



City Council Work Session
Tuesday, February 7, 2023 at 6:00 PM
Public Meeting Room

AGENDA

1. Call to Order

2. Items for Discussion

- A. Council Vacancy Appointment Interviews and Discussion
- B. Reclassify Communications Coordinator Position
- C. Reorganization of Recreation Staff and Review of Job Descriptions
- D. Review Final Schematic Design for Downtown Area Park Development

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: February 7, 2023
SUBJECT: Council Vacancy Appointment Interviews and Discussion

Discussion:

The City Council declared a vacancy following the resignation of Jonathan Wood from the Council in early January of 2023. A solicitation for letters of interest from parties wishing to be considered for appointment to fill the seat was done in January, with a total of 17 letters submitted. These were reviewed by the Council at their Work Session on January 31, 2023, after which they identified five finalists--Mandy Barnes, Nicole Louis, Laura McColley, Sam Temple, and Chuck Thiele.

The finalists were each sent a set of four questions (the questions are attached), with a deadline of noon on Monday, February 6, 2023 for submitting answers to each of the questions (those will be added to the packet on Monday afternoon). The finalists have also been invited to speak for three minutes each at the Council Work Session.

Assuming the Council reaches a consensus on the selection of an appointee at the conclusion of the discussion on this item, an appointment resolution will be finalized and presented for approval at a Special City Council Meeting held immediately following the Work Session. The appointee would then take their oath of office at the beginning of the regular City Council Meeting on Tuesday, February 14, 2023.

Attachments:

1. Notice to Council Appointment Finalists
2. 2023-02-05 Responses to Questions - Mandy Barnes
3. 2023-02-05 Responses to Questions - Nicole Louis
4. 2023-02-06 Responses to Questions - Laura McColley
5. 2023-02-06 Responses to Questions - Sam Temple
6. 2023-02-06 Responses to Questions - Chuck Thiele

Notice to Council Appointment Finalists

February 2, 2023

Congratulations on being selected as one of five finalists for consideration by the City Council for appointment to the vacant seat. They are requesting that you provide responses to the following four questions. Please send your responses back to me no later than noon on Monday, February 6, 2023. They will be forwarded to the Council and also added to the Council Work Session packet for the meeting on Tuesday, February 7, 2023.

1. How would you support the Community Vision 2040 and the Comprehensive Plan as a member of the Council?
2. How would you help support diversity and inclusion as a member of the Council?
3. What have been your experiences in supporting or participating in community events?
4. Are you aware of the time commitment (regular meetings, work sessions, boards/commission, civic events, etc.)?

You are also invited to attend the Work Session on February 7th (starting at 6:00pm in the City Hall Public Meeting Room on the 1st floor) when you will have three minutes to address the Council, making your case as to why they should select you to fill the vacant seat.

1. How would you support the Community Vision 2040 and the Comprehensive Plan as a member of the Council?

In order to support the 2040 Vision, one must first know the nuts and bolts of it and how it came about. The purpose of the Comprehensive Plan was to help local residents and businesses by creating a physical guide for social and economic development. The City Council appointed a Comprehensive Plan Steering Committee (CSC), as well as the Project Oversight Committee (POC), to guide the overall Journey to 2040 process. After collaborative effort, The Comprehensive Plan was successfully created and is utilized by all city facets as a reference in decision-making, direction and future growth, planning and coordinating, and balance and vision. The Comprehensive Plan is a guide for preserving what we value, enhancing characteristics and aspects of the community. The Plan greatly encouraged local interaction and input and was built upon community feedback, thus creating the Community Vision 2040. What an impressive undertaking!

The Community Vision (2040) was adopted by City Council in 2015, proffering a shared and encouraging vision of Faribault. The 2040 identifies community goals, objectives, and policies in each element of the Comprehensive Plan to help the City attain its vision. Collectively, interconnecting the Parks, Trails and Open Space Plan, and the Downtown Master Plan, with the Comprehensive Plan, strengthened the vision for the City of Faribault. The vision of 2040, “Small Town Pride - Big City Opportunities” and its core guiding principles are the cliff note stamp of the nucleus.

Faribault has had dangerously low rental capacity during a high demand for rental availability is concerning. However, with collaboration and reference to 2040, this shortage has been front and center in development. The removal of several very old and monetarily un-salvageable buildings was a wise move to accommodate the housing need and opened a door of fresh opportunities for development. This move was supported by the fact (from the Comprehensive Plan) that the average space a present-day office worker utilizes has declined by 100 square feet, thus decreasing the overall need for office uses.

Faribault’s industry sectors (production/distribution/repair) have been forerunners in local growth by bringing in roughly 1,600 jobs since 2017. This is celebratory for our community and shows a sign of growth and a need for continued accommodation. With the close proximity to the Twin Cities and the conveniences of Highway 35, including a large arena of industry on the north-end of town, I foresee this area of Faribault being a hot market for residential and commercial growth. The construction of the Rice County Law Enforcement Center, and increasing interest in future developments in the north-end area will only enhance that growth. With the potential tax effect the County build may bring upon Faribault’s residents, it will be a central forethought for the Council to weigh and measure to the 2040.

I support an integrated approach to defining and strengthening a community by being actively involved in sustaining local businesses as they are a big part of our economic assets. However, quality and affordability of life is also a key player in maintaining a strong city as a whole. This current Council, as well as the Housing and Rehabilitation Authority (HRA), Economic Development Authority (EDA), and Planning Commission, are doing a great job of involving

and focusing on the community as a whole when it comes to vision, a balance of retention and change, as well as diversity in development. Change requires vision and a narrow visual scope never sees the big picture. That is why it is important to include other tools and influencers such as the Vision Task Force, Chamber of Commerce (VTF), the volunteer Historic Preservation Committee (HPC), and the Faribault Industrial Corporation (FIC). The collaboration of all entities can share a vision and common goal to effectively carry 2040 through to completion.

My career experiences will assist me as a Council member, as I have worked for four different government positions, as well as the private sector. I worked for the City of Eagan in Planning and Community Development and took minutes for the Planning Commission. I understand how important in-depth planning and development can be for new-builds, additions, construction, city ordinances, and preparing for market upticks or crashes. I have also worked for the City of Rosemount, for Parks and Recreation, working in the Community Center. I gained wisdom on how the parks department is not a money-maker for the city, but it is a necessity for its residents to have a high quality of life and to feel a sense of community by building upon their neighborhoods. The Community Center was also a great experience pertaining to diversity as it offered programs for all walks of life. More recently I worked for the City of Apple Valley, for the Police Department as a Records Technician.

The City of Apple Valley taught me much, specifically the operations of the Police Department, and the variety of tasks at hand that most may not have thought about. For example, the Police Department is not only in charge of the safety of the residents, but they also monitor offenders, hot spots for crime, business development and crime prevention such as shoplifting and trespassing. They ensure city, county and state ordinances, laws and mandates are followed and fulfilled. The Department assigns troubled teens, drug addicts, or sex-trafficked individuals to the correct resources for assistance and counsel, and oversee the DARE program for our youth. I was with the City of Apple Valley for 10 years when the Assistant City Administrator assigned me the role of Project Coordinator, for the City-Wide Clean-Up Day. I contracted vendors for the event, organized meetings for the crew, and was the first point of contact for city residents.

My current position as a Fleet Safety Compliance Analyst for Railworks LLC, brings in-depth knowledge of how a private sector industrial corporation operates and thrives within smaller cities. Railworks specializes in freight and light rail construction and operates throughout the United States and Canada. My role within the company involves overseeing the licensure and safety certifications for all company drivers and equipment and ensuring they are in compliance to meet state and federal guidelines.

Overall, I believe my experiences would be of great use to the Council, as much like the 2040, it would be utilized by all city facets, as a leading reference in decision-making, direction and future growth, planning and coordinating, by bringing balance and vision. Furthermore, I would encourage innovation and creativity by being flexible, open and positive to change, and strive for excellence. As we all know, development and change takes time and can bubble up emotions. With time, the community may need a refresher on why changes are taking place in order to receive continued support.

2. How would you help support diversity and inclusion as a member of the Council?

I would support diversity and inclusion by practicing several factors:

- Communicate/Educate
 - Talk to people, learn something new that is different than you
 - Accept people's differences and find common ground
- Be aware and respect all age groups, races, genders, cultures, languages
 - Promote more inclusive programs, events or locations
- Offer meaningful opportunities for engagement
 - Acknowledge all celebrations of all cultures

The Council is well aware of the rich history and diversity which calls Faribault home. For this reason in itself, it is very important for the community to be given the opportunity to engage and be heard. I would do this by welcoming feedback and showing respect to all individuals. All residents should feel valued and feel as if I am investing in them. The more I listen to others, the more I will learn from them. The more I learn from them, the more I/we will appreciate the commonality we have with each other.

Being aware of cultural differences, beliefs and practices is the first step in respecting them. For example, much of the Somali culture fasts during the month of Ramadan. They consider it rude to eat, drink or smoke in front of a practicing Muslim during daylight hours. The Hispanic culture tends to be group-oriented and places a strong emphasis on family. A majority of Hispanics are Catholic and hold a handshake longer than Americans or Canadians would. Americans consider eye contact as a form of respect. However, statistically, Middle-Eastern and Hispanic cultures consider holding eye contact as rude and failing to give it does not show disrespect. The African American community may feel that white males that are avid hunters, and wear flannel or camouflage clothing, may be a little intimidating. But a percentage of white males in Faribault may find this as a way of life.

Offering meaningful opportunities for engagement, such as fun activities, common threads, and including others in gatherings such as games or ways to express talents, are big keys in breaking down barriers and successfully blending a diverse community. I have realized a large percentage of our community does share one common thread which is the belief in the Old Testament of the Bible. For me, in the past, when the time was right and the opportunity presented itself, finding commonalities such as this, can be utilized as a way to successfully start a (deeper) conversation resulting in a deeper connection. Every single situation will bring a unique opportunity. One thought to ponder is, do we acknowledge celebrations of all cultures? Do we attend gatherings that may make us uncomfortable?

Regarding community and communication, the Comprehensive Plan, in the 2040 Vision, is an abundant resource for residents to use as a guide and reference. As for media, from what I am discerning, not a large percentage of residents receive the Faribault Daily News. But, all residents should receive the Daily News Sampler, the Buckham Bulletin, and/or have access to the internet. The Sampler is how I receive(d) weekly public notifications of local events as well as the seasonal publications of the Buckham Bulletin. Both prove to be very effective tools which the City and Council should continue to utilize. For the younger generation, digital technology may be more effective; the city's facebook posts are interactive and do a great job of

asking for feedback from their 2.6k followers. It should be mentioned, the city's website is worthy of applause as it offers smooth navigation, is well-structured and is filled with a plethora of information. Another noteworthy mention is how I love the fact that I have received several brochures which were printed in 3 different languages.

3. What have been your experiences in supporting or participating in community events?

My involvement in supporting and participating in community events has been abundant, and has brought forth many good experiences and memories. For twelve years, my family and I volunteered at the Community Thanksgiving Dinner, volunteering in the distribution/delivery of meals. Over the years, I have been a volunteer assisting the Board, with the Oak Ridge Cemetery, which is the resting place of many of Faribault's earliest settlers. I have attended the monthly downtown car shows, the Blue Collar Festival, a few School Board forums, annually attend the Heritage Day Parade and events, and attend the local art fairs, weekly farmers market, and the Rice County Fair.

In addition, I am a member of the Riverbend Nature Center. My dogs and I frequent the Nature Center, and I have participated in classes there. I am a member of the Paradise Center for the Arts, and have attended several events and fundraisers there throughout the years. This past fall, I participated in the Advisory Boards and Commissions open house at the 310, and spoke at length with the Planning Commission and Economic Development Authority members. I have been actively attending the City Council meetings and work sessions, including the December 6th joint City Council Park and Recreation Board work session at Buckham West.

4. Are you aware of the time commitment (regular meetings, work sessions, boards/commission, civic events, etc)?

Yes. I was born and raised in a culture that focused on volunteering, engaging in community, building relationships and not being afraid of hard work. I continue to live this busy lifestyle present-day. Several years ago while working full-time, I completed my Bachelor's degree and internship while raising my family. Today, I am working one job and my son is grown. The appeal of the busy schedule, serving my community, a variety of responsibilities, opportunities for making connections and community involvement engages and quickens me. As a bonus, I work daytime hours, Monday-Friday, and work from home several days a week. My work schedule can be flexible and my office supports my efforts to fill this seat. In a nutshell, I have the time and I am willing to dedicate it towards this role. Thank you for this opportunity and for your consideration of my application to become a member of the City Council.

From: [Nichole Louis](#)
To: [Tim Murray](#)
Subject: Council questions
Date: Sunday, February 5, 2023 12:45:30 PM

Dear Tim,

The following are my answers to submit to council for the open seat. Please forward on.

1. How would you support the Community Vision 2040 and the Comprehensive Plan as a member of the Council?

I believe the community vision 2040 and comprehensive plan sets the foundation for council making present day decisions. I would take that plan in consideration for all ideas and discussions. While it's a future plan, current decisions may need to deviate from the original vision. I feel it's critical to have follow through and I would use that in all my current decisions.

2. How would you help support diversity and inclusion as a member of the Council?

I believe the diversity in our community is an asset as it reminds us all of the way the world looks today. I previously spent a lot of my time volunteering in my kids classrooms and working as a paraprofessional in the public schools.

I learned through those experiences that our diversity helps teaching our youth respect, empathy, and kindness and it's important to transfer that to all of the community. Being on council, it's our job to support local organizations to allow them the follow through needed to reach all of the community.

3. What have been your experiences in supporting or participating in community events?

I have been involved in 3 levy campaigns for the Faribault Public Schools in 2012, 2013, and 2019. I also have experience sitting on PTA's and other various committees within the schools. They were all great learning experiences and have taught me how to work with others and facilitate ideas and tasks.

I also enjoy partaking in our local events such as the Blue Collar Festival, Heritage Days, etc.

4. Are you aware of the time commitment (regular meetings, work sessions, boards/commission, civic events, etc.)?

Yes, as stated in the previous question, I have experience sitting on other committees and am well aware of all commitments and have the ability to fill the position.

Unfortunately I am unable to attend the meeting on Tuesday as I will just be returning from Houston. The following is what I would like to say to council in

my 3 minute allowed time. Would it be possible for this to be read to them?

Thank you council for the consideration to fill the open seat. My name is Nichole Louis and I am a born and raised, life long community member. I am a mother to three adult children; two in college and one at home. I care deeply about our community and look forward to my children returning to Faribault and continuing on with growing their own families. I have worked customer service most of my life in various local restaurants. I enjoy engaging with the local community as well as meeting new people who have just moved here or people just passing through. It's fun to hear how many new people have wonderful things to say about our community and enjoy all we have to offer through our parks, trails, lakes, nature center, etc. My goal on council would be to help our community grow and improve by making productive decisions and help all of our residents be proud to live in Faribault.

Please let me know of anything further you may need and thank you for your assistance.

Sincerely,
Nichole Louis

Sent from my iPad

4.

From: [Laura McColley](#)
To: [Tim Murray](#)
Subject: Council Appointment Response
Date: Monday, February 6, 2023 9:19:53 AM

Hello Mr. Murray,

Here are my responses to the questions that were presented by the council.

1. How would you support the Community Vision 2040 and the Comprehensive Plan as a member of the Council?

I would support the Community Vision and Comprehensive Plan by being engaged with the steps set forth, making well thought out decisions based on the plan, and prioritizing the needs of the community.

2. How would you help support diversity and inclusion as a member of the Council?

I would engage with all communities within Faribault. I would reach out and establish a relationship with those in the community, especially those in leadership positions in every community. I would be available to communicate with those with concerns and encourage active civic engagement.

3. What have been your experiences in supporting or participating in community events?

I have been a very active member of the community including volunteering Girl and Boy Scouts, Girls Basketball, Faribault Public Schools, Rice County Fair and many other events. I currently volunteer with Heritage Days as their parade coordinator and with the Community Thanksgiving Dinner which I organize along with my family. I engage with many events including the Fall Festival/Chili Cook Off, Flannel Formal, Blue Collar BBQ Festival, and many Chamber Events.

4. Are you aware of the time commitment (regular meetings, work sessions, boards/commission, civic events, etc.)?

I am aware of the time commitment and am committed to fulfilling my role in all aspects.

Thank you for your consideration,
Laura McColley

Sam Temple

3 Mott Ave SE
Faribault, MN

How would you support the Community Vision 2040 and the Comprehensive Plan as a member of the Council?

As a member of the City Council, I would work to create a throughline from my work on the Planning Commission: voting to align modern realities with the land use in the Comprehensive Plan and the aspirations of Vision 2040.

The Vision 2040 plan was released nearly a decade ago. Its framework became an important starting point for the research that eventually resulted in my documentaries and storytelling. That is to say, the Vision 2040 has been an important template for my understanding of Faribault. On the Heritage Preservation Commission and the Planning Commission, the plan is used both consciously and subconsciously for precedent and a pathway.

In every vote I take, I am very deliberate about using precedent. I am very intentional in leaving a detailed record for the minutes, explaining rationale and thought processes for every vote.

Especially when required findings are obligatory, I am well practiced at ensuring every vote is either backed by precedent or very intentional about adapting to new circumstances.

Every ounce of thoroughness I exercise on these commissions, I would bring to my Council work.

How would you help support diversity and inclusion as a member of the Council?

Not just as democratic representatives, but as neighbors, we all have an obligation to improve our community. I believe it is our imperative to make a more just, equitable, and healthy world for our neighbors. At the City Council level, this can be reflected in big votes and small reflections.

Vitally, every vote must be taken with empathy. Particularly, empathy for members of our community who historically have not been represented in policymaking. For me, empathy comes from reminding myself that my experiences are not reflective of every experience of every person. I have my own life experience; this differs from every other resident of Faribault. I cannot vote based solely on my own experience; I must research subjects with the aim of understanding other viewpoints and interests.

In one area, I can bring a new perspective to the Council from my personal experiences. I have a significant age gap from most members of the present Council. As a young adult who recently grew up in Faribault, I have a different perspective on contemporary issues. I have the vantage point of future generations; future business owners; future parents; future Faribault residents. I

hope to reflect the anticipation of Faribault's future as someone personally invested in its success.

In my recent campaign, I built a strong foundation of connections and relationships with people throughout Faribault. I built trust authentically listening to community concerns, struggles, and hopes for our community. These ideas come from individuals representative of many different subsections of our community. I would hope to build on this trust to be an effective City Councilor. I would intend to conduct ongoing outreach through issue-specific events, live streams, and posts in an effort to boost civic engagement and keep an open dialogue with the public.

What have been your experiences in supporting or participating in community events?

As the son of a concessionaire, I grew up participating in (and often working at) many local events throughout the year. I am actively involved as a volunteer and director at the Paradise Center for the Arts, and I have helped with their summer theatre camps. I often share local history at events such as Faribault Heritage Days, International Festival, and the Blue Collar Barbeque Festival. I also frequently tell stories from local history for civic organizations, including the Faribault Rotary Club, the Rice County Historical Museum, the Faribault Christian Women's Connection, the Legion Auxiliary, River Bend Nature Center, and the Lions Club. I have taught several courses for the Elder Collegium, announced Studio of Stars dance recitals, walked in numerous parades, and supported the International Festival during my time as an AmeriCorps VISTA at the Faribault Diversity Coalition.

For the 2022 Heritage Days Celebration, I was an active member of a group who organized to celebrate Faribault's city charter through interviews, the production of a documentary, and tabling at the event. Conducting interviews with public and civil servants of the past served as a major motivating factor for me to run for office last year.

Are you aware of the time commitment (regular meetings, work sessions, boards/commission, civic events, etc.)?

Yes, I am prepared to adjust my work schedule to accommodate serving on the City Council. My present work on multiple commissions and my recent campaign have made me aware of the meeting and public outreach commitments involved in local office.

From: [Chuck Thiele](#)
To: [Tim Murray](#)
Subject: Re: Council Appointment
Date: Monday, February 6, 2023 3:41:44 PM

Hello Mr. Murray,

Please see below for my responses to the council's questions:

1. How would you support the Community Vision 2040 and the Comprehensive Plan as a member of the Council?

While all of the strategic priorities are all important, a vibrant downtown while keeping its rich history in mind would help drive residents and tourists to our wonderful community. The recent acquisition of 13 buildings downtown by the Industrial Corp and its partners is another great step in the right direction to a vibrant downtown. I've had the opportunity to become very familiar with the Vision and see its value as a guiding document for the community. I believe that when the Vision was created it was very well thought out and well structured. The City and its partners have done an excellent job so far in implementing the Vision. I know there is a lot of work to do still and will base my decisions keeping the Vision in mind.

2. How would you help support diversity and inclusion as a member of the Council?

According to the U of M Extension office, Faribault is one of the lucky few rural communities with growth. Who can we thank for that.....our immigrants! Faribault is uniquely diverse and we need to do what we can to keep our new residents feel welcome. One of the ways is through communication. It isn't hard to pick up a phone, write an email or go to an event and ask questions. Then importantly, listen. Have you ever tried to put yourself in the shoes of a Somali immigrant? Just think about it for a minute. Packing up all of your family and belongings and moving halfway across the world to settle in frigid Faribault, MN. Not knowing the language or culture, finding a place to live, a job and food for your family. I believe the families that have immigrated here are very courageous and I will support them to the best of my ability while also keeping in mind the residents that have been in Faribault for generations. Faribault's economy benefits from the diverse workforce, and several international companies. I personally enjoy attending events that celebrate the culture, including the annual MLK breakfast.

3. What have been your experiences in supporting or participating in community events?

As a previous business owner and Faribault Chamber employee, I had the privilege of participating in many community events over the years. Whether the event was big or small, I always enjoyed connecting with other people, volunteering my time, and enjoying the festivities. I have been to countless Mainstreet events, and even helped create and launch the popular downtown Car Cruises. Additionally, I have volunteered with the Faribault Rotary, Warm Our Community, Chamber Ambassadors (prior to working there), Big Brothers Big Sisters, Beyond the Yellow Ribbon, United Way Allocation Team, and United Way Day of Caring. My wife and I both value community engagement and volunteerism and are active participants in the community.

4. Are you aware of the time commitment (regular meetings, work sessions, boards/commission, civic events, etc.)?

Yes, I completely understand the time commitment required. I regularly follow local government, and additionally have taken the step to meet and gain insights from others that have served in an elected capacity to gain a clear understanding and expectation. I have spoken with my family and my employer and I have their full support.

Thank you again for your consideration

Chuck Thiele



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH:
FROM: Tim Murray, City Administrator
MEETING DATE: February 7, 2023
SUBJECT: Reclassify Communications Coordinator Position

Discussion:

The City currently has a Communications Coordinator, assigned to Parks and Recreation, working at the Community Center. In looking at the job description (a copy is attached), you will note a number of the duties assigned are not for communications, but are for recreation programming and support. In speaking with the Parks and Rec Director, he estimated about a 50/50 time split between communications and recreation.

In seeking to expand and improve overall City communications and engagement efforts, I am requesting that the Council consider reclassifying this position to that of Communications Manager, the duties for which would be all communications related, and within Administration, based at City Hall. the proposed job description is also attached.

This change represents an upgrade in duties and responsibilities, so it is anticipated the new position will be a higher grade level, resulting in some cost increase (estimated at \$7,800). However, there is a larger cost impact with the proposed reorganization of recreation staffing (a separate item being reviewed at this work session), which covers the effective half-time recreation position being lost by this change.

Assuming the Council is agreeable, this change would become effective on March 1, 2023.

Attachments:

1. Communications Coordinator - 2018 Job Description
2. Communications Manager - February 2023 DRAFT

City of Faribault

Position Description

Position Title: Communications Coordinator
Department: Parks and Recreation
Reports to: Director of Parks and Recreation
Date: November 2018

PRIMARY OBJECTIVE OF POSITION

Provides a wide variety of duties in planning, organization, graphic design and communications with both internal and external organizations. This position will have contact with the public, create newsletters and various brochures for Parks and Recreation Department, assists and directs front desk staff with day to day operations, and keeps an accurate record of files for the department.

Supervision Received

Works under the direct supervision of Director of Parks and Recreation.

Essential Duties & Responsibilities

- Work independently, making decisions following the Director's objectives and manages a variety of assignments simultaneously.
- Write and distribute the Youthlink monthly newsletter to all Faribault Elementary Schools.
- Fulfill duties as Editor of the Buckham Bulletin by writing, editing, and all functions of design and layout associated with the Buckham Bulletin, four times per year.
- Work with a wide variety of people and groups to develop programs and activities that benefit them and Faribault citizens.
- Be a team leader and have the ability to build relationships by establishing credibility and build relationships at all levels.
- Write newspaper articles, annual reports and department brochures. Distribute information, as needed, to appropriate audiences, news media or other special interest publications.
- Research and assist with grant writing projects.
- Solicit information from other department agencies and non-profits.
- Attend periodic workshops in government communication associations.
- Administer aspects of enrichment which includes but may not be limited to programming and scheduling.
- Manage Park and Recreation social media, Facebook, Twitter, Flickr, and YouTube. Create, add and suggest additional content to the city website.
- Design graphic advertisements and purchase space in the local newspaper and other publications for various city programs. Create logos to establish brands that help market events and programs.
- Design and implement event and activity advertising campaigns for Park & Recreation, Buckham Library, City of Faribault, and nonprofit agencies as approved.
- Create customized promotional materials to advertise Parks & Recreation programs and services at public events, expos, and at local companies.
- Create and distribute city festival communication materials, e.g. schedules, and posters with information that comes from the committee.
- Serve as the city contact for scheduling electronic public service announcements for area nonprofits. Create electronic billboard designs for Parks & Recreation and other agencies.
- Create shirt designs for summer programs with assistance from vendors.
- Build PowerPoint presentations for Parks & Recreation and City committee meetings.
- Proficiency with Microsoft Office (Outlook, Word, Excel, Access, PowerPoint) Word, Max Solutions software, Photoshop, Adobe Illustrator, Microsoft Publisher, Quark Express,

Constant Contact Email Marketing, Fetch, and Adobe Acrobat, Adobe Distiller and Adobe Reader programs or ability to learn.

- Provides administrative support for Parks and Recreation Department.
- Codes and submits bills to Finance Department for payment.
- Prepares and keeps accurate records of letters, maintain databases, spreadsheets, mailings, schedules and reports.
- Work the front desk at Community Center as needed to breaks and absences.
- Must have excellent written and spoken communication skills with a commitment to communicate effectively with a variety of audiences, e.g. diverse general public, staff, and outside agencies.
- Assist with customer service, whether by phone or direct contact at front desk.
- Troubleshoot online registration issues with customers.

POSITION REQUIREMENTS

Education and Experience:

- Graduation from high school and Associate of Arts or Bachelor's degree in Business Administration, Communications, Marketing or Computer Technology or equivalent field; and
- Minimum five (5) years communications, marketing and computer experience; or an equivalent combination of education and experience required. Experience in a municipal setting preferred.

Licenses or Certifications: Must possess a valid Minnesota driver's license.

Necessary Knowledge, Skills and Abilities

Knowledge of computer technology and terminology

Ability to communicate effectively, both orally and in writing

Ability to research and develop new communication systems quickly and efficiently

Ability to operate a computer system using the following programs: Microsoft Office (Outlook, Word, Excel, Access, PowerPoint), Quark Express, Photoshop, Illustrator, PowerPoint, and Adobe Acrobat.

TOOLS AND EQUIPMENT USED

Computer, including computerized accounting/finance software, registration software, word processing, spreadsheet and database software; calculator; telephone; copy machine; fax machine; printers; scanners.

PHYSICAL DEMANDS

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

While performing the duties of this position, the employee is frequently required to sit, talk, hear, read, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands or arms. The employee is occasionally required to walk and drive a car.

The employee must occasionally lift, push/pull or move items of up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the environment is usually relatively low or quiet.

PRE-EMPLOYMENT PROCESS

The City of Faribault conducts a thorough pre-employment process for incumbents joining the organization. This process may include professional reference checks, employment verification, assessment testing, criminal history check, and driver's license (must have valid driver's license and excellent driving record). All final candidates must successfully complete and pass the City's evaluation of all pre-employment results before their first day of employment.

OTHER

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

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

City of Faribault Position Description

Position Title: Communications Manager
Department: Administration
Reports to: City Administrator
Date: February 2023

PRIMARY OBJECTIVE OF POSITION

Responsible for all aspects of the City's internal and external communication activities in conformity with the City, community, and departmental goals and objectives. Maximizes the impact of outgoing City communications regarding a wide range of programs, services, issues, and policies by leveraging existing technology, tools, and media outlets in order to achieve a better-informed public and internal organization. Applies professional principles and judgment to assist with the planning, leadership, operations, and administration of the branding, marketing, and communications of the City, while providing accurate, effective, informative, and timely public information to internal staff, the news media, residents, and businesses that furthers the City's commitment and vision for informative and responsive government. Works to plan, develop, and disseminate information designed to provide awareness of City programs, services, accomplishments, and other pertinent information. The position works closely with the City Administrator, Department Heads, Mayor and City Council, and other City team members to ensure communication products meet standards for appropriateness, quality, and consistency.

Supervision Received

Works under the direct supervision of the City Administrator.

Essential Duties & Responsibilities

- Lead the formulation, implementation and success measurement of various City-wide communications and engagement plans, and assist with department-level plans, and associated City policies and guidelines to ensure communication products meet standards for timing, appropriateness, diversity/inclusion, quality and consistency.
- Develop and utilize communication mediums effectively to create awareness and increase community participation through in-person and digital means.
- Collaborate with the City's leadership team to recommend and implement communication and engagement strategies as they relate to future projects and/or programs and provide assistance with the delivery of information, community outreach, engagement, and communication strategies.
- Work closely with various City departments to ensure communication strategies are aligned with departmental needs.
- Coordinate research and data collection with City team members on various City projects, determining what information needs to be disseminated to the public and the appropriate timelines.
- Anticipate future trends to allow for continual engagement and civic involvement.

- Assist with the planning, formatting, and preparation of various City newsletters, bulletins, releases, etc. and serve as a comprehensive resource for writing, editing, disseminating, and all functions of associated design and layout.
- Assist with all aspects of media and public relations by preparing documentation to assist City leaders and department representatives to appropriately convey the City's message in a variety of situations to various audiences.
- Actively cultivate and manage media relationships resulting in positive and accurate coverage of City programs, special events, public announcements, and other projects.
- Coordinate with the City's Emergency Management Director to ensure the media and public are well informed during critical incidents and disasters, assisting in the development and distribution of communications and information.
- Contribute to the development and implementation of comprehensive community engagement strategies that increase community participation and collaboration in various decision-making processes.
- Develop and implement processes and programs to determine the needs and desires of the community and City employees
- Gather information from citizens and others on a periodic basis using surveys, focus groups, social media, and other progressive community engagement strategies to facilitate a better understanding of the community's needs, wants, and interests.
- Work with community partners such as the Chamber of Commerce and Main Street to promote Faribault as a place to live, do business, shop and recreate.
- Manage and oversee City social media channels/platforms, and implement new social media channels to remain relevant and maintain a positive image.
- Oversee the City website—responsible for content management, accessibility, design, and development.
- Provide training on websites and web applications to City users to promote departmental management of their pages.
- Work independently, making decisions in accordance with City Council and Administration priorities and objectives, managing a wide variety of assignments simultaneously.
- Research and assist with the preparation of grant applications and supporting materials.
- Design graphic advertisements and purchase space in the local newspaper and other publications for various city programs. Create logos to establish brands that help market events and programs.
- Design and implement event and activity advertising campaigns for the City and nonprofit agencies as approved, serving as the City contact for scheduling electronic public service announcements for area nonprofits.
- Create customized promotional materials to advertise City programs and services at public events, expos, and at local companies.

POSITION REQUIREMENTS

Education and Experience:

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing or equivalent field.
- Minimum of five (5) years of experience in communications, community or public relations, or related field—experience in a municipal setting preferred.
- An equivalent combination of education and experience as determined by the City.

Licenses or Certifications: Must possess a valid Minnesota driver's license.

Necessary Knowledge, Skills and Abilities:

Considerable knowledge of:

- Principles and practices of effective communications, media, and public relations.
- Use of technology for communication purposes.
- Regulations, procedures, and services of municipal government.

Demonstrated skill in:

- Communicating comfortably and effectively both in-person and through written communications mediums.
- Composing news stories, articles, press releases, and reports concerning City activities and operations.
- Relating interpersonally with people from varied backgrounds.
- Providing excellent services and programs to meet the needs of the community and those within the City organization.
- Proper use of the English language including spelling, grammar, punctuation, and vocabulary.
- Proficient use of Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint), social media platforms (Facebook, Instagram, YouTube, Twitter, LinkedIn, etc.), other applicable software, and office equipment.

Other experience and abilities to include:

- Adapting communication content, style, and forum for a variety of audiences.
- Analyzing complex, politically sensitive situations and develop creative solutions.
- Recognizing and capitalizing on opportunities for innovative approaches to public and media relations.
- Working independently and as both a leader and member of a team.
- Organizing and managing multiple priorities and tasks within specified timeframes with minimum supervision.
- Establishing and maintaining effective working relationships with members of the local media, elected and appointed government officials, and representatives of community-based agencies/organizations.

TOOLS AND EQUIPMENT USED

Computer, word processing, spreadsheet, and database software; calculator; telephone; copy machine; fax machine; printers; scanners; digital cameras and recorders. Software including Microsoft Office (Outlook, Word, Excel, Access, PowerPoint), Quark Express, Photoshop, Illustrator, and Adobe Acrobat.

PHYSICAL DEMANDS

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

While performing the duties of this position, the employee is frequently required to sit, talk, hear, read, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands or arms. The employee is occasionally required to walk and drive a car.

The employee must occasionally lift, push/pull, or move items of up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the environment is usually relatively low or quiet.

PRE-EMPLOYMENT PROCESS

The City of Faribault conducts a thorough pre-employment process for incumbents joining the organization. This process may include professional reference checks, employment verification, assessment testing, criminal history check, and driver's license (must have valid driver's license and excellent driving record). All final candidates must successfully complete and pass the City's evaluation of all pre-employment results before their first day of employment.

OTHER

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

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

DRAFT



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: February 7, 2023
SUBJECT: Reorganization of Recreation Staff and Review of Job Descriptions

Discussion:

Attached are several position descriptions for partial reorganization of the Parks and Recreation Department. With this reorganization, we would replace the Administrative Assistant II with an Administrative Coordinator position, which would assume some supervision of the front desk receptionists as well as the responsibilities of coordinating the enrichment classes offered by the department. We will see a slight increase in revenue for the enrichment classes due to more classes being offered.

A half-time Receptionist position will move to a full-time Administrative Assistant I position. This position will assist the Administrative Coordinator with duties as well as assist the receptionists at the front desk.

A Recreation Superintendent position is proposed as an upgrade of a current Recreation Coordinator. This position will oversee the recreation division staff, aquatic staff, and the assigned maintenance positions. This position will also assist the Parks and Recreation Director with some of the facility maintenance responsibilities.

The total estimated cost for these changes is \$68,500. This amount is based on all employees taking full benefits--it will likely be less. These positions will have to be scored to ensure that they meet the requirements as listed and confirm their grade level.

Attachments:

1. Administrative Assistant 1
2. Administrative Coordinator 2023
3. Recreation Superintendent 2023

CITY OF FARIBAUT POSITION DESCRIPTION

Position Title: Administrative Assistant I
Department: Parks and Recreation Department
Union: Local 70
Reports To: Parks and Recreation Director
FLSA Status: Union Local 70, Non-Exempt
Date: January 2023

PRIMARY OBJECTIVE OF POSITION

Performs a variety of routine clerical and administrative work in answering central phone system, greeting the public, providing customer service, data processing, and packet preparation.

SUPERVISION RECEIVED

Works under the direction of Parks and Recreation Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions of the position include, but is not limited to the following:

- Receives the public and answers questions regarding departmental services; responds to inquiries from citizens, employees and others, and refers, when necessary to appropriate persons.
- Answers central phone system, distributes calls as assigned, and schedules appointments.
- Performs computer/data processing activities; types correspondence, memos or reports. Proofreads materials or reports for correct spelling and grammatical usage.
- Serves as a cashier including receipting of payments and posting monies to appropriate accounts. Handles payments and/or refunds.
- Sorts, stamps and distributes department mail to proper recipients/divisions within the department.
- Collects, organizes and maintains information.
- Provides counter coverage and back-up support for the Administrative Coordinator when needed.
- Performs a variety of routine clerical tasks including, photocopying, printing, collating and stapling materials as required.
- Operates listed office machines as required.
- Assist receptionists with front desk issues.
- Other duties as assigned or apparent.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties

does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Minimum Qualifications:

Education and Experience:

- Graduation from High School or GED equivalent with specialized coursework in general office practices such as typing, word processing, filing and bookkeeping, customer service and;
- Two (2) years of related experience;
- Any equivalent combination of education and progressively responsible experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures;
- Skill in operation of listed tools and equipment;
- Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors and other departments, officials and the public;
- Ability to effectively and efficiently communicate in English, both verbally and in writing.

SPECIAL REQUIREMENTS

None

TOOLS AND EQUIPMENT USED

Phone switchboard, personal computer, including word processing, spreadsheet and data base software; copy machine; fax machine; postage machine. Software requirements include Civic Rec, Laserfiche, Springbrook.

PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

OTHER

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

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

The City of Faribault is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Administrative Coordinator
Department: Parks and Recreation Department
Reports To: Parks and Recreation Director
FLSA Status: Non-Union, Non-Exempt
Date: January 2023

PRIMARY OBJECTIVES OF THE POSITION

Perform responsible technical and administrative work serving as the primary service counter contact. Assist the public in answering specific and general inquiries regarding registrations and rentals, procedures and policies. Provide clerical and counter support to Parks and Recreation Department. Responsibility for the performance of moderately complex clerical duties which require judgment based on knowledge gained through experience. Serve the public and other City employees and officials by responding to various inquiries. Coordinating and negotiating agreements for enrichment programs. Supervises front desk staff on receptionist positions.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Director.

SUPERVISION EXERCISED

Exercise supervision over Front Desk Receptionist.

ESSENTIAL FUNCTIONS OF THE POSITION

The essential functions of the position include, but is not limited to the following:

- Provide public service activities including, but not limited to, greeting counter walk-ins, answering telephones, responding to requests for information, provide appropriate assistance by directing to the appropriate individual or department.
- Receive, log and review insurance applications and supporting documents to verify completeness and accuracy of information; assess scope of project and relevant permit requirements; educate customers regarding programs and rentals.
- Process, issue and receipt faxed, mailed and over-the-counter registrations.
- Review, approve and issue facility use agreements.
- Prepare general correspondence, reports, lists and records.
- Perform a variety of detailed clerical tasks such as compiling, calculating and preparing special reports, maintains records.
- Responsible for maintenance of registration software database, including staff, programs and fees. Preparing daily deposits.
- Develop, create and implement department application forms and handouts.

- Organize, file and maintain department files. Scan and store department records into data retention computer system.
- Send form letters for work as determined by Director.
- Answer general inquiries in a pleasant and friendly manner from contractors, vendors, and public both over the phone, by email and for general walk-in traffic.
- Prepare monthly, quarterly and annual reports.
- Prepares agendas and supporting materials for department and city; take and transcribe minutes; prepares and distributes minutes and reports; prepares agenda reports.
- Prepares Departmental Publications.
- Assists with the preparation, coordination and administration of a wide variety of confidential information, department projects and independent contracts including but not limited to: seasonal bid contracts, seasonal staff positions Parks and Recreation contract letters, documents and confidential customer insurance data.
- Perform special projects as assigned by the Director.
- Perform other duties and assumes other responsibilities as are apparent or delegated.

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

QUALIFICATIONS

Minimum Qualifications:

Education: High school diploma or GED Certificate plus license/certification/training at vocational school, related on-the-job experience or an associate's degree in a related field.

Experience: Two (2) years of government clerical experience with extensive public contact.

Desired Qualifications:

Experience: Two to four (2-4) years of experience as an office manager, executive assistant in a Parks and Recreation administration organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of English (language, spelling, punctuation) grammar, arithmetic and vocabulary.
- Ability to perform the full range of office and administrative support duties and tasks.
- Understand and explain City policies, procedures and fees to the general public, permit applicants and city staff.
- Ability to learn, interpret, explain and apply local, state and federal regulations and standards related to swimming pool operations.

- Proficient in the operation of office equipment including computer software such as word processing, database and spreadsheet applications. Prefer experience with database programs.
- Ability to work independently and use good judgment without requiring immediate supervision.
- Ability to deal with the contractors and the public in a tactful and courteous manner.
- Knowledge of modern office equipment, and clerical practices and procedures.
- Ability to handle multiple priorities in a fast-paced work environment.
- Ability to work with many distractions such as interruptions from phones and walk-ins.
- Ability to type or enter data at a speed necessary for successful job performance.
- Ability to supervise and provide correction to receptionists.
- Ability to update brochures and information for the website.

TOOLS AND EQUIPMENT USED

Multi-line phone systems, including computer aided systems; personal computer including word processing, spreadsheet, outlook, agenda management and recreation software (CivicPlus programs including Civic Rec and Civic Clerk), document management (Laserfiche), accounting systems (Springbrook), website/social media platforms, specialized software for insurance reimbursements, Sling (staff scheduling software), Adobe products and credit card company software.

COMPLEXITY

Work requires many different processes and methods applied to an established professional or technical field.

RESPONSIBILITY

Supervision Needed: This position (a) carries out work with minimal supervision or (b) follows the supervisor's directions on methods and desired results but modifies methods to resolve unforeseen situations and problems.

Impact: Work affects the overall efficiency and image of the City.

TOOLS AND EQUIPMENT USED:

Tools and equipment used in a public works environment including, but not limited to: computers, Microsoft Office, Laserfiche, Civic Plus software systems, faxes, copiers and phones.

PHYSICAL REQUIREMENTS

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

Nonstrenuous - occasionally climbs a few steps, balance, bend/stoop, kneel, crouch, squat, crawl, reach above shoulder level, sit, stand, walk, finger/enter data/keystroke, feel, talk, or hear, and/or exerts up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Surroundings: Low Risk - Exposure to inside environmental conditions where it is adequately lighted, ventilated and heated, and normal precautions must be observed.

WORK ENVIRONMENT

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

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

The City of Faribault is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Recreation Superintendent
Department: Parks and Recreation
Reports To: Parks and Recreation Director
FLSA Status: Non-Union, Exempt
Date: February 2023

PRIMARY OBJECTIVE OF POSITION

Position is responsible for leading, organizing, planning and reviewing the work of staff performing providing all programs and activities of the Recreation Department. It is a hands-on position with a high degree of staff engagement. The Recreation Superintendent is supported by a team of recreation professionals who deliver the community's adult and youth athletic programs as well as operate its various facilities. Responsible for the general administration and development of aquatic programs for indoor and outdoor facilities for all residents of the Faribault area. Assists Director with facility maintenance issues.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Director.

SUPERVISION EXERCISED

Exercises supervision over recreation staff, aquatic staff and maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions of the position include, but is not limited to the following:

- Plans, manages, and oversees the daily functions, operations, and activities of the Recreation Division.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned programs; continuously monitors and evaluates service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.
- Manages and coordinates the work plan for the assigned department; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Provides highly complex staff assistance to the Parks and Recreation Director; develops and reviews staff reports related to recreational activities and services; assists with reports presented to the City Council, Parks and

Recreation Advisory Board, and other commissions, committees, and boards; performs public relations and outreach.

- Recommends and implements goals, objectives, and practices for providing effective and efficient services.
- Manages and participates in the development and administration of the department budget; oversees the budget for the recreation department.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public. Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.
- Plans, organizes and supervises aquatic staff including lifeguards, water exercise instructors, seasonal employees, maintenance staff and volunteers. Reviews existing aquatic programs and revises or changes programs as needed. Plans, develops and implements aquatic programs and coordinates staff in the implementation of the programs.
- Directs the patrolling of the swimming pool and the enforcement of safety rules and regulations.
- Selects, trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans. Gathers, interprets, and prepares data for studies, reports and recommendations.
- Assures that assigned areas of responsibility are performed within budget, and performs cost control activities.
- Monitors revenues and expenditures in assigned area to assure sound fiscal control and assists with preparation annual budget and capital improvement requests. Researches, recommends and implements fee structure for aquatic facilities.
- Promotes interest and provides information regarding recreation programs to other recreation officials, community service groups, other departments, and the general public. Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications promoting recreation programs and facilities.
- Schedules facility rentals for Outdoor Aquatic Facility as well as Community Center swimming pool and/or rooms. Approves the scheduling of all aquatic activities.
- Responsible for troubleshooting mechanical and chemical systems and scheduling maintenance and repairs of the systems. Monitors and maintains pool filtration system. Performs minor repairs to mechanical and chemical systems. Monitors swimming pool chemistry through testing of water samples. Oversees the maintenance of the swimming pool.
- Performs a variety of miscellaneous duties such as answering telephone, typing correspondence, running errands, picking up supplies needed for activities, conducting classes, collecting fees, planning for use of swimming pools, helping set up for classes, events, etc.

- Ability to develop, coordinate, and direct varied activities involved in a community recreation program.
- Perform related work as assigned or apparent.

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

QUALIFICATIONS

Minimum Qualifications:

Education: Bachelor's degree in recreation or closely related field required; master's degree preferred.

Experience: Minimum of five (5) years of increasingly responsible experience in recreation, operation experience with at least two years leading the aquatic operation function. Knowledge of the equipment, facilities, operations and techniques used in a comprehensive recreation program.

Desired Qualifications:

Experience and Knowledge:

- The ideal candidate for the Recreation Superintendent position is a service and solution-oriented leader with considerable experience in aquatics, athletics, youth & senior programs, and skilled in managerial aspects of finance, long-term planning, communication, team building and organizational change.
- Experience at successfully implementing policies and procedures to maximize cost recovery for recreation services is essential. This and a demonstrated ability to create programs that are responsive to a growing and diverse community is extremely important.
- As a key member of the Department's leadership team, the Recreation Superintendent should possess refined leadership qualities of honesty & integrity, a willingness to listen, decisiveness, persistence and organization skills.
- As a role model, the position also should possess the ability to demonstrate empathy, respect for others, gratitude, responsiveness, and fairness.

Licenses or Certifications:

- Certified Pool Operator or ability to obtain within six (6) months of employment.
- Current Water Safety / Lifeguard Instructor/Trainer certifications or ability to obtain within six (6) months of employment.
- Current CPR/First Aid/AED certifications or ability to obtain within 60 days of employment.

Technical Skills:

- Proficiency in Microsoft Office (Word, Excel and PowerPoint) required.
- Knowledge of pool filtration and chemical injection systems.
- Knowledge of Occupational Safety and Health Act (OSHA).

TOOLS AND EQUIPMENT USED

Water treatment systems, DE and high rate sand filter systems, flow meters and gauges, UV system, safety and rescue equipment, small hand tools for minor pool maintenance and plumbing repairs, computer including Microsoft Office software, cash register, calculator, copy machine and fax machine, telephone, handicapped lift, water test kit, vacuum system, and automobile.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to swim, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must be physically able to perform all rescue skills, including backboard rescue and deep-water lift.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the recreation areas.

PRE-EMPLOYMENT PROCESS

The City of Faribault conducts a thorough pre-employment process for incumbents joining the organization. This process may include professional reference checks, employment verification, assessment testing, criminal history check, and driver's check (must have valid Driver's License and excellent driving record). All final candidates must successfully complete and pass the City's evaluation of all pre-employment results before their first day of employment.

OTHER

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

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Council Work Session Memorandum

TO: Mayor and City Council
THROUGH:
FROM: Tim Murray, City Administrator
MEETING DATE: February 7, 2023
SUBJECT: Review Final Schematic Design for Downtown Area Park Development

Discussion:

An Open House, followed by a Joint City Council/Parks and Recreation Advisory Board meeting was held on December 6, 2022 to review preliminary layout and design plans for the Downtown Area Park (located on the north side of the TH 60/Viaduct Bridge). Following that meeting, City staff continued to meet with the consultant team to refine the plans, incorporating comments from the joint meeting and the open house, while continuing to reflect the layout developed by the original project task force. The attached final schematic design plans are the result of those meetings and discussions.

The current estimated construction cost for the development of the park is approximately \$8,210,000, broken down as follows:

Site Improvements	\$2,218,000
Splashpad	\$ 494,000
Skate Loop	\$3,011,505
Building	\$2,486,745

Staff wants to review the plans to get any other input from the Council on the proposed layout and design, as well as to get direction on continuing to move forward with advancing this project, which will include consideration of funding options. Completion of schematic design completes the first scope of services from the consultant team retained for these improvements, so another task order will be negotiated and approved to continue.

Attachments:

1. Faribault Downtown Park SD Plan Sheets - 2023-02-03
2. Faribault Downtown Park SD Cost Estimate - 2023-02-03

CITY OF FARIBAULT, MINNESOTA

SCHEMATIC DESIGN PLANS FOR

DOWNTOWN AREA PARK

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN. ALL TRAFFIC CONTROL SIGNING AND DEVICES SHALL CONFORM TO THE MnMUTCD, INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

SHEET INDEX

SHEET NO.	DESCRIPTION
C0.1	COVER SHEET
C1.1 - C1.5	LANDSCAPE PLAN
C2.1 - C2.5	UTILITY PLAN
C3.1 - C3.2	SPLASHPAD PLAN
A2.1 - A3.3	BUILDING PLAN
R100 - R500	SKATING TRAIL PLAN
THIS PLAN SET CONTAINS 20 SHEETS	

ENGINEER

KIMLEY-HORN AND ASSOCIATES, INC.



PREPARED BY: DANIEL J. COYLE, PE

323 S BROADWAY

ROCHESTER, MN 55904

TELEPHONE (507) 424-3887

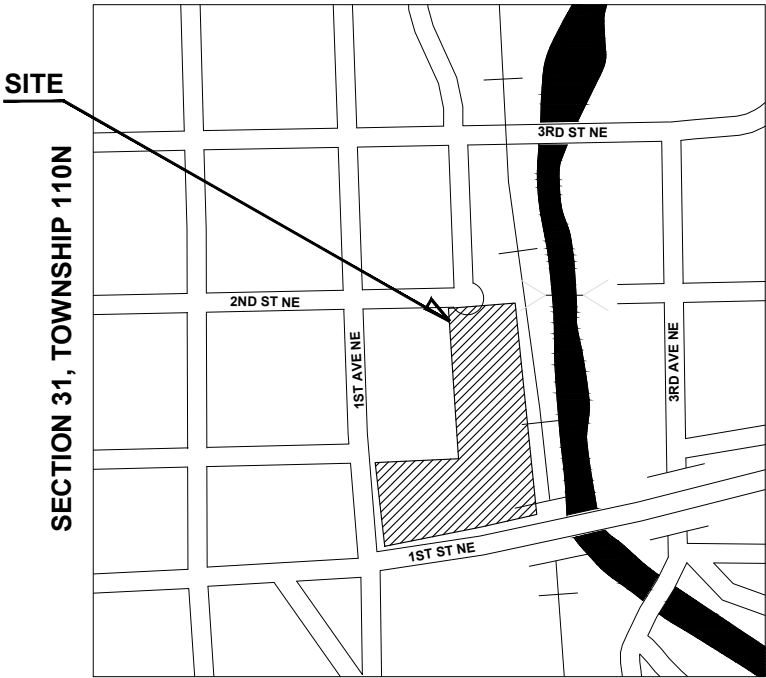
LEGEND

	EXISTING GATE VALVE
	EXISTING HYDRANT
	EXISTING CURB BOX
	EXISTING WATERMAIN MANHOLE
	EXISTING SANITARY MANHOLE
	EXISTING STORM MANHOLE
	EXISTING CATCH BASIN
	EXISTING GAS VALVE
	EXISTING UTILITY MANHOLE
	EXISTING HANDHOLE
	EXISTING ELECTRICAL PEDESTAL
	EXISTING ELECTRICAL MANHOLE
	EXISTING ELECTRICAL TRANSFORMER
	EXISTING LIGHT POLE
	EXISTING STREET SIGN
	EXISTING TREE
	EXISTING WATERMAIN
	EXISTING SANITARY SEWER
	EXISTING STORM SEWER
	EXISTING GAS MAIN
	EXISTING UNDERGROUND COMMUNICATIONS LINE
	EXISTING POWER
	EXISTING CURB AND GUTTER
	EXISTING PAVEMENT
	EXISTING RIGHT-OF-WAY
	PROPOSED SANITARY SEWER
	PROPOSED MANHOLE
	PROPOSED CATCH BASIN
	PROPOSED STORM SEWER
	PROPOSED GATE VALVE
	PROPOSED HYDRANT
	PROPOSED WATERMAIN
	PROPOSED CURB AND GUTTER



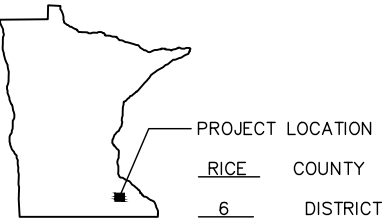
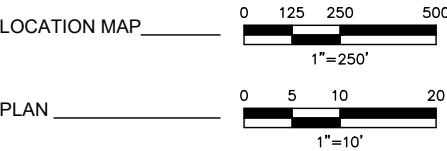
VICINITY

N.T.S.



SECTION 31, RANGE 20W

PLAN SET SCALES



Know what's below.

Call before you dig.

NOTE:

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".

THE EXACT LOCATION OF UNDERGROUND UTILITIES SHOWN IN THIS PLAN SET ARE UNKNOWN. THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE PRIOR TO STARTING ANY EXCAVATION.

GOPHER STATE ONE CALL SYSTEM.....1-800-252-1166

No.	Date	Revisions	App.

DATE 2/3/2023 LIC. NO. 44821

ENGINEER _____

APPROVED _____ 2023

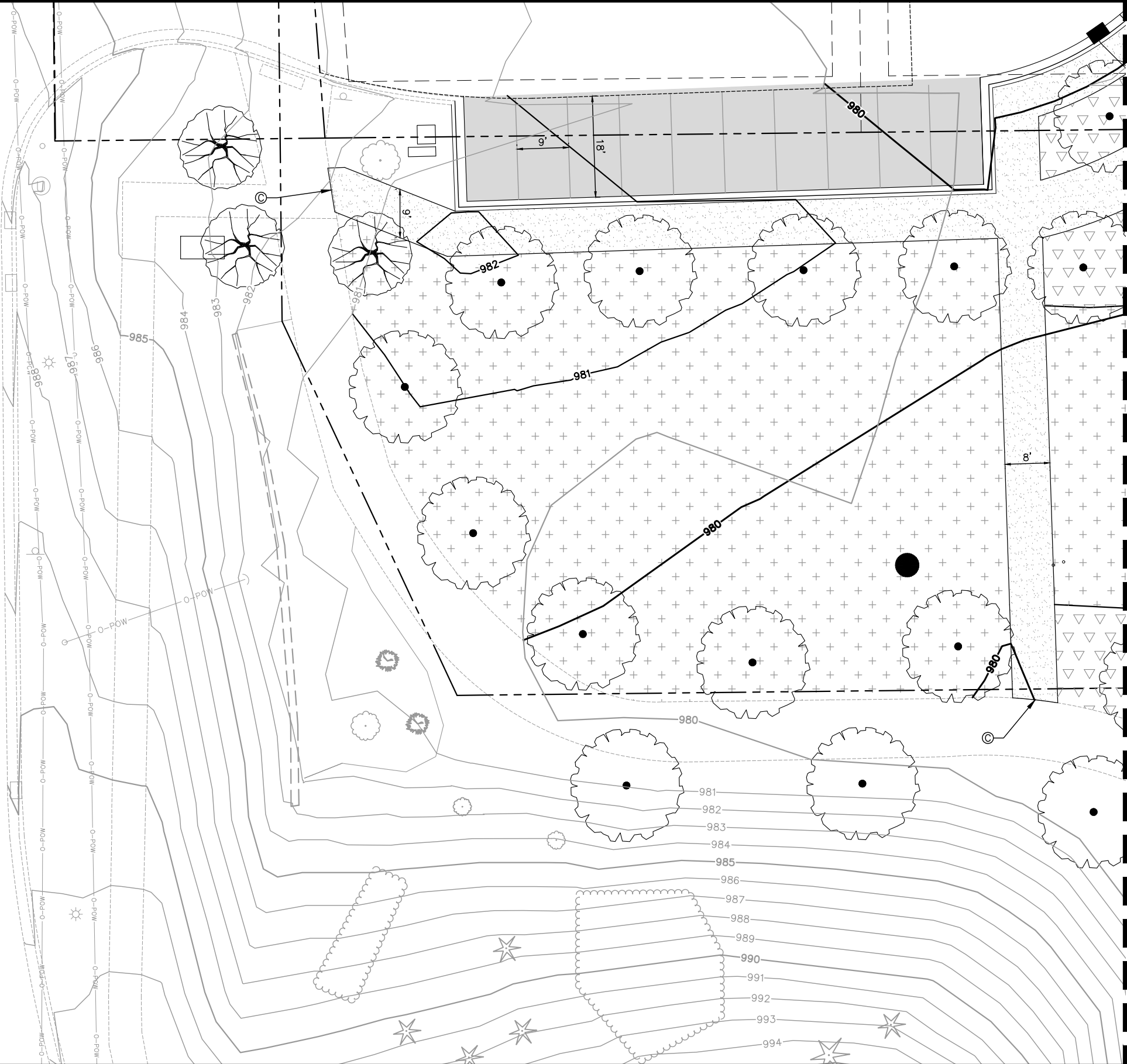
CITY OF FARIBAULT ENGINEER

SHEET NO. C0.1 OF 20 SHEETS

K:\TWC_Civil\City\FARIBAULT\NORTH VIADUCT PARK\CAD\Plan Sheets\Landscape Plan.dwg February 03, 2023 -- 10:16am

LANDSCAPE NOTES

1. VERIFY ALL LANDSCAPE IMPROVEMENTS WITH REMOVALS AND SITE WORK.
2. DO NOT INSTALL ANY PLANT MATERIAL UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
3. VERIFY PLANTS REQUIRED AS REFLECTED ON PLAN. NOTIFY LANDSCAPE ARCHITECT IF PLAN AND SCHEDULE DO NOT MATCH. ALL PLANT MATERIAL TO ADHERE TO THE AMERICAN STANDARD FOR NURSERY STOCK, LATEST VERSION, ADD FERTILIZER AS NECESSARY FOR OPTIMUM GROWTH.
4. PLANTS TO BE INSTALLED AS PER MNLA AND ANSI STANDARD PLANTING PRACTICES.
5. PRUNE PLANTS AS NECESSARY - PER STANDARD NURSERY PRACTICE AND TO CORRECT POOR BRANCHING OF EXISTING AND PROPOSED TREES.
6. THE NEED FOR SOIL AMENDMENTS SHALL BE DETERMINED BY CONTRACTOR BY TESTING OF SITE SOIL PRIOR TO PLANTING. LANDSCAPE CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT FOR THE NEED OF ANY SOIL AMENDMENTS.
7. PROVIDE MINIMUM OF 18" TOPSOIL WITH SHRUBS AND PERENNIALS. PROVIDE A MINIMUM OF 36" TOPSOIL IN BEDS WITH TREES. SOIL VOLUME TO MEET OR EXCEED 750 CUFT. UTILIZE STRUCTURAL SOIL AS NEEDED.
8. INSTALL 4" OF DOUBLE SHREDDDED HARDWOOD MULCH, FREE OF ALL DELETERIOUS MATERIAL.
9. WARRANTY NEW PLANT MATERIAL FOR ONE-YEAR UPON PROJECT COMPLETION AND OWNER'S ACCEPTANCE.



LEGEND

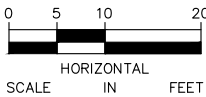
- EXISTING PROPERTY LINE
- PROPOSED CURB & GUTTER
- PROPOSED CONCRETE SIDEWALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED BITUMINOUS PAVEMENT
- PROPOSED LANDSCAPING
- PROPOSED SHRUB BED
- PROPOSED SKATE LOOP
- RUBBER SKATE SURFACE

SITE PLAN NOTES

1. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
2. CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULES, SLOPE PAVING, SIDEWALKS, EXIT PORCHES, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
3. ALL DISTURBED AREAS ARE TO RECEIVE FOUR INCHES OF TOPSOIL, SEED, MULCH AND WATER UNTIL A HEALTHY STAND OF GRASS IS ESTABLISHED.
4. ALL INNER CURBED RADII ARE TO BE 3' AND OUTER CURBED RADII ARE TO BE 10' UNLESS OTHERWISE NOTED. STRIPED RADII ARE TO BE 5'.
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6. SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY SAMBATEK.
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KEYNOTE LEGEND

- (A) SWING BENCH
- (B) PROPOSED ADA RAMP
- (C) MATCH EXISTING ELEVATION
- (D) DECORATIVE METAL FENCE
- (E) BENCH
- (F) PLACED BOULDER
- (G) LIGHTING UNIT
- (H) 6" CONCRETE VERTICAL CURB



No.	Date	Revisions	App.	DRAWING NAME Landscape Plan.dwg
				DESIGNED BY: VLB
				DRAWN BY: SHC
				CHECKED BY: DJC
				DATE: 2/3/2023
				PROJECT NO. 160918001

Kimley»Horn

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DANIEL J. COYLE, PE
DATE: 2/3/2023 MN LIC. NO. 44821



CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

LANDSCAPE PLAN

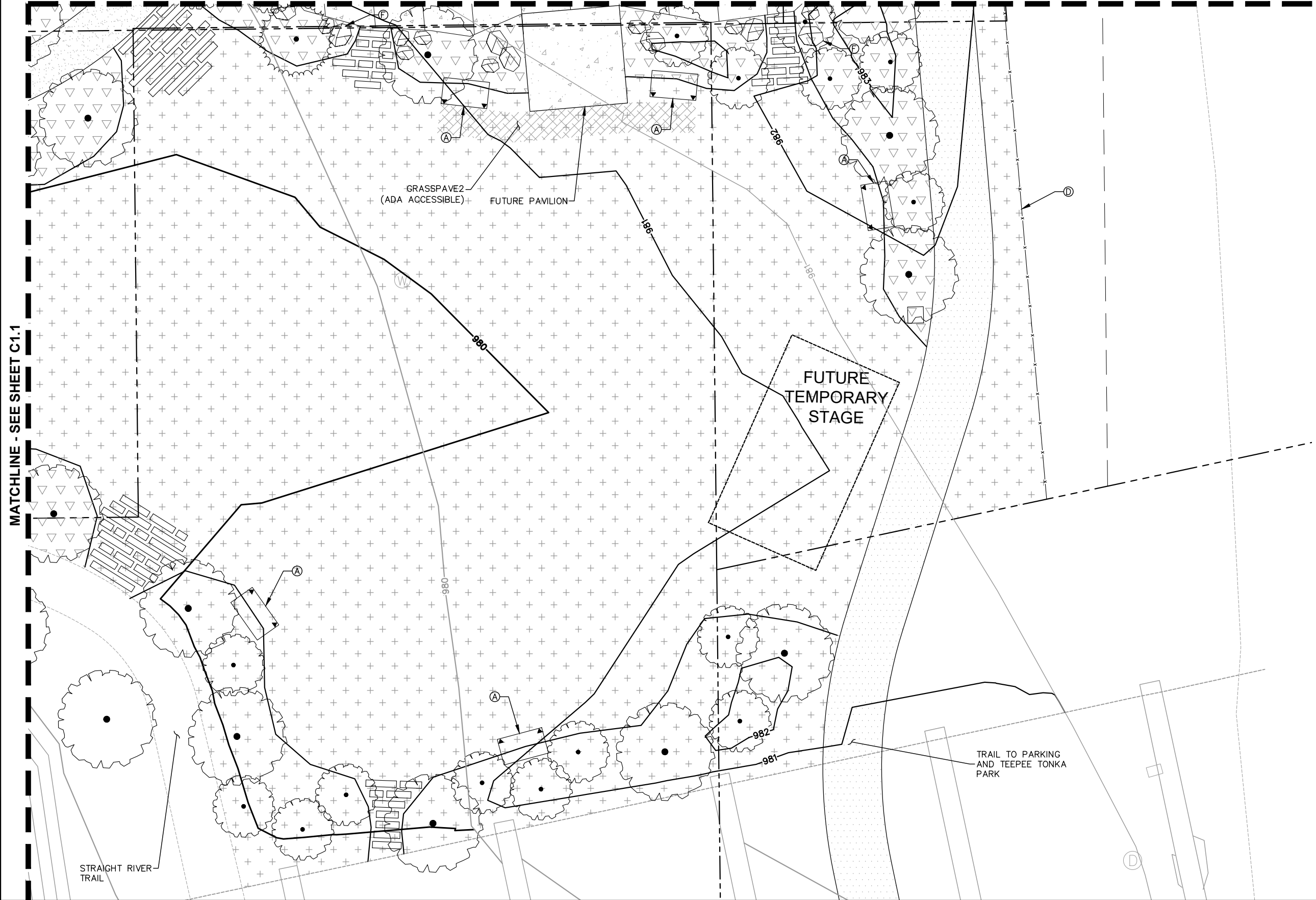
SHEET NO.

C1.1

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MATCHLINE - SEE SHEET C1.1

MATCHLINE - SEE SHEET C1.3



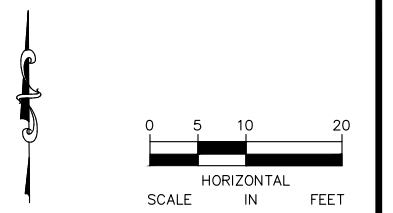
LEGEND

	EXISTING PROPERTY LINE
	PROPOSED CURB & GUTTER
	PROPOSED CONCRETE SIDEWALK
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(B)	PROPOSED ADA RAMP
(C)	MATCH EXISTING ELEVATION
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(E)	BENCH
(F)	PLACED BOULDER
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(H)	6" CONCRETE VERTICAL CURB



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DANIEL J. COYLE, PE
DATE: 2/3/2023 MN LIC. NO. 44821

CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

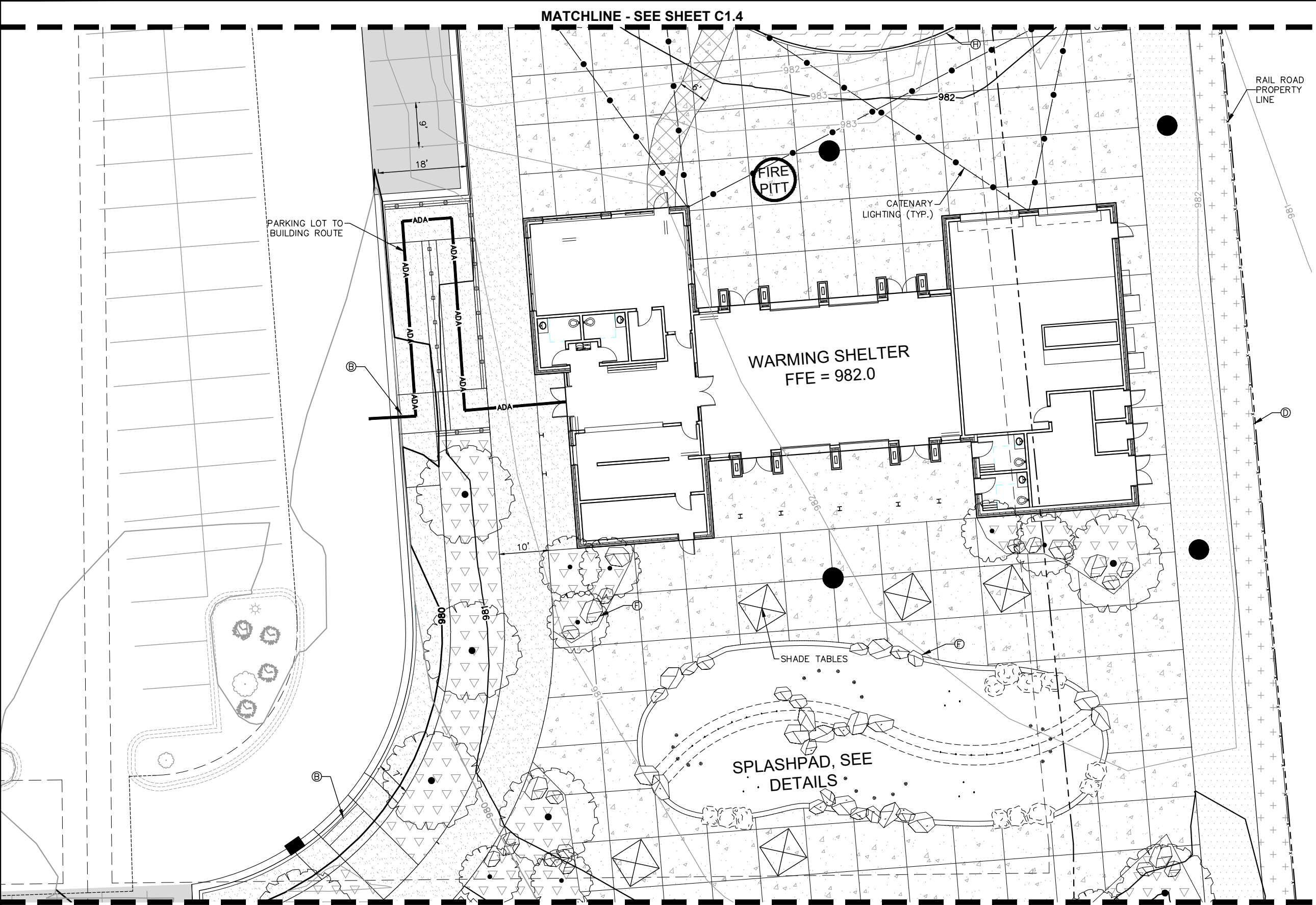
LANDSCAPE PLAN

CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

LANDSCAPE PLAN

SHEET NO.
C1.2

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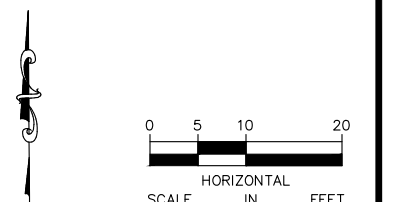
LEGEND

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DANIEL J. COYLE, PE
DATE: 2/3/2023 MN LIC. NO. 44821

City of
Faribault
Minnesota

CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

LANDSCAPE PLAN

SHEET NO.
C1.3

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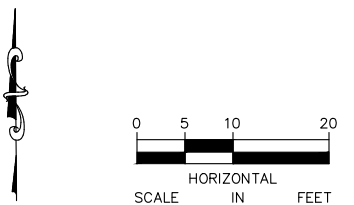
LEGEND

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MATCHLINE - SEE SHEET C1.3

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CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

LANDSCAPE PLAN

SHEET NO.
C1.4

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LEGEND

EXISTING PROPERTY LINE

PROPOSED CURB & GUTTER

PROPOSED CONCRETE SIDEWALK

PROPOSED CONCRETE PAVEMENT

PROPOSED BITUMINOUS PAVEMENT

PROPOSED LANDSCAPING

PROPOSED SHRUB BED

PROPOSED SKATE LOOP

RUBBER SKATE SURFACE

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KEYNOTE LEGEND

A

SWING BENCH

B

PROPOSED ADA RAMP

C

MATCH EXISTING ELEVATION

D

DECORATIVE METAL FENCE

E

BENCH

F

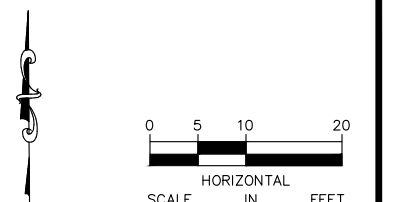
PLACED BOULDER

G

LIGHTING UNIT

H

6" CONCRETE VERTICAL CURB



MATCHLINE - SEE SHEET C1.4

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CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

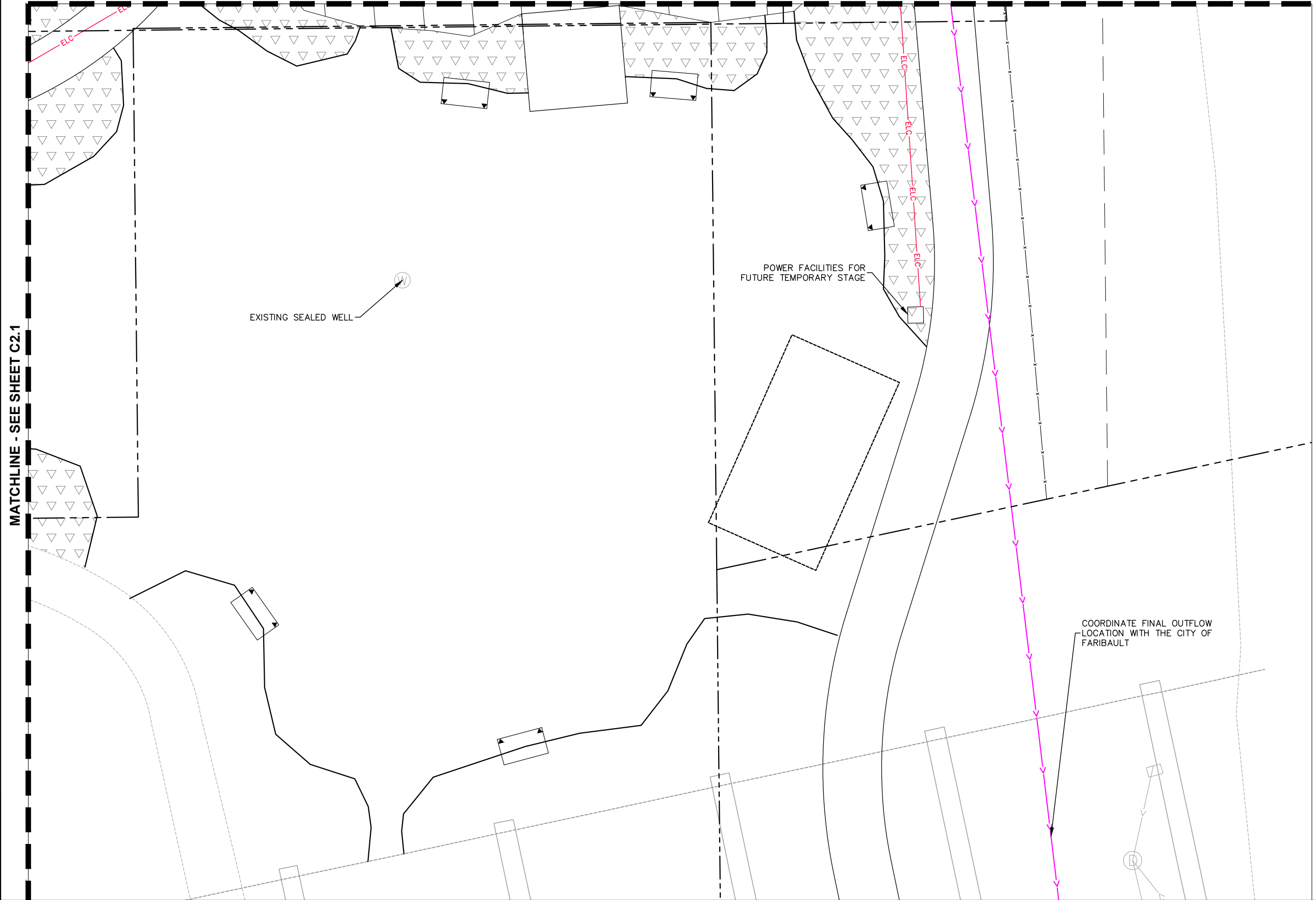
LANDSCAPE PLAN

SHEET NO.
C1.5

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MATCHLINE - SEE SHEET C2.1

MATCHLINE - SEE SHEET C2.3



LEGEND

- EXISTING PROPERTY LINE
- LIGHT POLE
- PROPOSED REDUCER
- PROPOSED TEE
- PROPOSED GATE VALVE
- PROPOSED HYDRANT
- PROPOSED MANHOLE (STORM OR SANITARY)
- PROPOSED CATCH BASIN
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED UNDERGROUND ELECTRIC
- PROPOSED ELECTRICAL LINE

SITE PLAN NOTES

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KEYNOTE LEGEND

- (A) CHANGE FRAME AND CASTING
- (B) CONNECT TO EXISTING STORM
- (C1) 100A - 240V (1PH) PANEL FOR LIGHTING
- (C2) 100A - 480V (3PH) PANEL FOR SPLASHPAD
- (C3) 400 A - 240V (1PH) PANEL FOR EV CHARGING
- (C4) 600A - 240V (1PH) PANEL FOR SHELTER (HIDDEN BEHIND BUILDING)
- (C5) 600A - 480V (3PH) PANEL FOR ICE SKATING RIBBON (HIDDEN IN LANDSCAPE)
- (D) 240V SECONDARY XFMR + DISCONNECT
- (E) 1200A - 480V (3PH) DISTRIBUTION PANEL (CONNECTION BY UTILITY)



No.	Date	Revisions	App.	DRAWING NAME Utility Plan.dwg
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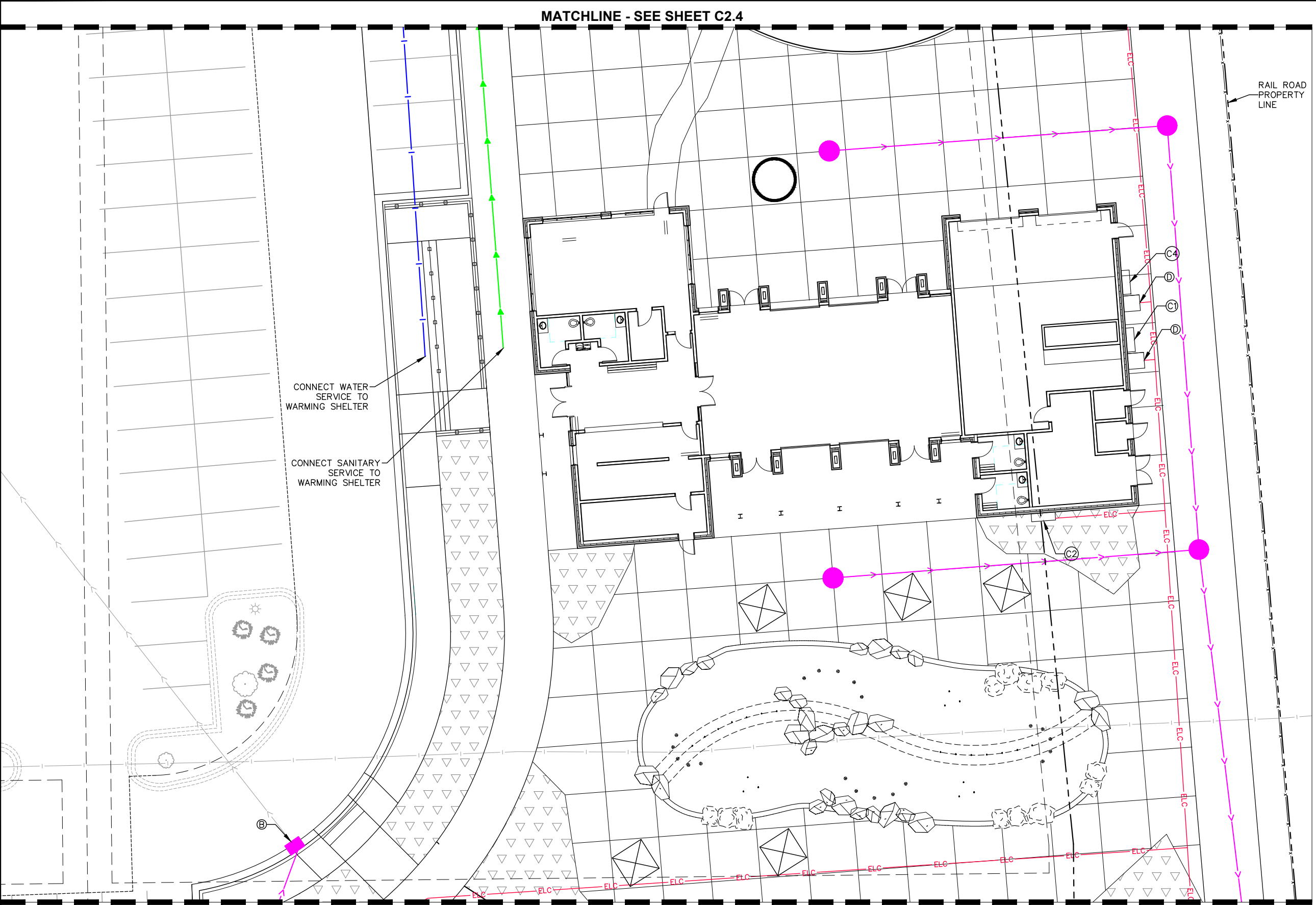


CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

UTILITY PLAN

SHEET NO.
C2.2

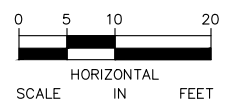
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- LEGEND**
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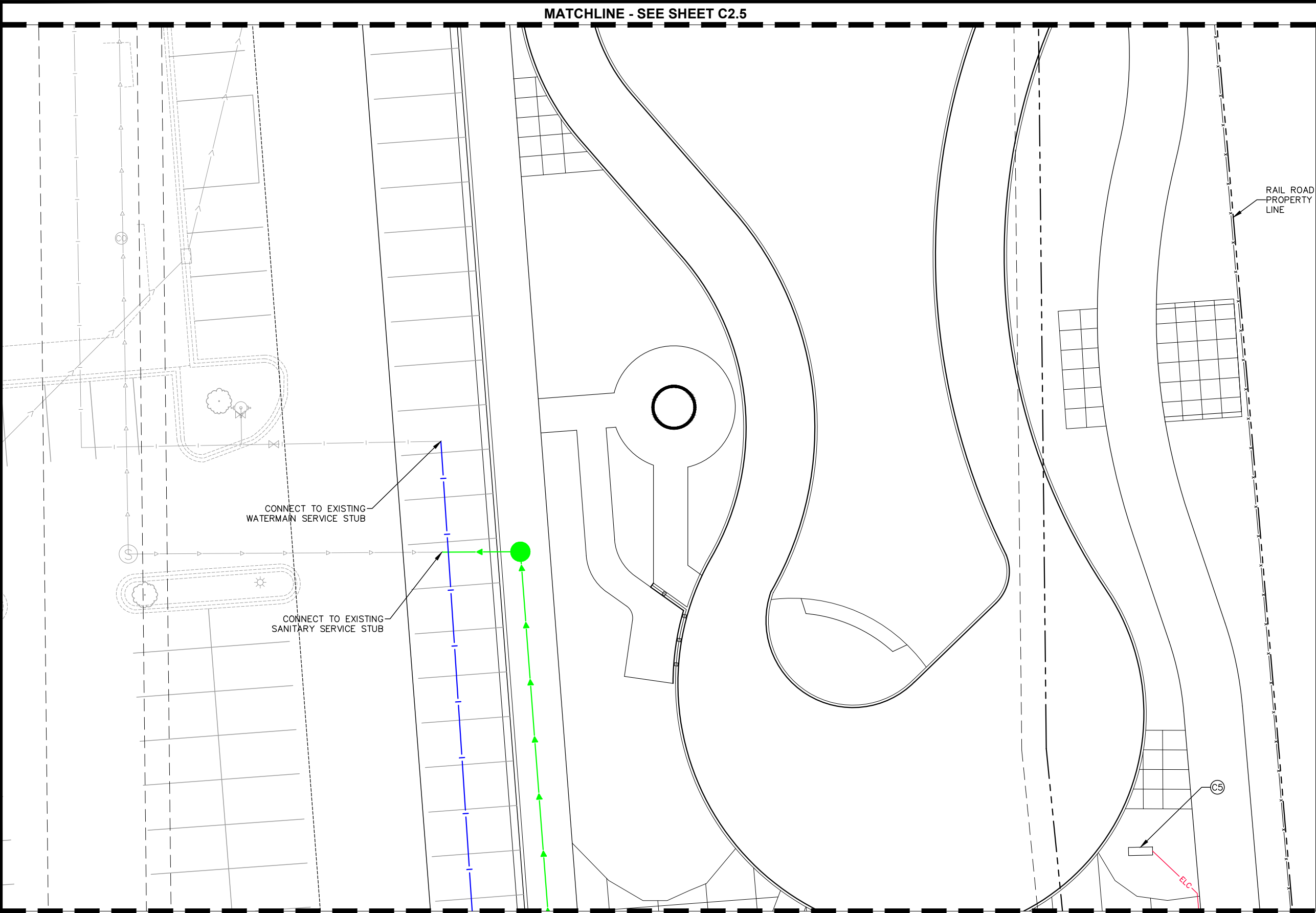


CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

UTILITY PLAN

SHEET NO.
C2.3

K:\TWC_Civil\City\FARIBAULT\NORTH VIADUCT PARK\CAD\Plan Sheets\Utility Plan.dwg February 03, 2023 -- 10:18am



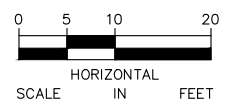
LEGEND

- EXISTING PROPERTY LINE
- LIGHT POLE
- PROPOSED REDUCER
- PROPOSED TEE
- PROPOSED GATE VALVE
- PROPOSED HYDRANT
- PROPOSED MANHOLE (STORM OR SANITARY)
- PROPOSED CATCH BASIN
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED UNDERGROUND ELECTRIC
- PROPOSED ELECTRICAL LINE

- SITE PLAN NOTES**
- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
 - EXISTING STRUCTURES WITHIN CONSTRUCTION LIMITS ARE TO BE ABANDONED, REMOVED OR RELOCATED AS NECESSARY. ALL COST SHALL BE INCLUDED IN BASE BID.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, (UNLESS OTHERWISE NOTED ON PLANS) INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
 - SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY SAMBATEK.

KEYNOTE LEGEND

- (A) CHANGE FRAME AND CASTING
- (B) CONNECT TO EXISTING STORM
- (C1) 100A - 240V (1PH) PANEL FOR LIGHTING
- (C2) 100A - 480V (3PH) PANEL FOR SPLASHPAD
- (C3) 400 A - 240V (1PH) PANEL FOR EV CHARGING
- (C4) 600A - 240V (1PH) PANEL FOR SHELTER (HIDDEN BEHIND BUILDING)
- (C5) 600A - 480V (3PH) PANEL FOR ICE SKATING RIBBON (HIDDEN IN LANDSCAPE)
- (D) 240V SECONDARY XFMR + DISCONNECT
- (E) 1200A - 480V (3PH) DISTRIBUTION PANEL (CONNECTION BY UTILITY)



No.	Date	Revisions	App.	DRAWING NAME Utility Plan.dwg
				DESIGNED BY: VLB
				DRAWN BY: SHC
				CHECKED BY: DJC
				DATE: 2/3/2023
				PROJECT NO. 160918001

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DANIEL J. COYLE, PE
DATE: 2/3/2023 MN LIC. NO. 44821

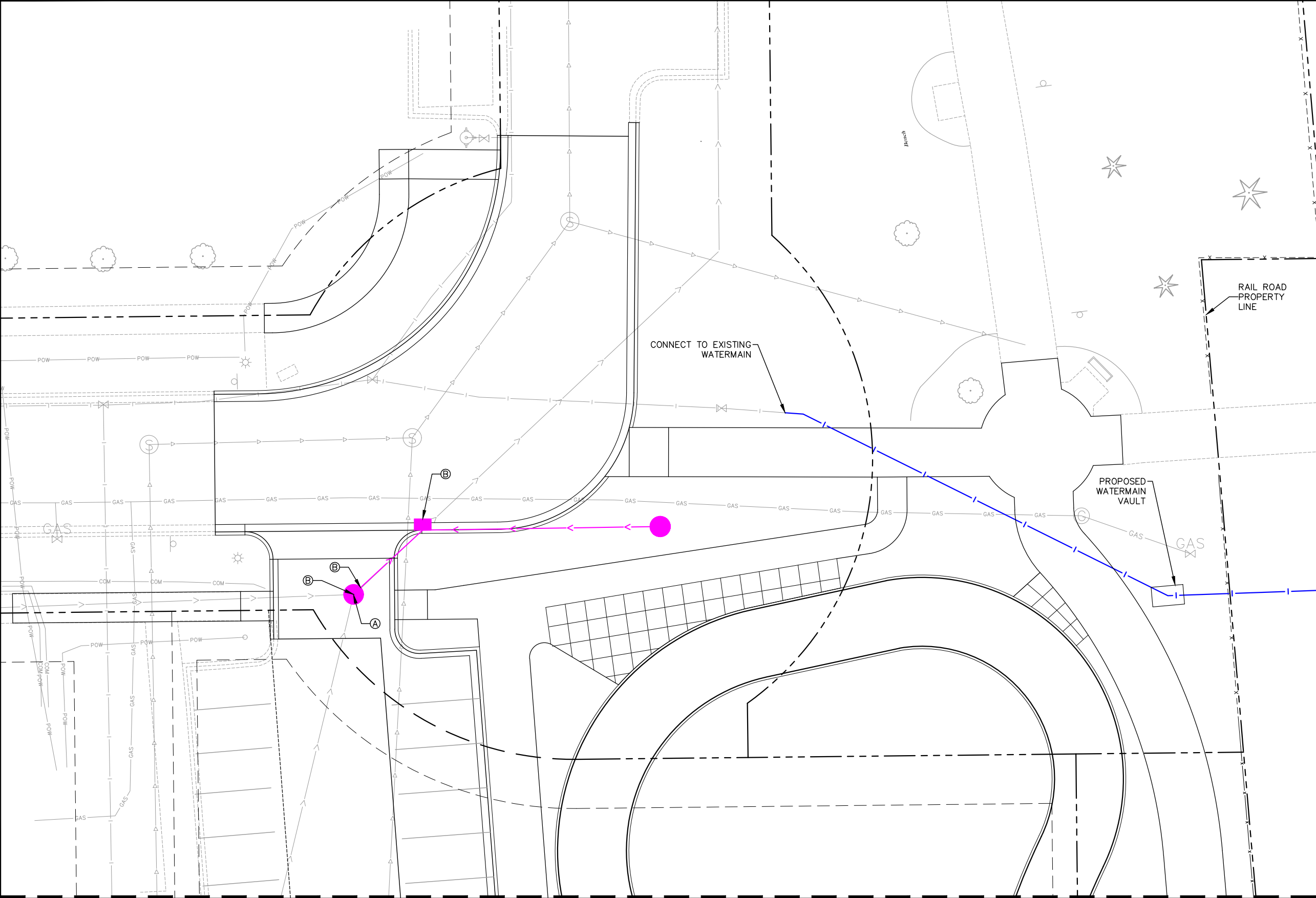
City of Faribault Minnesota

CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

UTILITY PLAN

SHEET NO.
C2.4

K:\TWC_Civil\City\FARIBAULT\NORTH VIADUCT PARK\CAD\Plan Sheets\Utility Plan.dwg, February 03, 2023 -- 10:18am



LEGEND

EXISTING PROPERTY LINE

LIGHT POLE

PROPOSED REDUCER

PROPOSED TEE

PROPOSED GATE VALVE

PROPOSED HYDRANT

PROPOSED MANHOLE (STORM OR SANITARY)

PROPOSED CATCH BASIN

PROPOSED WATERMAIN

PROPOSED SANITARY SEWER

PROPOSED STORM SEWER

PROPOSED UNDERGROUND ELECTRIC

PROPOSED ELECTRICAL LINE

- SITE PLAN NOTES**
1.

ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
2.

EXISTING STRUCTURES WITHIN CONSTRUCTION LIMITS ARE TO BE ABANDONED, REMOVED OR RELOCATED AS NECESSARY. ALL COST SHALL BE INCLUDED IN BASE BID.
3.

CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, (UNLESS OTHERWISE NOTED ON PLANS) INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
4.

SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY SAMBATEK.

- KEYNOTE LEGEND**
- (A)

CHANGE FRAME AND CASTING

(B)

CONNECT TO EXISTING STORM

(C1)

100A - 240V (1PH) PANEL FOR LIGHTING

(C2)

100A - 480V (3PH) PANEL FOR SPLASHPAD

(C3)

400 A - 240V (1PH) PANEL FOR EV CHARGING

(C4)

600A - 240V (1PH) PANEL FOR SHELTER (HIDDEN BEHIND BUILDING)

(C5)

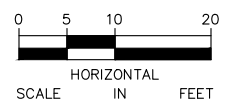
600A - 480V (3PH) PANEL FOR ICE SKATING RIBBON (HIDDEN IN LANDSCAPE)

(D)

240V SECONDARY XFMR + DISCONNECT

(E)

1200A - 480V (3PH) DISTRIBUTION PANEL (CONNECTION BY UTILITY)



MATCHLINE - SEE SHEET C2.4

No.	Date	Revisions	App.	DRAWING NAME Utility Plan.dwg
				DESIGNED BY: VLB
				DRAWN BY: SHC
				CHECKED BY: DJC
				DATE: 2/3/2023
				PROJECT NO. 160918001



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DANIEL J. COYLE, PE
DATE: 2/3/2023 MN LIC. NO. 44821

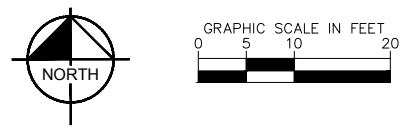
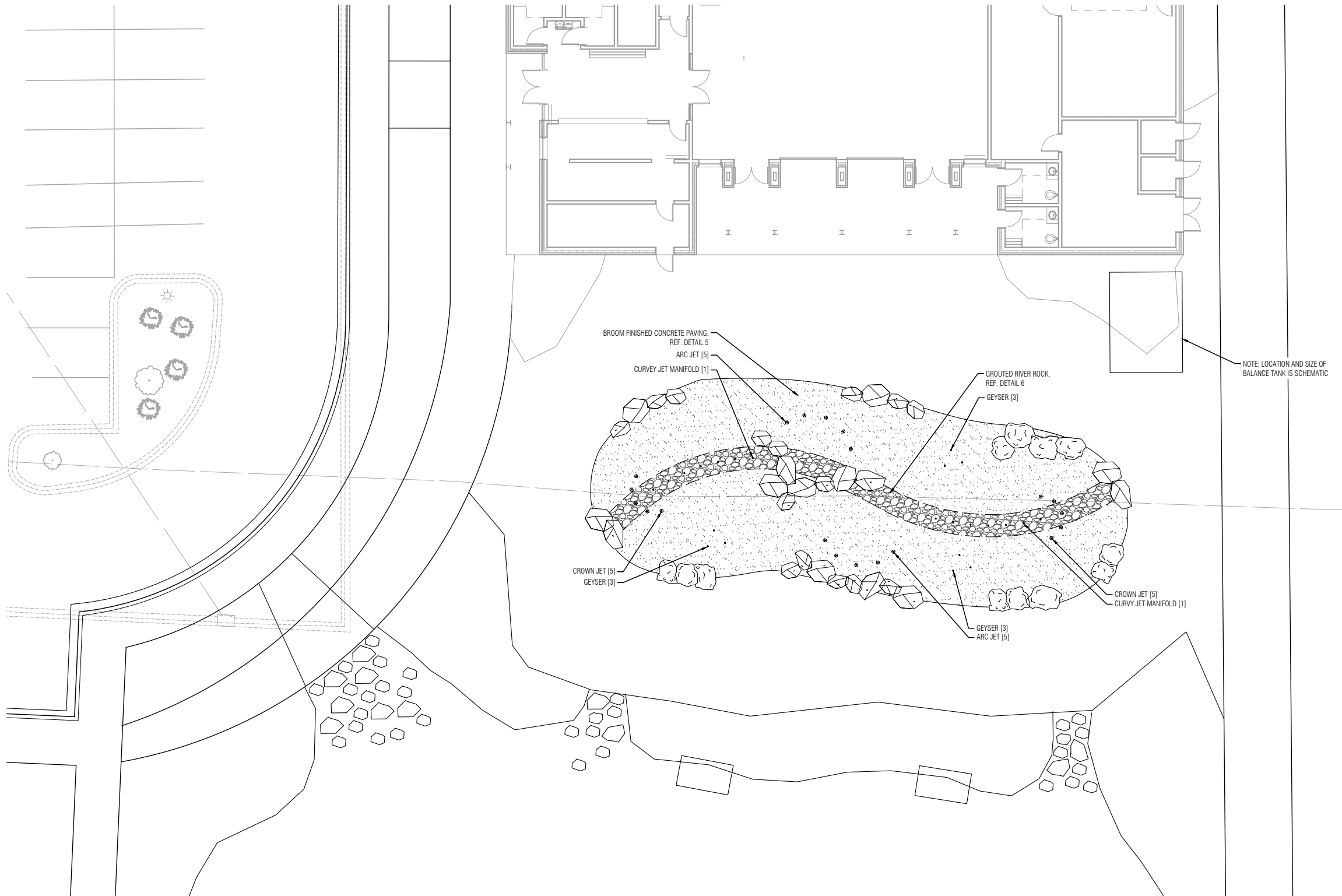


CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

UTILITY PLAN

SHEET NO.
C2.5

\\kimley-horn.com\TX_SAU\SAU_LALP\North Viaduct Area Park\dwg\Sheets\L-SITE PLAN_1.dwg January 25, 2023 - 5:59pm



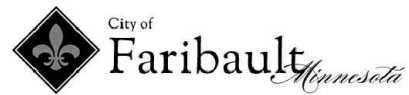
- NOTES:
1. SPRAYGROUND FILTER SYSTEM TO BE HIGH-RATE SAND.
 2. ALL PRESSURE PIPING SHALL BE SCHEDULE 80 PVC

No.	Date	Revisions	App.	DRAWING NAME xBRDR_EXPORT.dwg
				DESIGNED BY: VLB
				DRAWN BY: SHC
				CHECKED BY: DJC
				DATE: 1/28/2023
				PROJECT NO. 160918001



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DANIEL J. COYLE, PE
DATE: 1/28/2023 MN LIC. NO. 44821



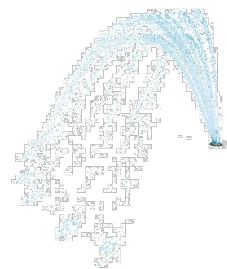
CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

SPLASHPAD PLAN

SHEET NO.

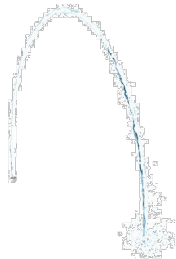
C3.1

C:\Users\ALLISO~1\SH\AppData\Local\Temp\AcPublish_22552\L-SITE DETAILS.dwg January 25, 2023 -- 5:54pm



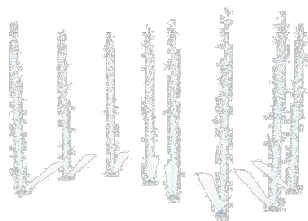
NOTE:
OWNER TO SELECT COLOR
WHERE APPLICABLE

1 CROWN JET OR APPROVED EQUAL
SCALE: N.T.S.



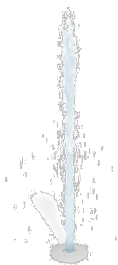
NOTE:
OWNER TO SELECT COLOR
WHERE APPLICABLE

2 ARC JET OR APPROVED EQUAL
SCALE: N.T.S.



NOTE:
OWNER TO SELECT COLOR
WHERE APPLICABLE

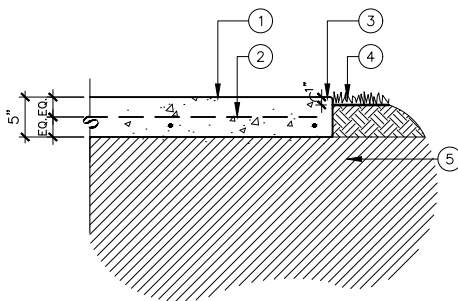
3 CURVY JET MANIFOLD OR APPROVED EQUAL
SCALE: N.T.S.



NOTE:
OWNER TO SELECT COLOR
WHERE APPLICABLE

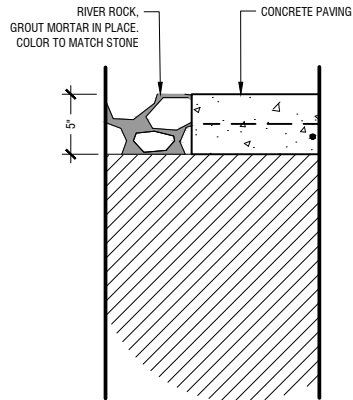
4 GEYSER OR APPROVED EQUAL
SCALE: N.T.S.

NOTES:
1. REFER TO SITE PLAN FOR EXPANSION & SAW JOINT LOCATIONS.



- 1 SLAB FINISH: STAINED MEDIUM BROOM FINISHED CONCRETE. PROVIDE 4'x4' SAMPLE FOR APPROVAL BY ARCHITECT/ ENGINEER FOR MEDIUM BROOM FINISH CONCRETE PAVING
- 2 #3 REBAR @ 18" O.C. BOTH WAYS, 2" MIN. CLEAR TO SLAB SURFACE AND SIDES.
- 3 1/2" RADIUS SMOOTH TROWELED EDGE (TYPICAL).
- 4 FINISH SODDED, OR MULCHED BED GRADE @ 1" BELOW PAVEMENT.
- 5 SUBGRADE PER GEOTECHNICAL REPORT RECOMMENDATIONS FOR MEDIUM DUTY RIGID PAVING (PARKING) AND SENSITIVE FLATWORK FOR (POOL DECK)

5 CONCRETE PAVING (SPLASH DECK)
SCALE: 1"=1'-0"



6 GROUTED RIVER ROCK
SCALE: 1 1/2" = 1'-0"

No.	Date	Revisions	App.	DRAWING NAME xBRDR_EXPORT.dwg
				DESIGNED BY: VLB
				DRAWN BY: SHC
				CHECKED BY: DJC
				DATE: 1/28/2023
				PROJECT NO. 160918001

Kimley»Horn

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DANIEL J. COYLE, PE
DATE: 1/28/2023 MN LIC. NO. 44821

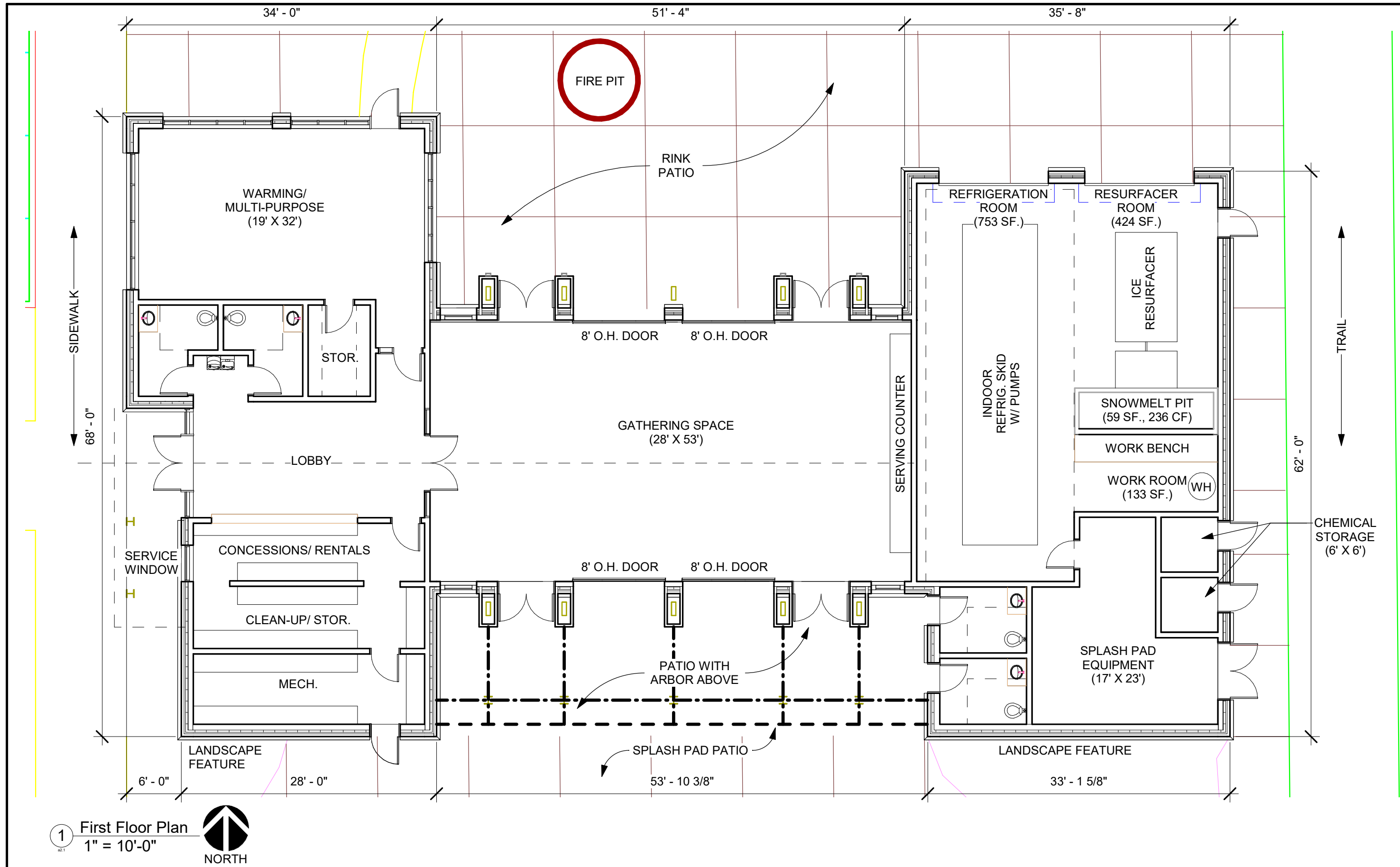


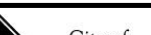
CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

SPLASHPAD DETAILS

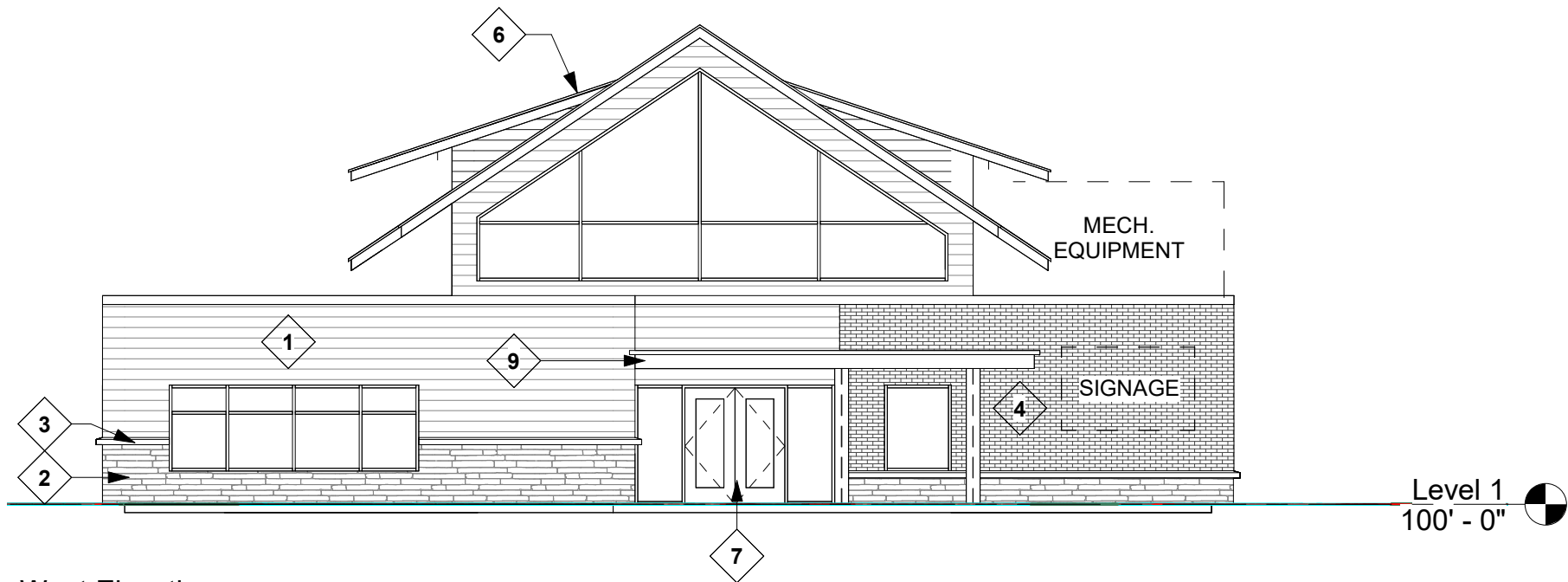
SHEET NO.

C3.2



No.	Date	Revisions	App.	FIRST FLOOR PLAN	 HAGEN, CHRISTENSEN & MCILWAIN ARCHITECTS 4201 CEDAR AVENUE SO. • MINNEAPOLIS, MN 55407 TEL. (612) 904-1332	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.	 City of Faribault <i>Minnesota</i>	CITY OF FARIBAULT DOWNTOWN AREA PARK SCHEMATIC DESIGN	SHEET NO. a2.1
				DESIGNED BY:					
				DRAWN BY:					
				CHECKED BY:					
				DATE: 1/24/2023 11:19:48 AM					
				PROJECT NO. 2271		DATE: _____ MN LIC. NO. _____			

KEYNOTES - EXTERIOR ELEVATIONS	
Number	Description
1	6" WOOD SIDING
2	STONE
3	STONE CAP
4	BRICK
5	INSULATED HOLLOW METAL DOOR
6	
7	PREFIN ALUMINUM STOREFRONT WINDOW
8	PREFIN ALUMINUM & GLASS OVERHEAD DOOR
9	CANOPY
10	ALUMINUM TRIM
11	EXTERIOR SCNCE
12	BRICK PILLAR
13	PERGOLA SYSTEM



1 West Elevation
1" = 10'-0"



4 South Elevation
1" = 10'-0"

No.	Date	Revisions	App.

EXTERIOR ELEVATIONS	
DESIGNED BY:	
DRAWN BY:	
CHECKED BY:	
DATE:	1/24/2023 11:19:48 AM
PROJECT NO.	2271



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

4201 CEDAR AVENUE SO. • MINNEAPOLIS, MN 55407 | TEL. (612) 904-1332

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DATE: _____ MN LIC. NO. _____



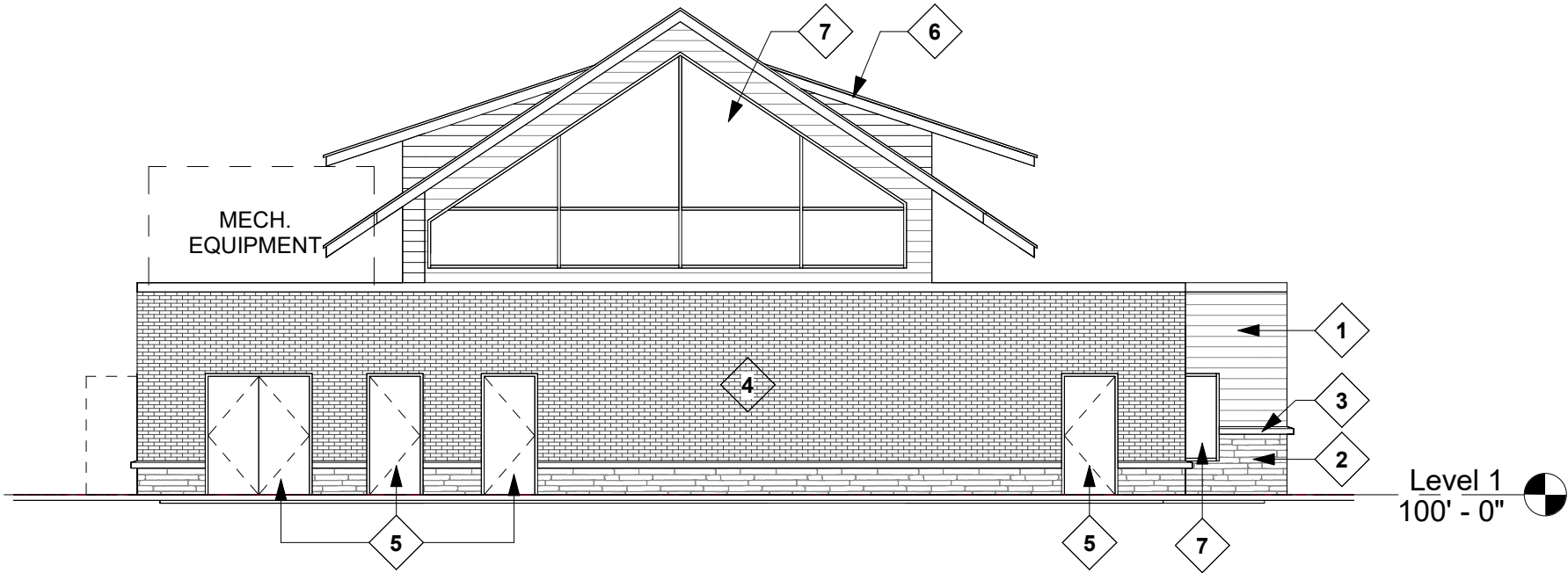
City of
Faribault
Minnesota

CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

SHEET NO.

a3.1

KEYNOTES - EXTERIOR ELEVATIONS	
Number	Description
1	6" WOOD SIDING
2	STONE
3	STONE CAP
4	BRICK
5	INSULATED HOLLOW METAL DOOR
6	
7	PREFIN ALUMINUM STOREFRONT WINDOW
8	PREFIN ALUMINUM & GLASS OVERHEAD DOOR
9	CANOPY
10	ALUMINUM TRIM
11	EXTERIOR SCONCE
12	BRICK PILLAR
13	PERGOLA SYSTEM



3 East Elevation
1" = 10'-0"



1 North Elevation
1" = 10'-0"

No.	Date	Revisions	App.	EXTERIOR ELEVATIONS
				DESIGNED BY:
				DRAWN BY:
				CHECKED BY:
				DATE: 1/24/2023 11:19:48 AM
				PROJECT NO. 2271


HAGGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS
4201 CEDAR AVENUE SO. • MINNEAPOLIS, MN 55407 | TEL. (612) 904-1332

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DATE: _____ MN LIC. NO. _____

 City of
Faribault
Minnesota

CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

SHEET NO.
a3.2



No.	Date	Revisions	App.

3D VIEWS	
DESIGNED BY:	
DRAWN BY:	
CHECKED BY:	
DATE:	1/24/2023 11:19:49 AM
PROJECT NO.	2271



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

4201 CEDAR AVENUE SO. • MINNEAPOLIS, MN 55407 | TEL. (612) 904-1332

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DATE: _____ MN LIC. NO. _____

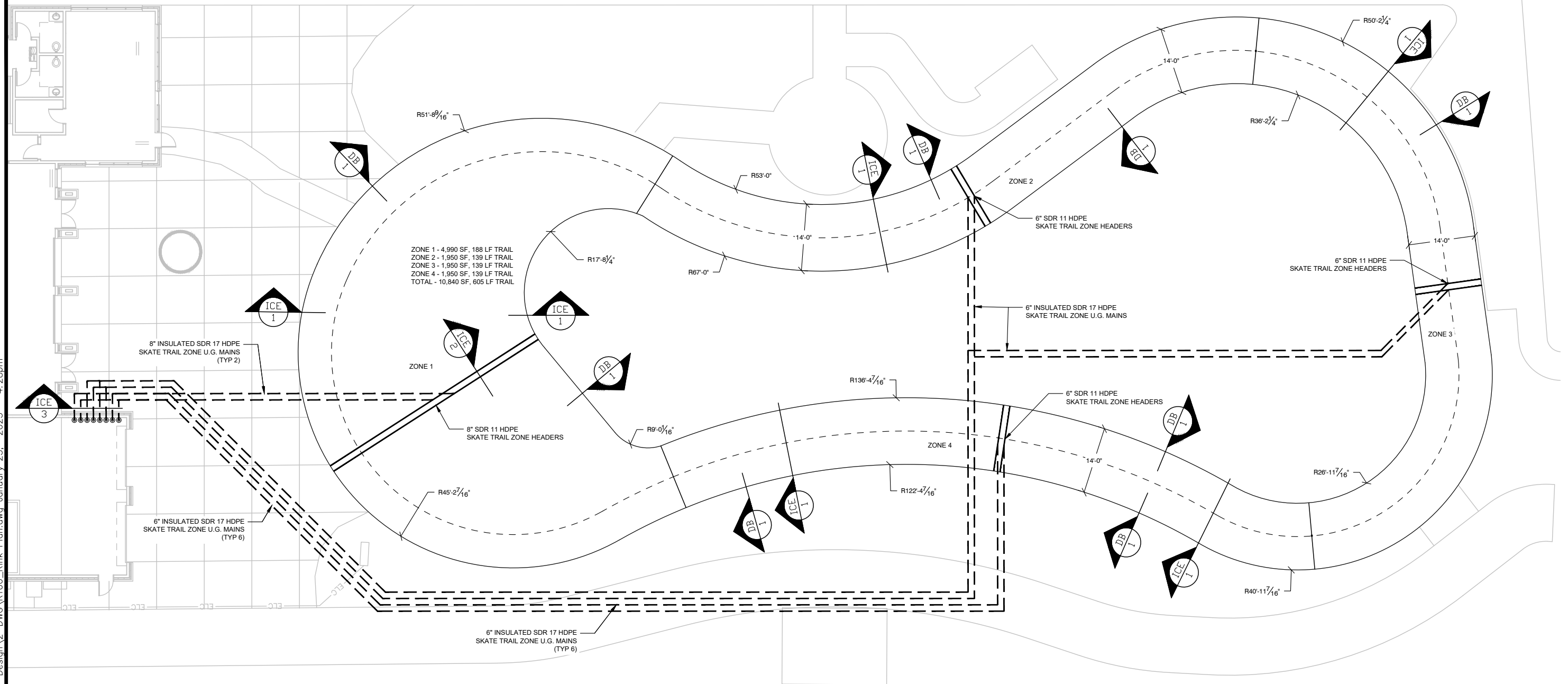


City of
Faribault
Minnesota

CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

SHEET NO.

a3.3



1 SKATING TRAIL PLAN
SCALE: 3/32" = 1'-0"



No.	Date	Revisions	App.	DRAWING NAME xBRDR_EXPORT.dwg	
				DESIGNED BY:	SAW
				DRAWN BY:	SMH
				CHECKED BY:	SAW
				DATE:	01/25/2023
				PROJECT NO.	900-22-474

DRAWING NAME xBRDR_EXPORT.dwg	
DESIGNED BY:	SAW
DRAWN BY:	SMH
CHECKED BY:	SAW
DATE:	01/25/2023
PROJECT NO.	900-22-474



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OR REPORT WAS PREPARED BY ME OR UNDER MY
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LICENSED PROFESSIONAL ENGINEER UNDER THE
LAWS OF THE STATE OF MINNESOTA.

SCOTT A. WARD

DATE: TBD MN LIC. NO. 40921

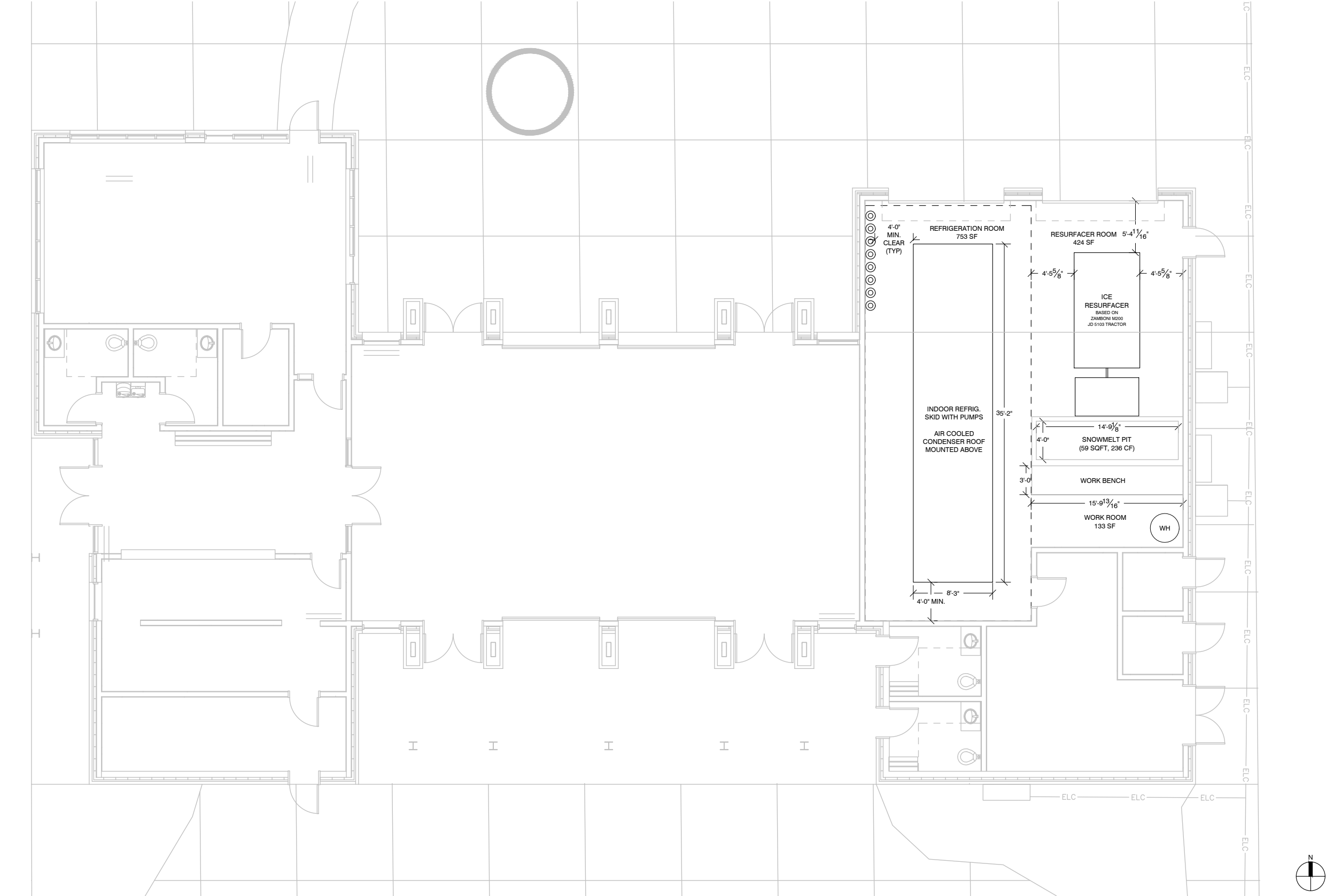


CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN

SKATING TRAIL PLAN

R100

S:\Faribault_MN\900-22-474 North Viaduct Area Park Skating Trail\0-Design\2-DWG\R200_Refrigeration Room.dwg, January 25, 2023 - 4:28pm



1 REFRIGERATION ROOM
SCALE: 3/16" = 1'-0"

No.	Date	Revisions	App.	DRAWING NAME xBRDR_EXPORT.dwg
				DESIGNED BY: SAW
				DRAWN BY: SMH
				CHECKED BY: SAW
				DATE: 01/25/2023
				PROJECT NO. 900-22-474



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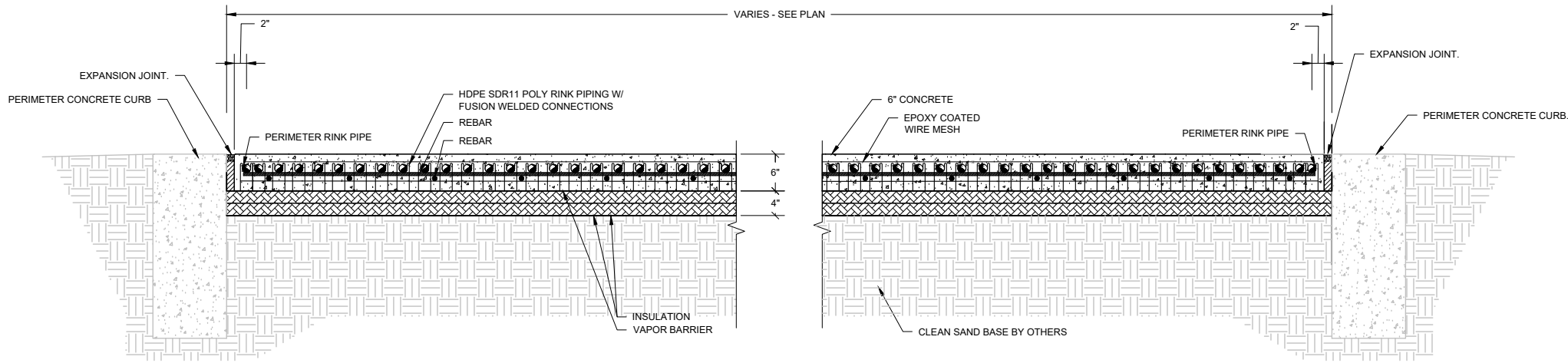
SCOTT A. WARD
DATE: TBD MN LIC. NO. 40921



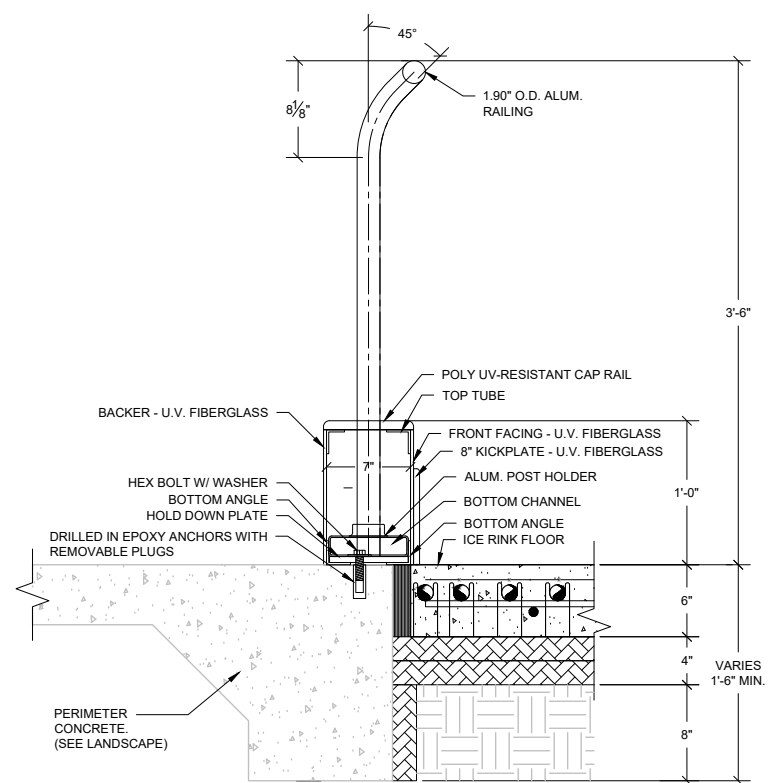
CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN
REFRIGERATION AND RESURFACER ROOM

SHEET NO.
R200

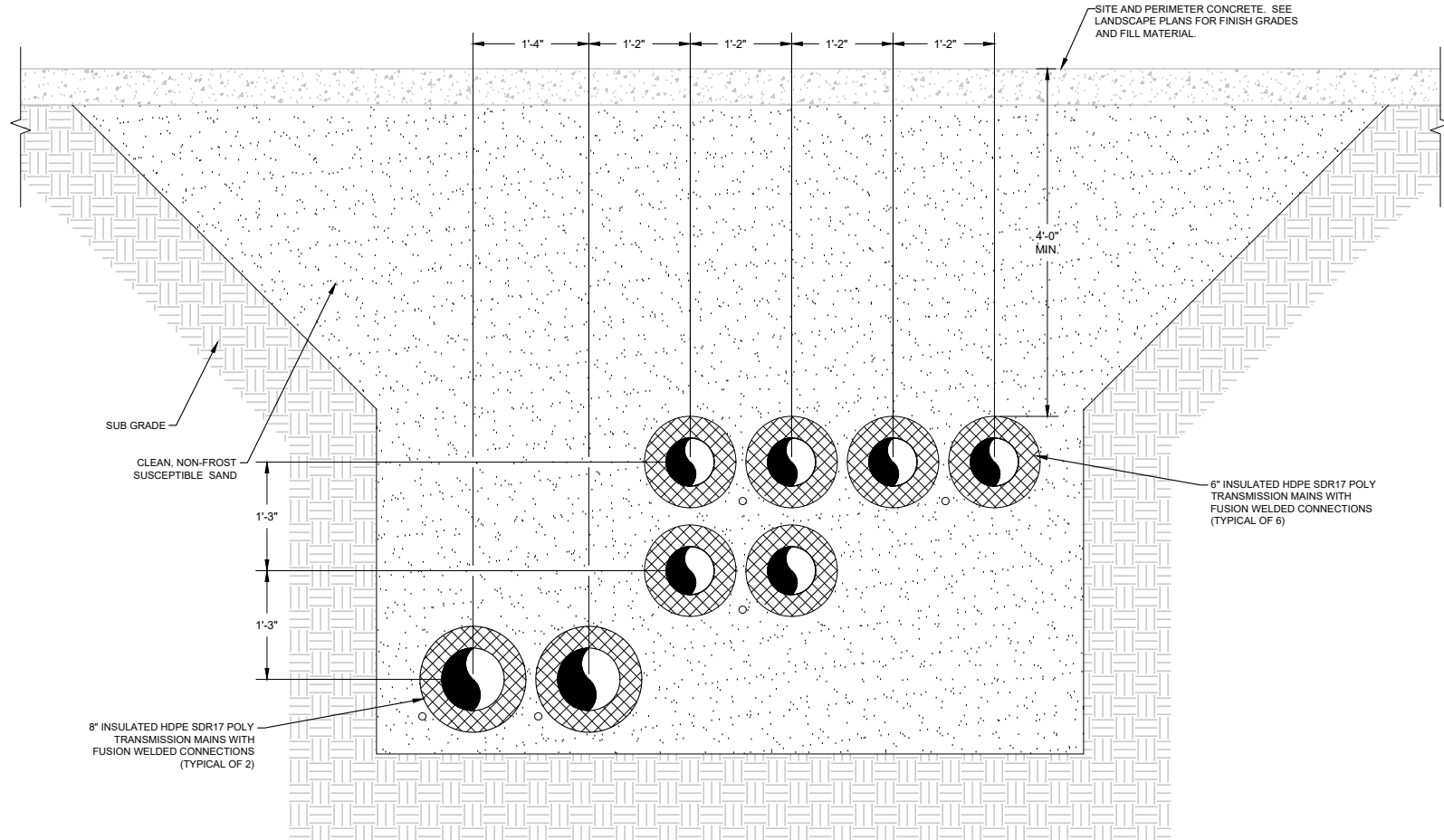
S:\Faribault_MN\900-22-474 North Viaduct Area Park Skating Trail\0-Design\2-DWG\R500 - ICE RINK SECTIONS AND DETAILS.dwg January 25, 2023 - 4:28pm



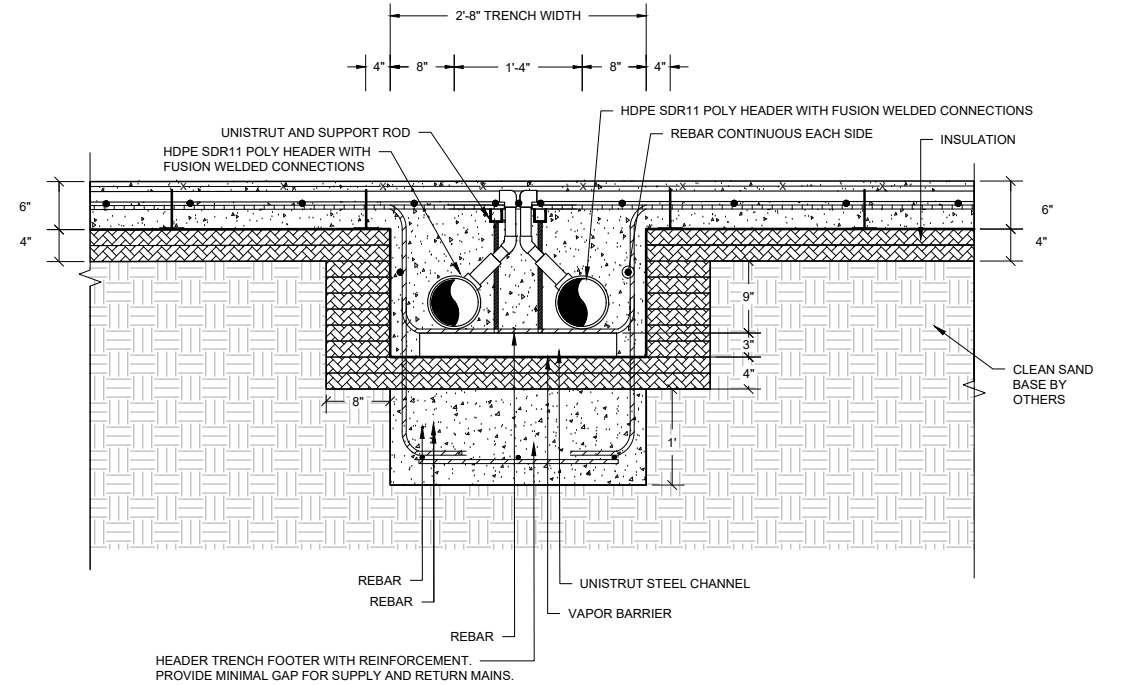
ICE 1 ICE RINK FLOOR TYPICAL SECTION
SCALE: N.T.S.



DB 1 TYPICAL ICE RINK DASHER/RAILING SECTION
SCALE: N.T.S.



ICE 3 ICE RINK FLOOR TYPICAL SECTION
SCALE: N.T.S.



ICE 2 ICE RINK FLOOR TYPICAL SECTION
SCALE: N.T.S.

No.	Date	Revisions	App.	DRAWING NAME xBRDR_EXPORT.dwg
				DESIGNED BY: SAW
				DRAWN BY: SMH
				CHECKED BY: SAW
				DATE: 01/25/2023
				PROJECT NO. 900-22-474

Kimley»Horn
332°
Engineering Group

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SCOTT A. WARD
DATE: TBD MN LIC. NO. 40921



CITY OF FARIBAULT
DOWNTOWN AREA PARK
SCHEMATIC DESIGN
SKATING TRAIL DETAILS AND SECTIONS

SHEET NO.
R500

CITY OF FARIBAUT
NORTH VIADUCT PARK



SITE IMPROVEMENTS

Item No.	Item	Units	Quantity	Unit Price	Amount
1	MOBILIZATION	LS	1	\$ 93,000	\$ 93,000
2	REMOVALS, CLEARING AND GRUBBING	LS	1	\$ 40,000	\$ 40,000
3	COMMON EXCAVATION	CY	2,300	\$ 8	\$ 18,400
4	COMMON EMBANKMENT	CY	3,900	\$ 15	\$ 58,500
5	CLASS 5 AGGREGATE BASE	TON	1,900	\$ 30	\$ 57,000
6	CONCRETE WALK	SF	12,810	\$ 10	\$ 128,100
7	CONCRETE WALK TYPE SPECIAL	SF	14,100	\$ 15	\$ 211,500
8	CONCRETE PAVEMENT	SY	45	\$ 65	\$ 2,925
9	GRASSPAVE2	SF	315	\$ 15	\$ 4,725
10	CONCRETE CURB AND GUTTER	LF	930	\$ 26	\$ 24,180
11	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	270	\$ 130	\$ 35,159
12	BITUMINOUS TRAIL	SF	10,804	\$ 4	\$ 43,216
13	ELECTRICAL SYSTEM	LS	1	\$ 50,000	\$ 50,000
14	STORM SEWER STRUCUTURE	EA	7	\$ 3,000	\$ 21,000
15	ADJUST STORM SEWER STRCUTURE	EA	1	\$ 1,500	\$ 1,500
16	STORM SEWER PIPE	LF	685	\$ 80	\$ 54,800
17	TURF ESTABLISHMENT (SEED/SOD AND TOPSOIL)	SY	6,900	\$ 5	\$ 34,500
18	EROSION CONTROL	LS	1	\$ 10,000	\$ 10,000
19	IRRIGATION SYSTEM	LS	1	\$ 160,000	\$ 160,000
20	OPEN SPACE 200 AMP SERVICE (PERFORMANCE)	LS	1	\$ 40,000	\$ 40,000
21	TRAIL LIGHTING SYSEM	EA	10	\$ 8,000	\$ 80,000
22	BENCH	EA	5	\$ 3,500	\$ 17,500
23	SWINGING BENCH	EA	5	\$ 8,000	\$ 40,000
24	PICNIC TABLE (WITH UMBRELLA)	EA	5	\$ 4,000	\$ 20,000
25	LANDSCAPING BOULDERS	EA	125	\$ 300	\$ 37,500
26	CONIFEROUS TREE	LS	32	\$ 900	\$ 28,800
27	DECIDIOUS TREE	EA	94	\$ 900	\$ 84,600
28	GENERAL LANDSCPAING	LS	1	\$ 20,000	\$ 20,000
29	PLAZA CATENERY LIGHTING	LS	1	\$ 20,000	\$ 20,000
30	SKATE TRAIL LIGHTING	EA	8	\$ 8,000	\$ 64,000
31	UTILITY SERVICES AND CONNECTIONS	EA	2	\$ 13,500	\$ 27,000
32	RUBBER WALKWAY	SF	600	\$ 10	\$ 6,000
33	SOUND SYSTEM	LS	1	\$ 50,000	\$ 50,000
34	FIRE PIT	EA	1	\$ 6,000	\$ 6,000
35	FIRE PIT WITH BENCHES	EA	1	\$ 15,000	\$ 15,000
36	DECORATIVE FENCE 42" HIGH FENCE	LF	575	\$ 175	\$ 100,625
37	METAL RAILING	LF	25	\$ 250	\$ 6,250
38	CONCRETE RETAINING WALL	LF	25	\$ 200	\$ 5,000
	Subtotal				\$ 1,706,000
	30% Contingency				\$ 512,000
	SITE IMPROVEMENTS TOTAL				\$ 2,218,000

SPLASHPAD

Item No.	Item	Units	Quantity	Unit Price	Amount
1	MECHANICAL EQUIPMENT	LS	1	\$ 250,000	\$ 250,000
2	SITEWORK	LS	1	\$ 80,000	\$ 80,000
3	LIGHTING	LS	1	\$ 50,000	\$ 50,000
	Subtotal				\$ 380,000
	30% Contingency				\$ 114,000
	SPLASHPAD TOTAL				\$ 494,000

Date:
Revised:

Assumptions and Notes:

- 1 Costs include: escalation for 2024 construction season, general conditions, contractor profit, insurance, bonds
- 2 Costs do not include work noted under "Related Work by Others", design, legal, financial and administration costs, soil testing costs, unless noted.

BASE BID: Indoor Industrial Grade Refrigeration System (R449A)

Item		Units	Qty	Unit Price	Total
DIVISION 13, SPECIAL CONSTRUCTION					
1	New Ice Rink Equipment: (Indoor Zero Zone Skid Package R449A and Pump Skid, Air Cooled Condenser, Refrigerants, Controls, snowmelt coil, snowmelt pump, ect.)	LS	1	\$1,020,000	\$1,020,000
2	New Ice Rink Floor (Skating Trail - 10,840 SQFT): 6" Concrete, 4" Insulation, HDPE Mains and piping for rink floor, 6" Subfloor sand, Expansion joints, and etc.	LS	1	\$1,088,600	\$1,088,600
3	Ice Resurfer: Pull behind resurfer by Zamboni or Olympia, tractor with appropriate mounts and tires and ect.	LS	1	\$56,900	\$56,900
4	New Railing System (1,133 LF): Fabricate and install railing system and etc.	LS	1	\$453,200	\$453,200
Subtotal					\$2,618,700
15% Design and Construction Contingency					\$392,805
Total Estimated Construction Cost (Base Bid)					\$3,011,505

RELATED WORK BY OTHERS (ESTIMATES DO NOT INCLUDE):

- 1 Code Compliant refrigeration room
- 2 HVAC and plumbing systems
- 3 Boiler for snowmelt pit.
- 4 Electrical service to the refrigeration system and controls. B32 Engineering Group, Inc. will include all other electrical between the Controls and the refrigeration equipment.
- 5 Structural engineering for roofs, footings and wall penetrations
- 6 Demolition of existing Perimeter concrete surrounding ice rink floor
- 7 New perimeter concrete surrounding ice rink floor
- 8 Subgrade under ice rink floor section
- 9 Subsoil drainage system under ice rink floor (if required)
- 10 Lighting
- 11 FF&E Items
- 12 Tractor accessories for snow removal/lawn care
- 13 Landscaping

UNIT LEGENDS: LS=Lump Sum, SF=Square Feet, SY=Square Yards, EA=Each,
LF=Lineal Foot, FF=Face Feet, CY=Cubic Yards, AC = Acres

<u>NORTH VIADUCT AREA PARK BUILDING - CONCEPTUAL COST ESTIMATE (11.30.2022)</u>					
No.	Building Areas / Construction Type	Estimated Qty.	Unit	Unit Cost (in Dollars)	Total Cost (In Dollars)
1	4-Season Public Spaces (Entry, Concessions/Rentals, Toilet Rooms & Warming Space)	2,100	SF	\$495.00	\$1,039,500.00
2	Picnic Shelter Area - 3-Season Space (Serving Counters, OH Doors, lighting, power and exposed roof structure)	1,600	SF	\$325.00	\$520,000.00
3	Mechanical and Equipment Space (Rink refrigeration equipment, splash pad equipment, Zamboni and equipment storage - tempered space with unit heaters)	2,200	SF	\$300.00	\$660,000.00
4	Unisex Toilet Rooms for splash pad (Oversized rooms for family use with exterior access with full drain-down capacity)	200	SF	\$450.00	\$90,000.00
	Building Total	5,900	SF		\$2,219,500.00
	Other Structures				
5	Shade structure at splash pad area	750	SF	\$125.00	\$93,750.00
6	Condensor Platform & Screen Walls	1,024	SF	\$100.00	\$102,400.00
	<u>Estimate is exclusive</u> of rink and splash pad equipment, FFE, Design Fees, Special Inspections & Testing Fees, SAC Fees, Permit Fees and Site and Utility Work				
Subtotal					\$2,313,250.00
7.5% Inflation Factor for construction in 2023-24.					\$173,493.75
Total Estimated Construction Costs					\$2,486,743.75