

market average rate of return during a market/economic environment of stable interest rates.

3. Marking to Market: The market value of the portfolio shall be calculated at least quarterly.

J. Policy Considerations:

1. Amendments: This policy shall be reviewed as needed or when requested by City Council. Any changes must be approved by the City Council.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO INVESTMENT POLICIES.

Approved:



Mayor



City Administrator

Adopted December 12, 2006

Revised March 12, 2013

Revised July 10, 2018

Revised January 28, 2020



Public Purpose Expenditure/Purchasing Policy

Purpose: The purpose of this policy is to establish guidelines for purchases made on behalf of the City of Faribault.

1. PURPOSE

Pursuant to provisions of the Faribault City Charter and the statutes and laws of the State of Minnesota, which permit and require the expenditure of public funds for public purposes, this policy establishes guidelines for purchases made by the officials, employees and representatives of the City of Faribault. The policy has the following objectives:

- A. Ensure compliance with Minnesota Public Purpose Doctrine.
- B. Ensure compliance with the Faribault City Charter, Chapter 7 – Taxation and Finances.
- C. Ensure compliance with applicable state laws, in particular Minnesota Statute §471.345, Uniform Municipal Contracting.
- D. Provide clear guidance to City Council and City Staff to ensure purchasing decisions result in the best use of tax dollars for its constituents.
- E. Encourage purchases from local and state vendors when cost effective.

2. GUIDELINES

- A. The Constitution of the State of Minnesota, Article X, Section 1, provides that taxes shall be levied and collected for public purposes. The Minnesota Public Purpose Doctrine provides that in order for an expenditure of public funds to be lawful, there must be specific or implied authority for the expenditure in state statute or the City's Charter and it must be a public purpose expenditure. To be considered a public purpose expenditure the activity must meet all of the following criteria:

- 1. It benefits the city as a body.
- 2. It is directly related to functions of government.
- 3. It does not have as its primary objective the benefit of a private interest but instead promotes the public health, safety, general welfare, security, prosperity, and contentment of all city residents.

Exhibit A provides additional guidelines regarding expenditures that are authorized as being made for a public purpose, even though a limited personal employee benefit may be derived. Further, the expenditures must be authorized in accordance with the City's annual budgeting process.

- B. As provided in the Faribault City Charter, Section 7.14, the City Council shall establish a Public Expenditure Policy which shall be reviewed and approved by the City Council annually. In reviewing and approving the policy, the City Council shall consider whether the expenditures serve a public purpose. When determining the content of the policy, the City

Council shall consider the opinion of the City Attorney and statewide sources of authority, which may include judicial determinations, Minnesota Attorney General's opinions and findings of the Office of the State Auditor.

- C. All disbursements shall be authorized by the City Council. All accounts, claims, and invoices shall be audited by the Finance Department and presented to the Council for approval. The City Council has delegated its authority to the City Administrator to pay certain claims made against the City prior to formal authorization. A resolution approving the administrator purchasing and contracting authority, is executed by the City Council annually, per the Faribault City Charter, Section 6.05, Purchases and Contracts. This resolution authorizes the City Administrator to make purchases and let contracts 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, or \$25,000 for purchases included in the current year's Budget and/or Capital Improvement Plan.
- D. The Faribault City Charter, Section 6.05, Purchases and Contracts, provides that 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.
- E. Purchasing and budgetary control is the responsibility of each department head. The department head may designate other staff within their department to purchase goods and services in compliance with the annual budget. Department heads and their designees are authorized to make purchases according to the following thresholds:

Dollar Amount	Process	Payment Type Options	Approval Requirements
<\$100	None	Credit Card Charge Account Check Request	Purchase must be within annual budget, approved by department head, reviewed by the Finance Department and coded appropriately.
<\$5,000	Pursue an open market purchase.	Credit Card Charge Account Check Request	Purchase must be within annual budget, approved by department head, reviewed by the Finance Department and coded appropriately.
\$5,000- \$24,999	Pursue an open market purchase. Obtain two or more quotes if practical.	Charge Account Check Request	Purchase must be within annual budget, approved by department head, reviewed by the Finance Department and coded appropriately.
\$25,000- \$175,000	Obtain two or more written quotes, bids, or proposals and maintain copies on file.	Check Request	Purchase must be within annual budget, approved by department head, reviewed by the Finance Department and coded appropriately.
>\$175,000	Sealed Bids	Check Request	Purchase must be within annual budget, approved by department head, reviewed

			by the Finance Department and coded appropriately.
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Notes:

- All payments are presented to the City Council for final approval.
- If a cooperative purchasing agreement is in place, quotations are not needed.
- Authorized purchasers are only allowed to authorize funds from within their department's budget. Purchaser should collaborate with other authorized purchaser from the necessary departments to make joint purchases.
- Employees will not make any purchases for personal use through the City.
- Information technology (IT) purchases should be coordinated with the City's IT Coordinator to ensure purchases are compatible with and supported by the City's IT infrastructure systems.

3. **PURCHASING PROCESS**

A. **Decentralized Purchasing**

The City of Faribault has a "decentralized" purchasing program where individual departments are responsible for making their own purchases. There are a few exceptions including State Bid vehicles and other similar state or cooperative purchasing agreements.

All other purchases should follow the rules below:

1. Determine the need for commodities or services.
2. Research the cost of the purchase and determine proper purchasing alternative.
3. Determine the appropriate account coding and whether there is sufficient funds available in that budget line item.
4. Request approval from department director or designee to make purchase.
5. Following purchase, invoices should be directed to City Hall, Accounts Payable. They will be processed for coding and approval followed by review and processing through the Finance Department.
6. Accounts payable claims listing is approved by City Council.
7. Payment is made by the Finance Department.

B. **Purchasing Practice**

1. The City will use documented purchasing procedures which will reflect applicable State and local laws and regulations and conform to applicable federal law.
2. The City will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or performance agreements.
3. The City of Faribault holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the City's procurement system, and open and free competition among prospective suppliers. The following code of conduct regarding purchasing conflicts of interest and the performance of its employees will be upheld:
 - a. No employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer,

or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial interest or other interest in or a tangible personal benefit from a firm considered for a contract.

- b. Officers, employees, and agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
 - c. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, it may be allowable upon review.
 - d. Violations of these standards by officers, employees, or agents of the City will result in disciplinary action up to and including termination.
 - e. If federal funding is involved, the City must disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity.
 - f. In keeping with the values and ethical standards expected from City employees, they should avoid the following practices when making purchases on behalf of the City:
 - 1. Circumventing competitive bidding requirements by splitting purchases so that they can be made through several small purchases; using the emergency procedure process when no true emergency exists; using a "sole source" exemption when competition is available; or other manners of avoiding competitive bidding.
 - 2. Denying one or more vendors the opportunity to bid on a contract using unnecessarily restrictive specifications; pre-qualifying bidders on a discriminatory basis; removing companies from a bidders list without just cause; requiring unnecessarily high bonding; or other manners of denying opportunities for vendors to bid.
 - 3. Giving favored vendors an unfair advantage by providing vendors with information regarding their competition's offers in advance of a bid opening; making information available to favored vendors and not to others; giving un-favored vendors inaccurate or misleading information; or other manners to provide unfair advantages.
 - 4. Avoiding the use of outside vendors by using employees of the City to provide goods or services through their personal business practices; not providing fair opportunity to vendors for all goods or services required for City operations; or other means to use City employees as an alternative to outside vendors.
4. City employees will avoid acquisitions of unnecessary or duplicative items. In addition, each department will implement internal controls to ensure that goods and services ordered are received, that only goods and services actually received are paid for, that goods and services ordered are necessary and that no duplicate payments are made.

5. City employees will seek out purchasing alternatives that result in the most economical outcomes. Consideration will be given to consolidating or breaking out purchases, lease versus purchase options, and other appropriate alternatives. In addition, Minnesota's Cooperative Purchasing Venture and other joint purchasing agreements will be considered.
6. Construction contracts will be awarded based on Minnesota Statute §412.311 which allows the City to use a "Best Value" alternative instead of awarding the bid to the lowest responsible bidder. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, qualifications of key personnel and financial and technical resources.
7. The City staff will maintain records sufficient to detail the history of its purchases. These records will include, but are not necessarily limited to, the rationale for the method of procurement, the selection of contract type, the contractor selection or rejection, and the basis for the contract price.
8. The City is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include source evaluation, protests, disputes, and claims.
9. All procurement transactions will be conducted in a manner following written procedures that provide full and open competition. For federal contracts that includes prohibiting the use of statutorily or administratively imposed state or local geographical preferences, except in those cases where applicable federal statutes expressly mandate or encourage geographical preference. In addition:
 - a. All solicitations will provide for clear and accurate descriptions of the technical requirements that must be provided for the material, product, or service to be procured.
 - b. All solicitations will identify the requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
 - c. All prequalified lists of persons, firms, or products which are used in acquiring goods and services will be current and include enough qualified sources to ensure maximum open and free competition. Also, the City will not preclude potential bidders from qualifying during the solicitation period.
10. The City will take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and veterans' business enterprises are used when possible including:
 - a. Placing qualified businesses and enterprises on solicitation lists.
 - b. Assuring that qualified businesses and enterprises are solicited whenever they are potential sources.

- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by these businesses and enterprises.
 - d. Establishing delivery schedules, when requirements permit, that encourage participation by these businesses and enterprises.
 - e. Using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development Agency.
 - f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.
11. City employees will make every effort to purchase goods and services from local vendors and award purchases to those vendors when cost effective. This can be accomplished by insuring that local and state vendors who have goods or services available are included in the competitive shopping process that will precede most purchases.
12. If the purchase of items results in the need to dispose of existing city property, the following guidelines apply:
- a. City staff will make a recommendation to the City Council and the Council will determine if the capital assets are surplus and should be subsequently sold or disposed.
 - b. Council must approve the disposal of equipment via trade-in, which may be performed as part of the approval of the purchase of new equipment.
 - c. Surplus capital assets in a condition for sale are to be sold at public auction, online auction or through a sealed bid process with reasonable public notice regarding the upcoming sale.
 - d. Minnesota Statute §471.345, subd. 17 states that a city “may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused using an electronic selling process in which purchasers compete to purchase the surplus supplies, materials, or equipment at the highest purchase price in an open and interactive environment.”
 - e. No employee of the City who is a member of the administrative staff, department head, a member of the Council, or an advisor serving the City in a professional capacity may be a purchaser of property sold under this section. Other City employees may be purchasers if they are not directly involved in the sale, if they are the highest responsible bidder in the public disposition process.
 - f. Assets not in a condition for sale should be disposed of according to waste management guidelines.
 - g. In all instances, the City will abide by applicable Minnesota Statutes in regards to the disposal or sale of capital assets.

13. Documented internal accounting and administrative procedures are in place to ensure proper disbursement of funds and generally accepted accounting principles will be followed.

C. Purchasing Options

The following options may be used for making public purchases:

1. Sealed Bids

- a. A formal sealed bid procedure is required for all purchases in excess of \$175,000 except for professional services.
- b. A published notice of bid is required in the official City newspaper at least ten days in advance of bid opening, except in cases where special assessments are intended to finance a local improvement project, in which case the City will follow statutory requirements. The published notice must state where the plans and specifications can be obtained by bidders and specifically, where the bid opening will be held. The notice may also be published on the City's official web site; however, this publication is in addition to the official newspaper publication.
- c. All bid openings are to be administered by originating department.
- d. The preparation of all specifications are to be the responsibility of the originating department.
- e. Required authorization for all plans and specifications is the responsibility of the originating department.
- f. Contract change orders may be approved by the City Administrator or his/her designee provided the total change does not exceed purchasing limitations as outlined in the City Charter. Details are provided in the Purchasing Procedures.
- g. The City Council must formally approve the bid contract.

2. State, County, and Other Cooperative Purchasing Contracts

- If it is determined that a product/service is on a state contract, vendors should be told that the purchase will be made using that contract. When completing the purchasing paperwork, note that the purchase is per state contract and indicate the contract number.
- All requirements of this policy are deemed to be met if purchases are made through the State of Minnesota Cooperative Purchasing Program. Depending upon the purchase level of the item, appropriate approvals still apply.

3. Quotes

Quotes should be submitted in writing by the vendor. If the quotes are not written, the requestor who received the verbal quote must document the quote in writing. All such quotes must be kept on file by the department making the purchase.

4. Emergency

Emergency situations may arise where the normal purchasing process cannot be followed for the procurement of goods and services. An emergency means an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring.

Minnesota Statute §12.29 gives the Mayor the authority to declare a local emergency for up to three days, which period may be extended by the City Council. During such an emergency, if authorized by City Council, the City is not required to use the typically mandated procedures for purchasing and contracts. During that time, the governing body may waive compliance with the prescribed purchasing guidelines, including compliance with Minnesota Statute §471.345, Uniform Municipal Contracting Law.

Whenever possible the current purchasing policies and procedures should be followed even when an emergency is declared, but as described above if the emergency requires speedy action essential to the health, safety, and welfare of the community and if there has been an emergency declaration, the standard purchasing policies and procedures can be waived in accordance with Minnesota Statute §12.37.

5. Professional Services

Professional Services are considered to be unique and are not subject to the bid law even though the contract amount may exceed \$175,000. This group includes architects, engineers, construction managers, attorneys, accountants, consultants, and other services requiring technical, scientific or professional training.

Request for Proposals (RFPs) may be used to solicit proposals for professional services. Typical information to address in RFPs include:

- Background and scope of the project
- The project's budget to ensure that the proposals stay within that range
- Proposal requirements should include adequate information to allow for proper review and evaluation including:
 - Description of firm and qualifications, including any specialized experience related to the project
 - A list of similar projects that the firm has completed
 - Project timetables including: estimate of hours, breakdown by hours by phase, and the City's expectation of a completion date
 - Designation of a firm principal who will be in charge of the project
 - Résumés for all staff who will work on the project
 - Statement that either no subcontractors are allowed or that all subcontractors will be identified and are subject to the City's approval
 - Estimate of cost to provide the service, outline of fee schedule and payment schedule
 - Description of City's selection process
 - City's evaluation criteria, which typically may include:
 - Quality and thoroughness of the proposal

- Similar past experience and/or experience
- References
- Cost estimate
- The following statement must be included: "The City reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the City's best interest."
- Submittal deadline: date, time, project name, and addressee
- Statement: "Proposers are solely responsible for delivery of their proposals to the City before the deadline. Any proposal received after the deadline will not be considered and will be returned."
- Information about where questions should be directed

6. Lease Purchases

All operating and capital lease agreements require approval through the Finance Department and legal counsel prior to initiating a lease. Staff will conduct a lease versus purchase analysis to determine the most cost-effective method.

7. On-Line Purchases

The following guidelines are recommended for purchasing products over the internet:

- Purchases should be made only from vendors that use secure servers for e-commerce.
- Standard purchasing guidelines should be followed.

Compliance should also be assured relating to requirements outlined in the City's Personnel Policies and all other City policies (currently in place or adopted in the future) and Minnesota State Statutes. This policy does not replace the State's Gift Policy statutes.

EXHIBIT A

Public Purpose Expenditures

Pursuant to provisions of the Faribault City Charter, Section 7.14 – Authority for expenditures, the City Council expressly authorizes expenditures related to any of the following activities to be deemed as public purpose expenditures. All benefited full time and part time employees, elected officials and commission members will follow the public purpose expenditures guidelines. Under no circumstances will expenditures be authorized as a public purpose if made for the benefit of spouses, partners, family members, or friends of employees unless those individuals are serving in an otherwise authorized capacity. Officials and employees must obtain separate receipts for authorized and non-authorized City expenditures for reimbursement and auditing purposes.

Certain awards or incentives may be considered to be additional compensation to employees and will be reported on the employees' W-2 form as required by law. The City's Personnel Policies provides guidelines and procedures related to clothing benefits, conference attendance and authorized travel expenses.

Permitted Expenditures

Every City expenditure must be valid based upon the public purpose for which it is expended. The following items are deemed to meet the Council definition of public purpose expenditures:

A. Employee Recognition and Retention

These permitted expenditures are intended to serve the public purpose of recruitment and retention of personnel. These practices are meant to ensure high employee productivity and morale and reduce expenses resulting from low productivity and high turnover.

- a. City Employees and Retirees meeting the years of service recognition as per the Employee Recognition Award Program, not to exceed \$675 as determined by City Council.
- b. Annually, in conjunction with the presentation of service award catalogs, the City may sponsor an Employee Recognition event for City employees.
- c. Annually, the City may sponsor a Volunteer Recognition event to promote teamwork and coordination among the City Council, department directors, commission/committee members, and employees. This event and a token gift for volunteers also serve as de minimus compensation for the service provided by the volunteers.
- d. The City supports other events that are planned and paid for by employees to encourage team building activities.
- e. The City may sponsor for a cake, or similar food, in recognition of long-time service or retirement for employees, volunteers, and elected officials.

B. Employee Wellness and Safety Programs

The City Council recognizes the importance of employee fitness and health as it relates to the overall work and life satisfaction of the employee and the overall impact on the City's health insurance plan. As such, the City Council supports an Employee Wellness Committee and Program, which has been designated to educate employees on fitness and health issues.

The incentives provided to employees through the Wellness Program are considered to be “additional compensation” for work performed by employees, but is entirely dependent on receiving funding from year-to-year. The City receives a payment from the Insurance Cooperative to be used to promote wellness among City employees.

The Employee Safety Program supports programs to promote and maintain a safe work environment. Safety incentives may be used to recognize accomplishments with an award to the department to sponsor a team event for participating in and promoting safety practices in their respective departments.

C. Meals and Refreshments

The City Council recognizes that situations in which City business needs to be discussed and may need to occur during or adjacent to a meal hour. In addition, there are public and employee meetings and events in which reasonable refreshments may be necessary to create a more productive environment and to be responsive to participants’ time schedules. The following items are deemed to meet the Council definition of public purpose expenditures in regards to meals and refreshments:

- a. Meals and refreshments are allowed when they are part of a meal hour meeting for official City business when it is the only practical time to meet. These meetings must have a pre-planned agenda and typically involve meetings with City Council members, Committee/Commission members, or local business or civic organizations.
- b. Meals and refreshments are allowed at employee meetings and events that have a purpose of discussing City issues, part of an employee training, or a City Employee Wellness, Appreciation, or Holiday Event. These meeting must have a pre-planned agenda and do not include routine staff meetings.
- c. Meals and refreshments are allowed when work activities requiring continuous service when it is not possible to break for meals (e.g., election days, water main breaks, high profile criminal investigation, on-going emergency response activities, etc.). All non-emergency events require advance authorization by the responsible department director.
- d. City sponsored training or work-related meetings where employees are required to participate or be available during break periods and/or lunch.
- e. Travel expenses for employees, including meals, are outlined in the Personnel Policies.
- f. No purchase of alcoholic beverages is allowed at any time.

D. Membership, Dues and Contributions

The City Council has determined that the City will fund memberships and dues (individual or organization) in professional organizations, and local social and community organizations when the purpose is to promote, advertise, improve or develop the City’s resources and advantages that advance the City’s efforts in improving economic development, civic, educational and governmental efficiency but such expenditures shall not have as their primary purpose the personal interest or gain of an individual employee.

Monetary contributions to civic organizations must be approved by the City Council during the annual budget process and/or by City resolution. Monetary contributions provided by the City must be for programs that serve our citizens and are deemed to meet the public purpose guidelines.

E. International, Cultural, and Economic Development Programs

The City Council has determined that funds may be expensed for the purpose of advertising the City and its resources and advantages. Sister Cities programs, or their equivalent, are expressly authorized by this provision. Funds appropriated pursuant to this authority may be allocated for activities such as preparation or advertising materials, official travel to related events, and monuments memorializing participation in such events. Funds appropriated pursuant to this authority may further be used in any manner that the City Administrator deems appropriate for the purpose of advancing the City's interests with respect to international, cultural, or economic development activities.

F. Community Events, Festivals, and Celebrations

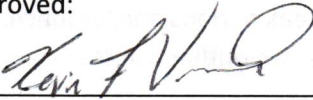
The City Council authorizes the allocation and expenditure of funds for the purpose of hosting or participating in community events, festivals, or celebrations. The City shall not expend any funds unless it has been determined, by the City Administrator, that participation in such event shall positively advertise the City.

Appropriation of Funds

The cost of the authorized public purpose expenditures will be included in the City's annual budget and approved by the Council as part of the overall budget approval process which includes public notification and opportunity for public input regarding budgeted expenditures.

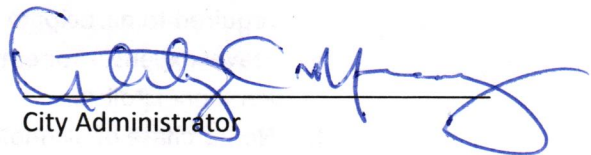
THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO PUBLIC PURPOSE EXPENDITURES AND PURCHASING POLICIES.

Approved:



Mayor

January 10, 2023


City Administrator