



**City Council Work Session
Tuesday, April 4, 2023 at 6:00 PM
Public Meeting Room**

AGENDA

- 1. Call to Order**
- 2. Items for Discussion**
 - A. 2022 Annual Report Presentation
 - B. City Hall Improvement Options
- 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: April 4, 2023
SUBJECT: 2022 Annual Report Presentation

Discussion:

Administration and all departments have completed the preparation of the 2022 Annual Report, a copy of which is attached for review. The City Department Heads have also prepared short presentations, which highlight the activities and accomplishments of their respective departments in 2022. The Council is encouraged to comment and/or ask questions during the presentations.

Attachments:

1. 2022 Annual Report
2. Combined Presentation for 2022 Annual Report



2022 Annual Report



2022 Annual Report

This is the City of Faribault's All-Department Report to the Faribault City Council. The information provided references data available through December 31, 2022.

CITY OF FARIBAULT

2022 ANNUAL REPORT

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City Governance

Faribault is a Home Rule Charter City—the current Charter was adopted at an election in 1975. The form of government established by this charter is the "Council-Administrator Plan." The Council exercises the legislative power of the City and determines all matters of policy. The City Administrator is the head of the administrative branch of the city government and is responsible to the Council for the proper administration of all affairs relating to the city.

The City Council is comprised of a Mayor and six Council members elected for staggered 4-year terms. City Council members also serve on various boards and commissions, along with Ad Hoc committees that may be established to address specific issues or topics. Specialized citizen boards and commissions are annually appointed by the Council to act in an advisory capacity in numerous areas such as planning, recreation, airport, and library services.

For 2022, the City budget authorized 128 permanent full-time, 40 permanent part-time, and approximately 140 temporary/seasonal employees. The overall total expenditures budget was approximately \$52.4 million, with General Fund expenditures of approximately \$18.6 million.

2022 Faribault City Council

Mayor Kevin Voracek	Term Expires: 2024
Council member Peter van Sluis*	Term Expires: 2022
Council member Thomas Spooner* (Vice Mayor)	Term Expires: 2022
Council member Janna Viscomi	Term Expires: 2022
Council member Sara Caron	Term Expires: 2024
Council member Royal Ross	Term Expires: 2024
Council member Jonathan Wood	Term Expires: 2024

** Council members van Sluis and Spooner were re-elected in 2022 to additional terms expiring at the end of 2026.*

The City Council conducts its business meetings on the second and fourth Tuesday each month at 6 p.m. in the City Council Chambers at City Hall. Council work session meetings are generally held the first and third Tuesday each month starting at 6 p.m., in the First Floor Public Meeting Room at City Hall. At the first business meeting each year, the City Council makes appointments to the City's standing committees and other appointment positions.

For 2022, the standing City Council committees were composed of the following:

Joint Committee – Mayor and all City Council members ("Work Session" meetings)

Annexation Committee – Mayor Voracek, Councilmembers Ross and Spooner

Labor Committee – Mayor Voracek and Councilmember Ross

Ad Hoc Committees

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

2022 Council Committee Appointments

City Council members appointed to serve on or represent the City Council on the following committees or positions in 2022 were as follows:

<u>Committee Name</u>	<u>Appointee Name</u>
Vice Mayor.....	Council member Spooner
Alexander Park Committee	Mayor Voracek, Council member Spooner
BMX Track Board.....	Council members Ross, Wood
Buckham West (Senior Center) Representative	Council member Ross
Charitable Gambling Board	Council member Caron
Economic Development Authority.....	Mayor Voracek, Council member Viscomi
Faribault House Building Committee	Council member van Sluis
Housing and Redevelopment Authority	Council member Wood
Ice Arena Board	Mayor Voracek, Council member van Sluis
Joint Dispatch Board.....	Council member van Sluis
Main Street Committee.....	Council member Viscomi
Mill Towns Trail Board	Council members van Sluis, Wood
Paradise Center for the Arts Board	Council member van Sluis
Parks and Recreation Advisory Board	Council member Caron
River Bend Nature Center	Council member Spooner
Soccer Complex Board.....	Council member van Sluis
Tourism Commission	Council member Viscomi
Township Fire Contract Committee	Mayor Voracek, Council member Spooner

2022 Boards and Commissions

Board and Commission members are appointed by the City Council. Members volunteer their time to provide advisory services to the City. Some groups also have duties defined in State law. A description of each board and its 2022 members is listed below:

Airport Advisory Board advises the City Council and City Administrator on the construction, improvement, maintenance and operation of the municipal airport and general aviation activities affecting the community. **Members:** Tom Waarvik, (James) Carl Hooper, Doug Nelson, Mike Brown, Sr., (Robert) Pete Johnson. Stein Bruch and William Smith.

Joint Airport Zoning Board establishes, administers, and enforces zoning laws for the area surrounding the airport and for the protection of the airport and the public. **City Representatives:** Chuck Ackman (Planning Commission Rep) and Tom Waarvik (Airport Board Rep).

Charter Commission is responsible for reviewing and revising the City Charter to ensure that it meets all applicable State and Federal laws and meets the needs of the citizens. Appointments made by District Chief Judge. **Members:** Chuck Ackman, David Albers, Kymn Anderson, Dan Behrens, Daniel Burns, Tom Spooner (Council Rep), Kay Duchene, John Jasinski and Pat Rice.

Children's Fund (Aquatic Center) Board advises City Council and staff on the Aquatic Center Scholarship fund monies. **Members:** Ken Hubert, Chad Christianson and Bethany Fuller.

2022 Boards and Commissions (continued)

Economic Development Authority has authority to take action on economic development programs for business and industry. The EDA manages tax increment financing districts and varieties of grant and loan programs. Its powers are defined by state law. **Members:** David Campbell, Matthew Drevlow, Rodney Gramse, Will Fort, Andrew (AJ) Smith, Janna Viscomi (Council Rep.), and Mayor Kevin Voracek (Council Rep.).

Environmental Commission advises the City Council on environmental issues and opportunities affecting the City while respecting the City's economic and social environments. **Members:** Katy Anderegg, Martha Brown, Richard Huston, Emily Nesvold, Lee Nordmeyer, Roger Steinkamp, and Sonny Wasilowski.

Heritage Preservation Commission advises City Council and staff on issues related to the preservation of the community's cultural, historical and architectural heritage. The Commission is actively involved in a variety of educational efforts which highlight Faribault's past. **Members:** Ron Dwyer, Lee Nordmeyer, Rob Kuhlman, David Sauer, Sam Temple, Karl Vohs and Cori Weems.

Housing and Redevelopment Authority handles a variety of housing programs. It also manages public housing units, Trails Edge Apartments and Robinwood Manor senior housing. **Members:** Loni Ahlers, Narren Brown, Travis Kath, Brendan Kennedy, Travis McColley, Matt Speckhals and Jon Wood (Council Rep).

Ice Arena Board (City Representatives) members makes decisions regarding the Ice Arena maintenance and operation, which is jointly owned by the City, School District and Faribault Hockey Association. **Members:** Paul Peanasky (City Rep), Mayor Kevin Voracek (Council Rep) and Peter van Sluis (Council Rep).

Library Advisory Board advises the City Council and the City Administrator regarding the maintenance and operation of Buckham Memorial Library. **Members:** Crystal Bauer, Travis Davidson, Melissa Kuhl, Gordon Lui, Keri Simon, Jayne Spooner, and Nevaeh Weeg (Student Rep).

Park & Recreation Advisory Board advises the City Council and staff on parkland development and recreation programs. **Members:** Lola Brand, Mark Fuchs, Sally Kramer, Chad Kreager, Mike Ross, Troy Temple, Sara Caron (Council Rep), and Henry Schonebaum (Student Rep).

Peter Smith Advisory Board advises on expenditures from the Peter Smith trust fund for youth recreation programs. **Members:** Duffy Elleby, George Cuniff and Kyle Murphy.

Planning Commission makes recommendations to the City Council on land-use related issues, variances, Conditional Use Permits, subdivisions and zoning changes. **Members:** Chuck Ackman, David Albers, David Campbell, Barton Jackson, Sam Temple and Steve White.

Tommy Allen Youth Endowment Fund advises City Council and staff on the Fund, administers program, determines guidelines to subsidize youth rec programs, and develop fundraising efforts. **Members:** Sharon Dell, Cindy Griesert and Mike Jarvis.

Tourism Commission advises the City Council and staff on the appropriation of funds collected for the purpose of marketing and promoting the city as a tourist and convention center. **Members:** David Connelly, Lesley Dudley, Susan Garwood, Miki Orr, Ashley Reller, Heidi Nelson (Agency Rep) and Janna Viscomi (Council Rep).

Tree Board advises the Park/Rec Board on issues related to trees. **Members:** Ed Bastyr, Wendy Eckert, Susan Erickson, Sally Kramer (Park/Rec Board Rep), Pat Rice, Pauline Schreiber, Amanda Theis and Mark Zentner.

2022 Boards and Commissions (continued)

Charitable Gambling Board is made up of representatives of the holders of gambling licenses. The Board makes recommendations to the City Council on how the City's gambling tax should be spent.

City Council – Sara Caron	American Legion – James Douda
Bethlehem Academy – Troy Marquardt	Divine Mercy School – Daniel Moyer
Eagles – Jon Sirek/Clayton LaCroix	Elks – Mike Donkers
Faribault Wrestling Club – Jason Tobin	Faribault Hockey Association – Rick Caron
Defeat of Jesse James Days – Sheila Radtke	Knights of Columbus – Peter Dodge
Moose – Horace Vigasaa	Rotary Youth Services – Brenda DeMars/Chad Koepke
Morristown Fire Relief - Terry Meschke/Johnathan Chmelik	

Faribault Charter Commission

The Faribault Charter Commission met on October 20, 2022. Minutes from the October 14, 2021 Charter Commission meeting were approved. Kymn Anderson, Dan Behrens, Kay DuChene, John Jasinski and Pat Rice all had terms that expired at the end of 2022. The Commission held general discussion, but did not recommend any changes.

2022 City Council Activities – Highlights

In 2022, the City Council deliberated and acted upon hundreds of items and issues. Amongst the many items the City Council considered, the following are noted from each month:

January

- Approved a Zoning Text Amendment to Create a Public/Institutional Zoning District
- Authorized Submittal of MnDEED Redevelopment Grant Application and Approved Finding of Parcel Occupied by Structurally Substandard Buildings for the Former Farmer Seed Property
- Accepted Bid for Roof Replacement on Community Center and Buckham Memorial Library

February

- Accepted American Rescue Plan Act Grant for Municipal Airport
- Approved Hiring of new Police Chief
- Adopted the Preparedness Plan to Utilize Coronavirus State and Local Fiscal Recovery Funds Established Under the American Rescue Plan Act of 2021
- Approved an Amendment to Resolution 2008-131 Granting Variances for the Re-Creation of an Historic Marquee at the Paradise Center and Now Allowing Installation of an Electronic Message Board

March

- Approved Preliminary Development Agreements with Hamilton Real Estate Group, Aleph Holdings, and Redline Development
- Approved IUOE Local 70 2022-24 Collective Bargaining Agreement and Memorandum of Understanding
- Established Precinct Boundaries and Polling Places

April

- Approved Memorandum of Understanding Regarding Rice County Public Safety Center
- Amended the City Code of Ordinances Regarding Restricting Utility Service Outside City Limits
- Approved Applications Related to Development of a New Kwik Trip Store at 1955 2nd Avenue NW
- Annexed Certain Lands from Cannon City Township and Zoned Such Lands I-1 (Light Industrial)

2022 City Council Activities – Highlights (continued)

May

- Approved a Public Art Application for a Mural at 311 Heritage Place
- Approved Zoning Provisions for the Wild and Scenic River Overlay District
- Approved a Conditional Use Permit to Develop a Jail within the Proposed Rice County Public Safety Center East of State Highway 3 and 30th Street Northwest
- Approve Reorganization, Job Classifications, and Job Descriptions for the Community and Economic Development Department
- Amended the Development Standards Outlined in Section 3 of Ordinance 2007-19 Rezoning of Real Property to Create a Planned Unit Development Mixed-Use for Divine Mercy Catholic Church

June

- Authorized the Execution of an Agreement between the City of Faribault and the Center for Energy and the Environment Related to Home Energy Squad Visits
- Approved Settlement Agreement and Release of All Claims for Case No. 18-CV-01643 (JRT/HB) Jones, et al. v. City of Faribault
- Removed the Heritage Preservation Overlay Zoning District from the Former Johnston Hall Site at 633 First Street Southeast
- Appointed Primary and General Election Judges
- Accepted Bids for 55 Willow Street, 127 Willow Street and 217 Mill Street Building Demolitions

July

- Authorized Execution of a Memorandum of Understanding with Bird Rides, Inc. Related to the Deployment of Stand-Up Scooters in the City
- Accepted Bids for 2022 Prairie Ridge Park Improvements
- Authorized Issuance of Request for Qualifications for Professional Design Services for North Viaduct Area Park Improvements
- Approved Jurisdictional Transfer Agreement with Minnesota Department of Transportation for TH 298 & TH 299
- Approved Applications related to the Redevelopment of Property South of the Viaduct and East of Willow Street
- Approved Applications Related to the Development of Malecha Auto Body Shop at 2005 Second Avenue Northwest

August

- Established Tax Increment Financing District No. 17: Riverchase Apartments
- Approved Applications related to the Redevelopment of the Former Farmer Seed and Nursery Site at 818 4th Street NW to accommodate an Indoor Storage Facility and Apartment Building
- Authorized the Execution of an Agreement with Carbon Solutions Group to Own, Construct, and Operate Electric Vehicle Charging Stations on City Property
- Approved a Public Art/Mural Permit to Relocate the Tilt-a-Whirl Mural to the Paradise Center for the Arts at 321 Central Avenue
- Established Tax Increment Financing District No. 16: Farmer Seed Building
- Established Tax Increment Financing District No. 18: Willow Street Apartments

September

- Approved Property Tax Abatement and Contract for Private Development with Tru Vue, Inc.
- Adopted the 2023 Preliminary Property Tax Levies and Established the Budget Meeting Date

2022 City Council Activities – Highlights (continued)

- Amended the City Code of Ordinances regarding the Salaries of the Mayor and Council Members
- Approved Installation of Bump-Out Project at 7th Street Northwest & Lincoln Avenue Northwest
- Approved an Agreement to Allow the City of Faribault to Issue a Temporary Certificate of Occupancy for Property at 230 Central Avenue

October

- Authorized Disposal By Sale of Real Property Owned by City Identified as Lot 1, Block 1, RIVERCHASE ADDITION
- Authorized Disposal By Sale of Real Property Owned by City to be Platted as Lots 1 through 3, Block 1, FARIBAULT APARTMENTS
- Approved a Conditional Use Permit for a Residential Care Facility at 1910 Cardinal Lane
- Approved Quote to Replace Glycol in Boiler System at Buckham Center
- Approved Faribault City Policy and Procedure - Homeless Encampments

November

- Amended Chapter 2, Sec. 2-4 of the City Code of Ordinances regarding City Departments and Departmental Administrators - Second Reading
- Approved 2022 General Election Results and Abstract
- Provided Preliminary Approval to the Issuance of Revenue Bonds under Minnesota Statutes, Chapters 462C and 474A, as amended, for the Benefit of MDG Greenwood LLC
- Established Parking Restrictions on East View Drive from TH 3 to the Cannon River

December

- Authorized Issuance of a Request for Qualifications for a Community Center
- Approved the Release of a Request for Proposals for Onsite Solar at the Public Works Facility
- Approved 2023 Budget, Tax Levies, CIP, Fee Schedule, and Franchise Fees Distribution
- Approved Contingent Authorization to Release Funds from the Housing and Redevelopment Authority and the Economic Development Authority to Faribo Downtown Central LLC for Downtown Revitalization Program Improvements
- Approved a Revised Final Plat of Faribault Buckham Center Addition

Overview of City Departments

Administration provides the administrative direction for the City. The City Administrator serves as chief administrative officer for the City and reports to the Mayor and City Council. The City Administrator is also responsible for managing the overall operation of all city departments, ensuring that the charter, laws, ordinances, and resolutions of the City Council are enforced and implemented. The City Clerk's responsibilities include the management of official records, licenses, elections and documents of the City. Human Resources functions include recruitment and selection of employees, management of employee compensation agreements, state and federal mandates related to personnel issues, special training of employees, workers compensation, and maintenance of personnel files. Information Technologies provides for the implementation and management of IT infrastructure, manages ongoing daily "Helpdesk" operational support and maintenance of all IT systems, and coordinates IT equipment needs with departments for meetings, training and remote access.

Police Department is a full-service agency that protects human life and property by responding to emergency and nonemergency calls for service, enforces laws and ordinances, investigates crimes, apprehends criminals, provides proactive policing through education and crime prevention, and maintains order. In 2022, the department had a staff of 43 full-time employees and three part-time employees. Currently the police sworn staff comprises 35 of the 43 full-time positions. The department widely employs the use of citizen and neighborhood participation and partners with community organizations.

Fire & Code Services Department protects 126 square miles in the city and the three and one-half townships surrounding Faribault from the Fire Station located on the west side of downtown, adjacent to City Hall. The Department provides fire suppression, heavy and tactical rescue, and medical first response, along with fire prevention, public education, fire inspection and pre-plan programs for our fire protection area. The Department employs nine (9) full-time and up to 26 paid on-call firefighters, a Fire Chief and a part-time administrative assistant. The Building Codes Division (moved to this department in November) is responsible for inspections and functions related to building and electrical permit processing, rental housing registration program and property maintenance code enforcement.

Public Works Department provides for the operation and maintenance of the City's infrastructure systems and consists of multiple divisions which include Streets, Utilities, Water Reclamation Facility and Airport. Twenty-nine (29) full-time employees provide the department's service delivery, along with a number of seasonal staff. Faribault provides and operates the water and sanitary sewer utilities in the city. Operations of the Airport are managed by contracted services.

Community and Economic Development Department is comprised of four (4) separate divisions that are involved with every aspect of development within the city of Faribault. The department conducts City, HRA and EDA programming in the areas of housing, economic development, historic preservation, planning, zoning, building permits and inspections, as well as primary administrative and technical support to many of the City's boards and commissions. The Planning and Zoning Division administers the City's land use planning program, including long range and current planning, annexations, subdivisions and development of land, environmental review, zoning and the Unified Development Ordinance.

City Departments – An Overview (continued)

Parks & Recreation Department manages City facilities, including the Community Center, Faribault Family Aquatic Center, the White Sands Dog Park, and shares in the operation of the Faribault Soccer Complex. Amenities include gymnasiums, complete fitness center, sauna, and racquetball courts. Swim lessons and water aerobics are offered at the indoor pool. Facility rentals of the outdoor aquatic center, indoor pool, and park shelters are available. The department offers assistance to community events, including Faribault Heritage Days, the Pet Parade and the Blue Collar Barbecue & Arts Festival. Parks & Recreation offers enrichment classes and programs for youth and adults. The department publishes the Buckham Bulletin, a quarterly city newspaper. The Faribault Parks & Recreation and Community Center are located within the Buckham Center complex, which also houses the Buckham Memorial Library and Buckham West (Faribault Senior Center).

Library provides library services and materials including books, periodicals, A/V materials and online data/research resources. Basic activities include acquisition of materials, organization and circulation of materials, assistance in the use of materials, interlibrary loan services, reference and reader's advisory services, maintenance of library resources, children's and adult programming, public access to the Internet and promotion of the library to the public. Development and implementation of various communications strategies and programs are also managed under this department.

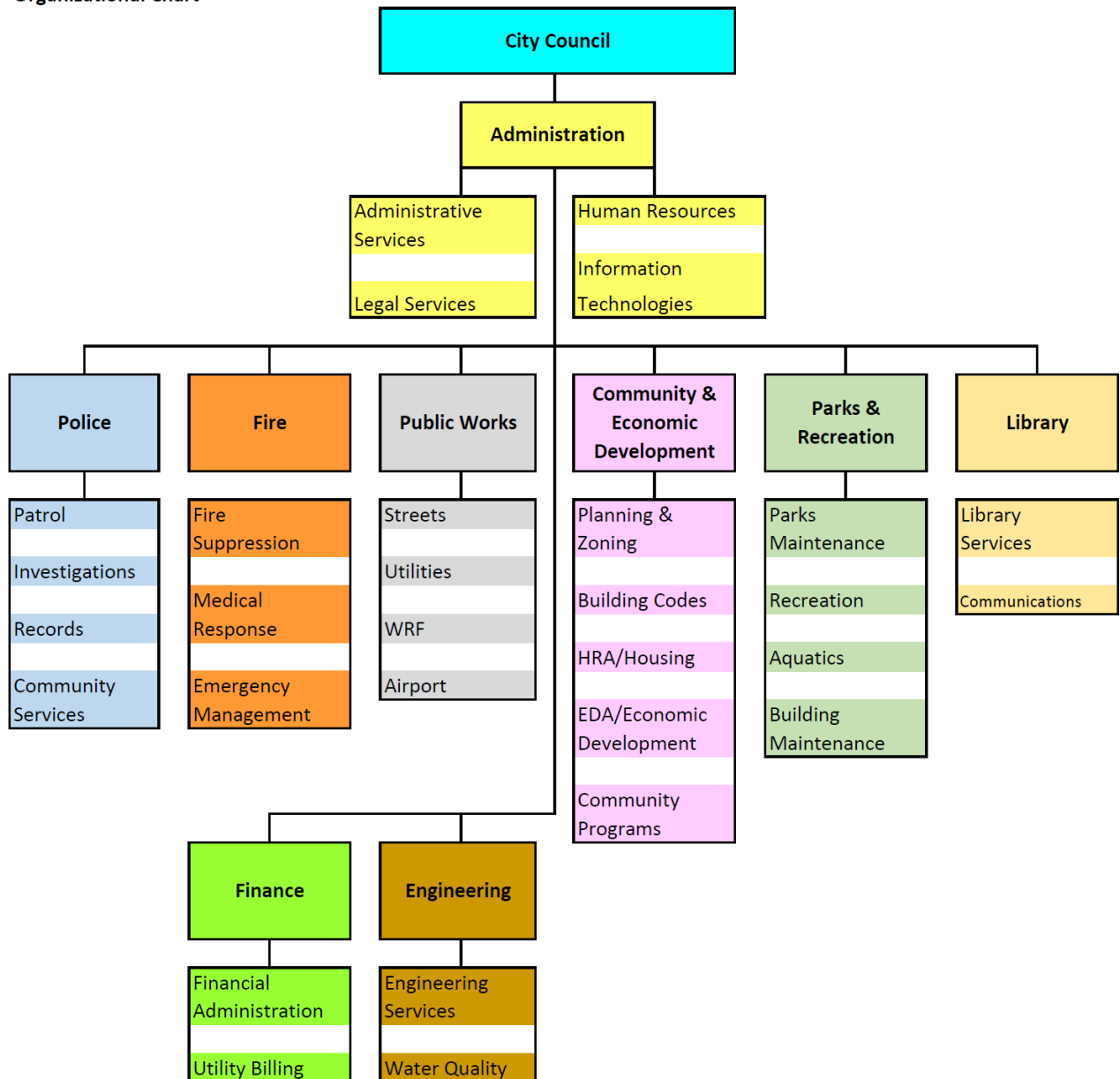
Finance provides financial support to the entire City government organization, Faribault Economic Development Authority and Faribault Housing and Redevelopment Authority. Finance also manages the areas of investments, insurance and risk management.

Engineering provides professional and technical expertise for the planning, design, construction, administration and maintenance of the infrastructure systems of the City.

ORGANIZATIONAL CHART

General Government

Organizational Chart



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ADMINISTRATIVE SERVICES

Administration

CITY ADMINISTRATION

City Administration staff provides the administrative direction for the City and its departments as provided by the City Charter, the Code of Ordinances and direction from the City Council. The City Administrator serves as chief administrative officer for the City and reports to the Mayor and City Council. The City Administrator is responsible for managing the overall operation of all departments, ensuring that the charter, laws, ordinances, and resolutions of the City Council are implemented and enforced.

City Administration staff are responsible for planning and directing the administration of City functions as delegated by the City Council and providing administrative direction and supervision of City affairs as provided by the City Charter. The City Administrator is responsible for effectively recommending policies, employee staffing, budgeting and expenditures, and public relations.

PRIMARY SERVICES

Under the direction of the City Administrator, the primary administrative services provided are:

- Coordinate activities of the City Council including preparation of City Council and Council Work Session/Committee agenda packets and meeting minutes. Provide analysis and recommendations on legislative matters, preparation of reports, and coordination of public relations and communications. Coordinate the posting and publication of official notices and ordinances as required.
- Coordinate the recruitment and appointment of members to advisory boards and commissions. Work with City commissions, report on City affairs and present recommendations concerning policies, objectives and specific actions.
- Develop and issue administrative rules, regulations, policies and procedures necessary to ensure the proper functioning of all City departments. Maintain and update the City Charter and City Code of Ordinances Book.
- Respond to inquiries from the public officials, other agencies, city staff, businesses and residents.
- Supervise budget development, establishment of economic goals, capital planning, financial systems and controls.
- Manage and administer personnel policies and programs, including compensation practices, labor/employee relations, contract negotiations and staff recruitment. Perform overall employee management, including evaluations systems and compensation adjustments per City Council approved budget guidelines.
- Manage and perform legal activities such as monitoring and drafting legislation and coordinating with the City Attorney(s).
- Supervise local elections and administer proposals, agreements and contracts. Coordinate the election process, selection of election judges and polling sites.
- Maintain the Records Retention Program—designate a Responsible Authority for the records management program. Train other City staff on proper document retention practices.
- Administer City licensing procedures, process license applications and issuing of licenses. Maintain statistics and history of license compliance checks.

STAFFING

- City Administrator Tim Murray
- City Clerk Heather Slechta

HIGHLIGHTS and ACTIVITIES

- Prepared City Council and Council Committee meeting agenda packets, Council meeting minutes and Committee meeting follow-up notes. Compiled the monthly City Council department updates.
- Provided direction and oversight for the 2023 Budget and 2023-2027 Capital Improvement Plan preparation. Provided direction to Department Heads and recommendations to Council on property tax levies, capital project funding, position requests and other budget-related items.
- Celebrated the 150th anniversary of incorporation of the City of Faribault (April 4, 1872). There were expanded activities as part of Heritage Days, and we hosted guests from our sister city of Wurzburg, Germany.
- Schematic design for a new City park to be located on the north side of the TH 60/Viaduct Bridge, between First Avenue Northeast and the Union Pacific Railroad, was substantially completed. The primary components include a multi-purpose building, skating loop, splash pad and various site amenities.
- Continued to see significant progress on several multifamily housing projects, including the completion of a 111-unit market rate building on the former public works garage property, initiation of construction on a new 77-unit market rate building on former City property immediately south of the TH 60/ Viaduct Bridge, and negotiation of an agreement and sale for a 3-phase project on former City-owned property at the corner of Willow Street and 17th Street Southwest.
- Held three elections in 2022. In addition to the standard primary election in August and general election in November, a special primary was conducted in May due to a vacancy in Congressional District 1 resulting from the death of Representative Hagedorn.
- Finalized the Settlement Agreement and Release of All Claims on the ACLU Lawsuit in June, and made required changes related to the settlement in July. The lawsuit was initiated in June of 2018.
- Alcohol compliance checks were conducted at establishments in November. Three establishments failed and each licensee was fined in accordance with the City Code of Ordinances
- Tobacco compliance checks were conducted at establishments in November. Nine establishments failed and each licensee as well as clerk was fined in accordance with the City Code of Ordinances.

WORKLOAD DATA

Boards and Commissions

The City of Faribault has 17 boards and commissions, providing valuable input and leadership on topics that include airport, economic development, charitable gambling, heritage preservation, parks/recreation, planning and zoning, and others.

Number of City Council Meeting Packets Compiled

The City Administrator's office coordinates the compiling of the agenda packets for the City Council and Council Work Sessions/Committees. All Council meeting packets are paperless. Staff uploads all meeting materials to CivicPlus, the City's website provider.

Year	City Council Regular Meetings	City Council Special Meetings	Council Work Sessions
2022	25	14	26
2021	24	11	35
2020	26	11	39

Number of Ordinances/Resolutions Approved

Year	Ordinances	Resolutions
2022	35	275
2021	16	282
2020	17	231

Charitable Gambling Board

The City Clerk serves as the staff liaison to the Charitable Gambling Board. The Gambling Board is made up of representatives of the holders of Gambling premises permits in the city. The Board funds the annual July 4th fireworks display at the Rice County Fairgrounds. The Board also makes recommendations to the City Council on requests for funding from various community groups and organizations.

Year	Regular Meetings	Funding Requests Considered	Number of Gambling Organizations	Number of Gambling Sites	Gambling Fund Receipts	Gambling Fund Expenses
2022	4	10	12	15	42,790.72	61,715.02
2021	4	6	12	19	51,436.96	32,814.55
2020	3	6	12	19	29,422.81	23,573.05

Licensing

The City Clerk manages and administers the licensing of various businesses in the City that require licensing. A breakdown of the number of types of licenses issued is as follows:

License Type	2022	2021	2020
Liquor (On, Off, Club, Wine, Sunday, Theater, Low Volume)	33	33	35
Malt Liquor (On, Off, Theater)	7	6	6
Temporary Liquor / Temporary Malt Liquor	14	13	3
Tobacco	23	24	25
Sale of Fireworks	3	4	5
Garbage Haulers	8	7	7
Recreational Vehicle	1	2	3
Salvage Dealers	2	2	2
Taxi/Vehicle for Hire	1	1	1
Massage Therapist	24	22	18
Solicitor/Peddler/Transient	18	28	25
Currency Exchange	1	1	1
Gambling Exemptions/Excluded Bingo/ Off-Site Gambling	18	13	14
Pawnbrokers	1	1	1
Firework Display	3	2	0

Election Statistics

The City Clerk coordinates the local, state and federal elections on even-numbered years as well as any special elections (there were no elections in 2021).

Year		Total Registered Voters	New Registrations	Total Voters
2022	Special Primary	11,439	21	835
	Primary	11,533	82	2,619
	General	11,498	480	7,363
2021	Primary	N/A	N/A	N/A
	General	N/A	N/A	N/A
2020	Presidential Primary	10,858	127	1,999
	Primary	11,064	34	1,827
	General	11,605	1,169	10,277

HUMAN RESOURCES DIVISION

Administration

PRIMARY SERVICES

Under the direction of the City Administrator, the primary services provided by this division are:

- Recruitment/Selection
- Compensation
- Benefit Administration
- Labor Relations
- Workers Compensation
- Employee Wellness
- Employment Policies and Laws
- Performance Evaluations

STAFFING

- Human Resources Manager Kevin Bushard
- Payroll Benefits Specialist Donna Braun

HIGHLIGHTS and ACTIVITIES

- Developed recruitment/retention strategies and policies to hire and compete with other employers.
- The Southeast Service Coop and the Wellness Committee provided various ways for employees to lower their healthcare costs and provide awards for employees completing wellness initiatives.
- An early retirement program was offered to employees aged 60 and older with four individuals that elected to partake in the program.
- A review of the payroll system took place and the necessities of a new system have been completed. This will be added to an ERP with the Finance System upgrade for 2023.
- Dental insurance premiums were included as a benefit contribution from the City. The City now pays 80% for employee-only, 60% for employee +1, and 40% for family coverage.
- Several new job descriptions were created, job reclassifications completed and department reorganization/restructures occurred.

Recruiting and Hiring

The following key positions filled or added in 2022 include the following:

Name	Title
James Perry	Police Officer
LeAnna Anderson-Spieker	IT Technician
Daniel Ferguson	Paid On-Call Firefighter
Clayton Voegelé	Paid On-Call Firefighter
James Wunderlich	Paid On-Call Firefighter
Nicholas Donahue	Paid On-Call Firefighter
John Sherwin	Police Chief
David Johnson	GIS Coordinator
Adam Wosmek	Mechanic
Allen Twaites	Maintenance Engineer
Micaela Vaale	CSO Officer II
Madilyn Trupe	CSO Officer II
Tonya Goettl	Library Receptionist
Election Judges	68 Hired
Temporary Seasonal	179 Hired

Termination of Employment

The chart below accounts for permanent full-time and permanent part-time employees that have left employment or positions filled with new employees with the City.

	2022	2021	2020	2019	2018
Positions Filled – New Employees	26	14	11	21	24
Layoffs	0	0	21	0	0
Resignations	29	13	7	15	21
Retirements	10	5	1	n/a	n/a

Events

The City employee events in 2022 included following:

- Walk for Wellness Program which was kicked off at North Alexander Park on May 4, 2022 and ended on Aug. 31, 2021 at North Alexander Park.
- The City held wellness box lunches at the park on June 22, 2022 and July 20, 2022.
- Employee Appreciation Lunch was held on Sept. 3, 2022.
- Annual flu immunization clinic was held on Oct. 6, 2022.
- Open enrollment and employee insurance meetings were held throughout various locations in the City on Oct. 26, 2022.

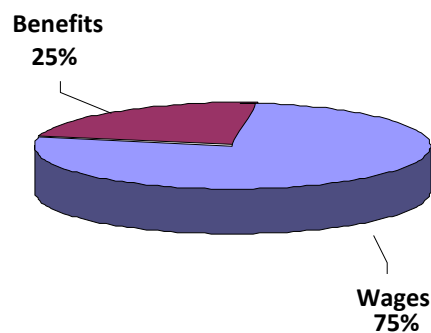
WORKLOAD DATA

Employees

	2022	2021	2020	2019	2018
Permanent Full-time	125	130	131	129	128
Permanent Part-time	40	49	39	38	38
Temp Seasonal Employees	247	143	161	225	219
TOTAL	412	322	331	392	385

Cost of Employee Services

The total cost of personnel services for the City of Faribault was \$16,489,176 for 2022. Of that, \$12,398,063 is for wages and \$4,091,113 is for benefits.



Health Insurance Costs

In 2022, the City offered two high-deductible health plans (\$1,400 deductible and a \$2,800 deductible) with three tiers: single, single plus one and family. For 2022, the City contribution has three tiers based on percentages of the whole amount for each plan. The City contributes on a matching basis (up to \$660) into a Health Savings Account (H.S.A.) should the employees elect to participate. Please see the chart below:

Deductible	Single	Single+one	Family
\$1,400 Plan	82%	77%	72%
\$2,800 Plan	92%	87%	82%
H.S.A. Max Contribution	\$600	\$600	\$600
Dental Insurance	80%	60%	40%

The Chart below illustrates how many employees are covered under the different tiers

	2022	2021	2020	2019	2018
Single	54	57	57	63	55
Single + 1	21	23	28	25	28
Family	34	30	31	28	31

Workers Compensation and Safety

The City's workers compensation and safety program continues to focus on improving the safety for all of our employees. The City utilizes the League of Minnesota Cities Insurance Trust to manage claims for the City. The City continues to be in compliance OSHA regulations and is working towards a safer environment for all employees.

All safety training is done in-house by the Fire Chief and Human Resources Manager. This is done through videos and on-site training. The training schedule consists of a different training each month. Tests are given after each training to ensure knowledge is gained.

INFORMATION TECHNOLOGIES (IT) DIVISION

Administration

PRIMARY SERVICES

The primary services provided by this division are:

- Research, evaluation, planning, implementation and management of IT infrastructure
- Ongoing daily “Helpdesk” operational support and maintenance of all IT systems
- Coordinate IT equipment needs with departments for meetings, training and remote access
- Coordinate technology training efforts

STAFFING

- Ben Mueller, IT Coordinator
- LeAnna Anderson-Speiker, IT Technician

HIGHLIGHTS and ACTIVITIES

- Replaced faulty/outdated UPS battery backups at the Fire Department, Police Station, City Hall and Library.
- Completed the Water Reclamation Facility Fiber Internet/Hosted phones project.
- Consolidated several different bulk Adobe accounts to one.
- Trimmed excess services through Verizon and saved the City a total of \$1,200/year.
- Completed Wireless Internet project at Bell Field.
- Audited Door Access system and removed nearly 100 inactive users.
- Cancelled eight phone lines through Verizon that were no longer needed, saving the City \$3,840/year.
- Cancelled old internet/phone services through Consolidated that were no longer needed, saving the City \$9,500/year.
- City Hall server reconfiguration project.

WORKLOAD DATA

Infrastructure	2022
Workstation Deployment	20%
Workstation Support	60%
Networking	5%
Servers	15%

Helpdesk	2022	2021
Helpdesk Tickets	1,292	1,030

POLICE ADMINISTRATION

Police Department

Police administration provides vision and overall leadership of the department. The command staff consists of the chief, two division captains, a newly added administrative sergeant and a department administrative assistant. Together they coordinate the daily operations of the Patrol, Investigations, Community Services, and Records Divisions. Administration networks with various community entities, markets the agency, creates shared partnerships, manages daily operations, and responds to all public safety related issues or concerns.

Staffing

- See Organizational Chart on page 22



2022 Accomplishments

- **USE OF FORCE TRACKING.** Recognizing the need for transparency with law enforcement use of force (UOF), Chief Sherwin implemented a new procedure designed to monitor our departments UOF incidents. The department began tracking incidents in June and recorded **only 18** incidents where force was used out of **15,600 calls for service**. A UOF is defined as any physical action beyond routine escorting/handcuffing, and includes a “show of force,” consisting of the display/pointing of a weapon at an individual. Of the 18 incidents, nine consisted of a “show of force” and nine involved physical actions by officers. One officer and two suspects received minor injuries during UOF incidents.



- **BRAVERY IN ACTION.** On Thursday, April 14th, Officer Spencer Angle responded to a suspicious vehicle complaint on 9th Ave SW. Officer Angle engaged in a foot pursuit with one suspect who was armed with a handgun. Despite the danger, Officer Angle continued his pursuit and apprehended the armed suspect without incident. Chief Sherwin recognized Officer Angle by awarding him the Distinguished Service Medal of Honor.



- **NEW TECHNOLOGY.** In mid-April, the department purchased new software to more efficiently document the progress of newly hired officers during field training. This purchase eliminates cumbersome paperwork and will save considerable time, improve documentation, and allow for more “learning and performing” each shift. In 2022, five new officers went through the field training process.



- **CRISIS SOCIAL WORKER PROGRAM.** On June 20th, Rice County Community Based Coordinator Ruth Lang began to office out of the police department. Ruth is part of a team of social workers embedded within law enforcement agencies in Rice County who will assist in our response to person-in-crisis calls, overdoses, non-crisis mental health response, chemical dependency issues and general quality of life concerns. We welcome Ruth as a valuable member of our team!



- **SPECIAL OLYMPICS.** Seven officers showed their support for the MN Special Olympics by making a financial donation and participating in the Law Enforcement Torch Run. Faribault officers ran or biked a 5-mile leg from Zumbrota to Pine Island as the torch traveled from Hastings to Rochester.
- **NIGHT TO UNITE.** Night to Unite took place on August 2nd with over 20 officers, CSOs, and Explorers participating in 15 organized events across the city. Despite the hot weather, abundant amounts of food and fun were had by all in attendance, including Police K9 Thor.
- **HOMELESS TASK FORCE.** As a result of the Department and City's efforts on addressing local homeless encampments, a call to action has occurred locally between government and community nonprofits. The group, including Faribault PD representatives, have been meeting bi-weekly to address service needs and identify strategies to assist individuals experiencing homelessness. Members of the group include Rice County Social Services, Adult Protection, Faribault Library, CAC, HCI, Three Rivers Community Action and members of the Faribault faith community.
- **POLICE ASSISTED RECOVERY PROGRAM (PARD).** Chief Sherwin continued to collaborate in November with Rice County government and law enforcement leaders in the development of a county-wide police-assisted recovery and deflection program to address substance abuse. This program, funded through a Rice County federal grant, will begin in February 2023 with comprehensive training for all Faribault officers.



Department Statistics

Department-wide Employees & Vehicles	2020 Actual	2021 Actual	2022 Actual Year-End
Total FT (37) and PT (3) Employees	46	46	40
Sworn Officers	35	35	32
Police Explorers (Volunteers)	18	18	18
Records and CSO Staff (2 part-time in 2022)	10.5	10.5	7

Admin Staffing Levels

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual Year-End
Chief of Police	1	1	1
Captain	3	3	2
Administrative Assistant	1	1	1
Total	5	5	5

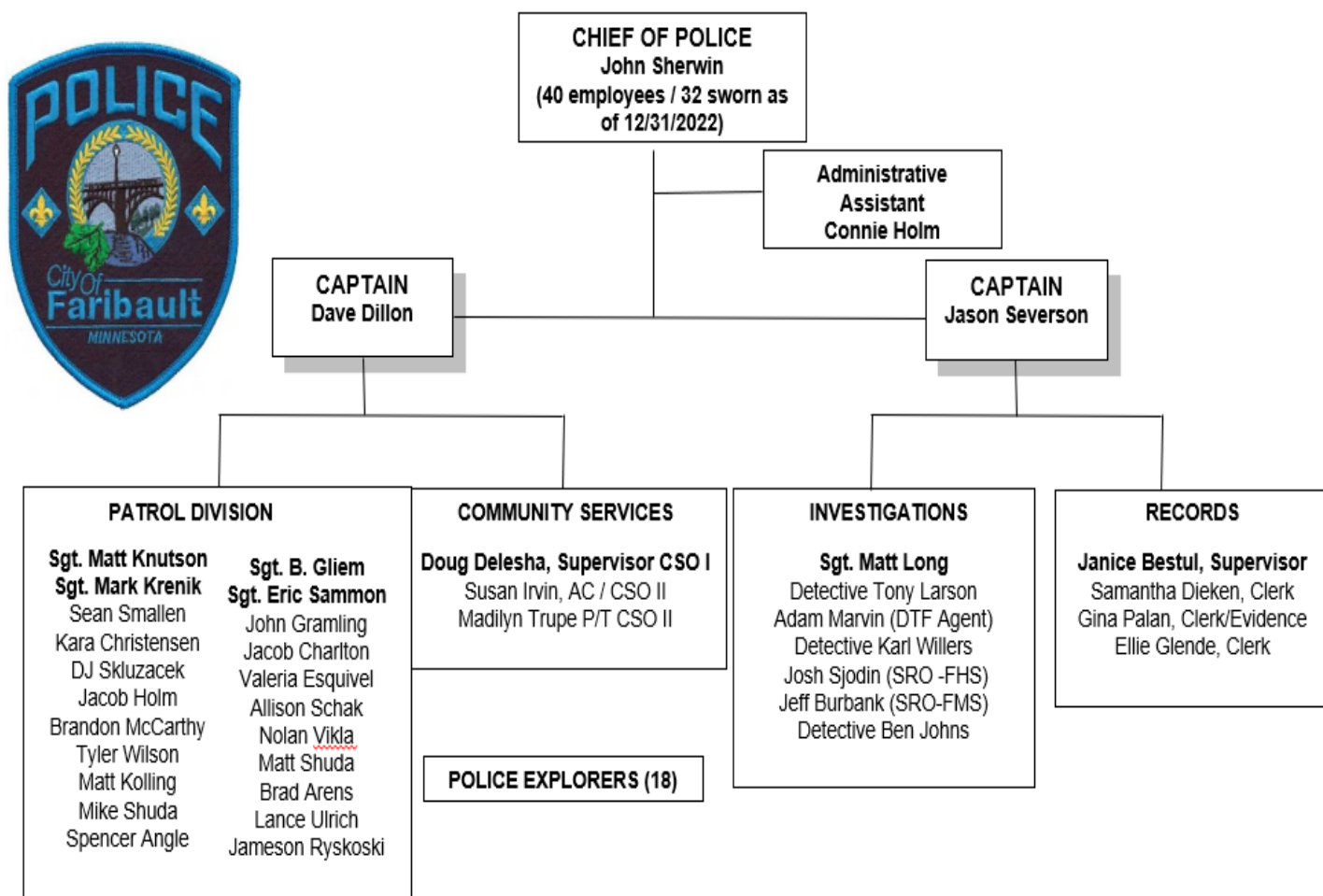


150th Anniversary Badges

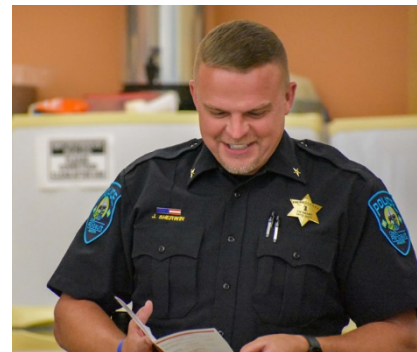
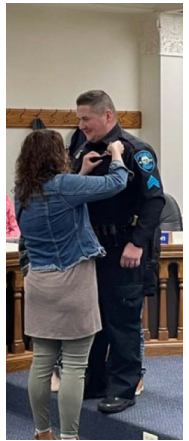


Initials of Fallen Officers

Organization Chart Ending 2022



Community Engagement



POLICE PATROL OPERATIONS

Police Department

The Operations Division, led by Captain Dave Dillon, consists of twenty Patrol Officers and four Patrol Sergeants.

Patrol Division

When a call for service is received, the Patrol Division is the first to respond. In 2022, the Faribault Police Department responded to 24,754 calls for service. Each call for service requires a minimum of one officer to respond. Depending on the severity of the call such as in-progress crimes, domestic disputes, assaults, and other calls of a violent nature, multiple officers are needed to respond for the safety of the citizens and officers. The dedicated men and women of the Patrol Division work hard to serve the citizens of Faribault and its visitors with the utmost respect and dignity.



SERGEANT ERIC SAMMON ASSISTING A YOUNGSTER

The Patrol Division is involved in programs including Toward Zero Deaths (TZD) and Zero tolerance for Alcohol Providers (ZAP). These programs involve officers educating the public to modify unsafe driving behaviors, enforce laws related to driving under the influence of alcohol or drugs, and deter underage consumption.

Officers provide proactive patrol, which includes conducting business checks and bike and foot patrol in the downtown area. Currently, the department has seven officers who have received specialized training in police bicycle operations. The bike patrol unit is utilized when weather conditions and staffing allow. Officers on bikes offer an excellent community policing tool by providing more opportunities for contact with the public. The use of bicycles allows officers to access areas more efficiently than a squad car. Bike Officers also patrol larger community events such as the annual Heritage Days Festival, Safety Camp and Pet Parade.

Additionally, Patrol Officers provide assistance and security at special events sponsored by the City or other community groups. These events include: Heritage Days Festival, Memorial Day parade, Fourth of July celebration and fireworks, Pet Parade, homecoming parades, high school sporting events and many of the numerous fundraiser walks/runs.

Department Statistics

	2020	2021	2022
Calls-For-Service	26,103	28,973	24,754
DWI's	57	120	143
Citations Issued	2,691	2,887	1,979

Field Training Officers (FTO)

New officers are put through an extensive 16-week, four-phase field training program. Officers are evaluated on a daily basis in 10 areas of core competency. The Police Department's Field Training Officer (FTO) Program is regularly updated to keep up with the ever-changing needs of the department. Upon completion of the four-phase field training program, new officers are approved to patrol the city streets on their own.



Officers Adam Marvin, Sean Smallen, DJ Skluzacek, Brad Arens, Tyler Wilson and Ben Johns are certified as Field Training Officers for the Faribault Police Department. They are supervised by Sergeant Eric Sammon (FTO Coordinator). In 2023, Officers Spencer Angle and Jacob Holm will be trained as Field Training Officers to add to our FTO Officers. New recruit training has been continuous since December 2020.

We've also recently gone to a digital COPFTO program which is basically the same program only computer-based and now paperless. This has been a new process for all FTOs to learn and understand. The documentation is the same but now the training time is automatically calculated with this new program.



NEW OFFICER HOLT GOODWIN WITH
CHIEF SHERWIN

K-9 Division

In 2022 the Faribault Police Department continued to utilize a single K-9 unit that consisted of a yellow lab named Thor and his Handler, Officer Michael Shuda. Thor is considered a single purpose dog, meaning that he is trained in using his nose. He is used for narcotic detection and tracking.

2022 was a very busy year for Thor. He was deployed 47 times for various tasks that included narcotic sniffs, tracking missing people, as well as searching for evidence. A few results of these deployments were the recovery of 1 pound of methamphetamine and approximately 1.75 pounds of fentanyl. In total \$32,846 was seized in relation to drug activity. Thor also was involved in locating two firearms and was instrumental in locating a missing vulnerable adult.



When not serving the community finding drugs and locating missing people, Thor was in high-demand and a popular addition to many school and community events.

Toward Zero Deaths

Toward Zero Deaths (TZD) is a federally funded grant program that is administered by the Minnesota Department of Public Safety through the Office of Traffic Safety. The program was revamped in 2012 to include Safe & Sober, Operation Night-CAP, and HEAT. The primary focus is traffic safety by means of educating the public and increasing traffic enforcement. The grant allows agencies to schedule additional officers to work specific traffic enforcement details throughout the year. The cost of having officers participate in the program is reimbursed by the TZD grant. The department also works cooperatively with the TZD Safe Roads Coalition to help educate the public and work with other traffic safety stakeholders to make our community safer.



In November 2022, Officer Jacob Charlton was presented with an award from the TZD Safe Roads Coalition, along with a written commendation from Chief Sherwin for his dedication to traffic safety by removing 71 impaired drivers from Rice County roadways during the fiscal 2022 TZD year. Officer Charlton added six more DWI arrests for a total of 77 DWI arrests for 2022. This total is believed to be the most ever of any Faribault Officer. Officer Charlton was directly involved in more than 580 traffic stops, further demonstrating his dedication to traffic safety. Officer Charlton continues to attend department-sponsored training to help him improve his ‘in the field’ abilities with this area of Law Enforcement.

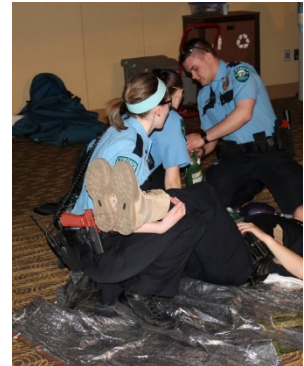


Police Explorer Post 6100

The explorer post was started in 2003 as a way to get youth from our community involved with our police department.

The Post has also proven resourceful as a training ground for recruiting new Officers for law enforcement agencies in our area. Several of our former Explorers are now serving as officers in area departments including our own.

The Post has 16 youth members ranging in age from 14-21 who serve in varying roles inside the Post. Explorers can often be found assisting the department at community events such as Heritage Days, Pet Parade, firework displays, River Bend Nature Center festivities, Night to Unite and several other area events. Explorers also compete in the state and national law enforcement Explorer’s conferences.



South Metro SWAT

The South Metro SWAT team (Special Weapons and Tactics) is a multi-agency team comprised of officers and deputies from agencies within Dakota and Rice counties including: Dakota Co. Sheriff’s Office, Rice Co. Sheriff’s Office, Faribault, Northfield, Apple Valley, Farmington, Hastings, Lakeville, Inver Grove Heights, Rosemount, West St. Paul, South St. Paul and Mendota Heights. The team is made up of both Tactical Operators, and Negotiators and called in to assist with high-risk operations including hostage rescue, search and arrest warrants, barricade subjects, dignitary protection and civil unrest. Faribault Officers Spencer Angle, Josh Sjodin, and Jacob Holm serve as Tactical Operators, while Officer Tyler Wilson is assigned as a Negotiator.



POLICE INVESTIGATIVE SERVICES

Police Department

The Investigative Services Division, led by Captain Jason Severson, is comprised of Investigations, the Cannon River Drug and Violent Offender Task Force and Evidence Divisions.

Investigations Division

The Investigations Division is responsible for conducting follow-up investigations on complex cases or cases requiring specialized training. Detectives also serve as a resource for officers within the department as well as other departments. The Division maintains an on-call detective to assist or respond at night and on weekends. School Liaison Officers are also under the direction of this Division.

Sergeant Matthew Long is the supervisor of the Investigations Division. Detectives Karl Willers, Ben Johns and Tony Larson worked on general investigations. The end of 2022 saw Detective Ben Johns transfer out of the division and Detective Matthew Shuda has assumed his position for 2023. Detective Josh Sjodin is the School Resource Officer at the high school and Detective Jeff Burbank is the School Resource Officer at the middle school.

2022 Accomplishments

- In July 2022 Officers were dispatched to a weapons complaint in downtown Faribault. The victims alleged that a male had pointed a gun at them after threatening them, fleeing into a downtown apartment. Officers responded and ended up verbally engaging the male. The uncooperative male ended up pointing a gun in the direction of Officers from the apartment window. Investigations was called to the scene to assist. Eventually a mutual aid request was made and South Metro Swat responded to assist. A command post was set up for a barricaded suspect situation. Working closely with South Metro Swat and other assisting agencies, the male was taken into custody after a lengthy standoff with minimal force used. Follow up warrants and searches completed by the Investigation unit lent further evidence to the described crimes.
- In August 2022 Investigators were called to assist in a weapons complaint at Teepee Tonka park that had resulted in a male victim with a gunshot wound at District One Hospital. The victim had reported that he was a victim of assault and that he had been shot at Teepee Tonka. Detectives began an extensive investigation into the matter, processing the scene at Teepee Tonka, interviewing the victim and witnesses, and tracking down and locating other involved and present parties. A Faribault PD K-9 was utilized to conduct a search of the scene recovering the weapon used. Upon conclusion of the investigation, it was learned that the gunshot victim was actually the aggressor and had accidentally fired a weapon at himself while perpetrating an assault on another party during an illegal substance transaction. Excellent follow up revealed the actual series of events that led to a gun being fired in one of our City Parks.
- In September 2022 Detectives began a search for a fugitive. A prolific criminal that the Detectives had dedicated countless hours to in previous investigations had been temporarily furloughed from custody prior to a Department of Corrections Commitment. Detectives learned shortly thereafter that the suspect had not returned and was presumably on the run. Detectives immediately began searching for the suspect to bring them back to justice. Using a plethora of investigative techniques and numerous search warrants, a possible location was located. Detectives eventually located the fugitive hiding, out of state, and returned him to custody. It was outstanding work to keep an active criminal off of our streets to safeguard our citizens.

- Catalytic converter thefts have continued to be an epidemic in our area through 2022. Detectives opened an expansive investigation into the converter thefts in an attempt to identify suspects, deter further theft, and try to stop the extensive property damage occurring to citizens when converters are cut off of vehicles. After a significant amount of time spent, including surveillance, search warrants, electronic evidence review and other investigative efforts, a known suspect was identified and Detectives began searching for the now identified party. Faribault Patrol Officers located the suspect. Further investigation by Detectives, including the execution of additional search warrants, resulted in many catalytic converters being recovered in both the suspect's vehicle, and from a business out of state that they were being sold to. The suspect was placed into custody. Investigation into the ongoing converter theft situation continues.
- The Faribault Investigations unit continued to innovate and expand their capabilities through 2022. Examples of innovation include: continued technical development of the agency's forensic electronic equipment, surveillance equipment, continued expansion and development of the Flight (UAS) Program, and reconnaissance equipment and improvement in many other technical areas. The Investigations Division of the Faribault Police Department continues to offer high level assistance to both the City and its cooperating partners in many areas, including cellular device forensics, UAS deployment, and investigative assistance coordinated with other government entities.

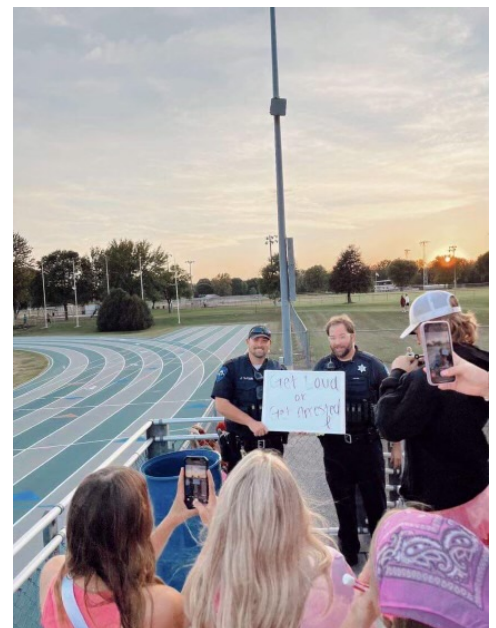
Department Statistics

	2020	2021	2022
Part I Crime Most Serious	524	433	526
Part II Crimes	778	640	593
School Liaison Cases	164	201	356
Drug Task Force Cases	241	180	154
Investigative Cases	325	234	304

School Liaison Program

The Investigations Division deploys two liaison officers in Faribault schools. Detective Sjodin and Detective Burbank continued building the excellent relationships established by their predecessors and truly serve as "community police officers." They bring a direct connection between the Police Department and the students, faculty and staff members of the Faribault School District. Issues present in schools reflect the community. In their role, officers address many of the same types of calls and needs that are present in the community at large.

While also serving in their role as School Resource Officers, these Detectives also provide training to faculty and members on topics such as ALICE (responding to school threats) and suicide awareness, mental health training and Autism awareness. In addition to the role in the schools, both Detectives are integral components of the Faribault Police Investigative division, serve "on-call" for investigative response, and handle cases to completion. School Resource Officers continue their duties serving the youth of Faribault handling 100s of incidents within the walls of the Faribault Public Schools.



Compliance Checks

State law requires that tobacco and alcohol license holders be checked for compliance annually. These checks are conducted by law enforcement personnel who supervise underage buyers while they attempt to purchase statutorily age restricted items. License holders who sell to underage buyers are subject to both criminal and civil penalties. In the fall of 2022, three local licensees failed the alcohol checks and nine failed the tobacco checks. These cases were forwarded for possible civil or criminal action. The City strives to keep everyone as safe as possible through the adherence of licensing compliance.

Cannon River Drug and Violent Offender Task Force

CRDVOTF consists of Detectives from Faribault Police Department, Northfield Police Department, Rice County Sheriff's Office and Le Sueur County Sheriff's Office. Other detectives work closely with the CRDVOTF agents providing additional resources and intelligence to further drug investigations. Because of the connection between drugs and property/person crimes, the working relationship with CRDVOTF agents helps detectives solve cases. The CRDVOTF also work with the Bureau of Criminal Apprehension, Drug Enforcement Agency, Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and neighboring task forces on cases connected to Rice and Le Sueur counties.

2022 CRDVOTF Accomplishments:

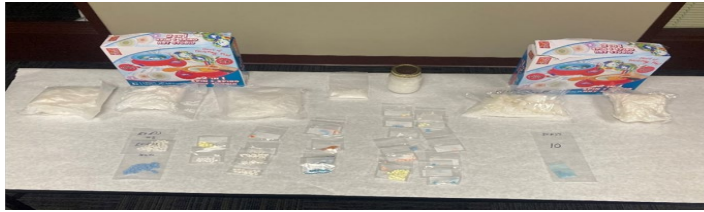
Agents received information that a male subject was involved in the sales and distribution of large amounts of methamphetamine in the Faribault/Owatonna area. The agents conducted a controlled buy of an ounce of methamphetamine from the male subject. During the investigation, it was learned the male subject's girlfriend picks up large amounts of methamphetamine from southern Minnesota and transports it back to our local community to sell.

Agents applied for a warrant allowing them to monitor the GPS locations of the subjects. On 05/05/2022 the female began to travel south and made stops in small towns near the City of Austin. Agents received information that the female subject was going to pick up pounds of methamphetamine sometime during the day. Agents collaborated with Southeast MN Violent Crimes Enforcement Team and set up surveillance in the City of Austin. Agents observed the female travel to a known drug house in the City of Austin, according to SEMNVCT.

A traffic stop was initiated and a K-9 handler was called to conduct a K-9 sniff of the vehicle. During the traffic stop, the female was found to be impaired. The K-9 also alerted on the vehicle and during the search deputies located approximately an ounce of methamphetamine in the front seat. The female subject and a male passenger were arrested.

The vehicle was sealed and towed to the law enforcement center and a warrant was obtained. During the search of the vehicle approximately five heat-sealed bags of methamphetamine were located in the back seat, each containing a pound of methamphetamine. There were also 118 various prescription pills that included oxycodone and Xanax and a gram of Fentanyl seized.

Upon conclusion of the warrant, agents obtained a Miranda Statement and identified the residence where the methamphetamine was sent to via US Postal. Agents obtained a warrant for the residence and located approximately another ½ pound of methamphetamine and ammunition in the residence where the supplier of the 5 pounds of methamphetamine was located and arrested.



In May 2022, Agents received information that a male subject was involved in possessing firearms and selling Fentanyl. Faribault Patrol located the vehicle and initiated a traffic stop. During the stop, the Faribault K-9 alerted on the vehicle—a search resulted in the seizure of approximately 3000 pills (767 grams) of Fentanyl and a handgun. The male subject and female passenger were both arrested for aggravated First Degree Sales charges.

Agents followed up with a search warrant at the male's residence and located additional small amounts of methamphetamine and a note from the female passenger indicating she was aware of the male selling Fentanyl. Interviews were conducted and both acknowledged the firearm in the vehicle and possession of the Fentanyl.



Agents received information from Citizen Tips indicating that a male subject in the City of Le Sueur was involved in the sales of cocaine at the local business establishments. Over the course of the investigation agents applied a GPS Tracker and monitored his activities. Agents utilized Ion swabs and K-9 sniffs to obtain search warrants for his residence located in the City of Le Sueur. Agents observed him leave his apartment and Le Sueur Patrol Officers initiated a traffic stop where he was found to be in possession of 42 grams of cocaine. A search of the residence was conducted after his arrest and agents seized an addition 102 grams of cocaine, over 2 pounds of raw marijuana and over 300 MDMA (Ecstasy) pills. Also located in the apartment and seized was a loaded 9MM Glock handgun that was reported stolen out of Tennessee and \$108,017 in US Currency was seized as it was from profits of drug sales. The male suspect was arrested and charged with first degree sales of a controlled substance and prohibited persons in possession of a firearm.



COMMUNITY SERVICES DIVISION

Police Department

This division provides for the protection of citizens and property from domestic animals, wildlife and vermin, in addition to the investigation of animal abuse and neglect complaints. The CSO division contracts with Muddy Paws for animal services. This CSO division also provides for the enforcement of nuisance violations including: under-maintained sidewalks, unsightly yards, junked vehicle and noxious weeds.

2022 Accomplishments

- Increased productivity, including the structure of the unit, assignment of personnel and scheduling to increase efficiency of staff to provide service to the community.
- Increased Community Service Officer visibility downtown for parking enforcement.
- Fostered an atmosphere where the public has the resources, opportunities and expectations of a reasonable participation in protecting themselves and their neighborhood from crime.
- Pictures of all impounded animals are now put on our Facebook page. This has been very useful in reuniting pet owners with their animal and reduces impound fees.
- The Division responded to over 7,000 calls, which include nuisance, animal and parking violations.
- An aggressive and proactive approach has long been adopted by the CSO Division leading to response to over 3,000 nuisance complaints, mailed violation notices and billing of over 25 negligent owners that required an outside mowing vendor to service their property.
- Each CSO has been assigned a Trailer Park to streamline nuisance complaints such as animal, unsightly accumulation, inoperable vehicles and lack of trailer home skirting.
- Initiated our first Child Safety Seat Class.



CSO SUPERVISOR DELESHA HANDING OUT STICKERS AT A LEMONADE STAND



CSO IRVIN DEMONSTRATING THE CORRECT WAY TO INSTALL A CHILD SEAT

CSO Division Statistics

	2020	2021	2022
Animal Complaints	767	684	668
Nuisance Complaints	5,723	5,596	3,094
Parking Tickets Issued	356	558	614
Animals Impounded	121	88	93
Animals Claimed	101	75	70
Animal Boarding Days	335	224	327
Other	2,696	2,748	2,403

Staffing Levels

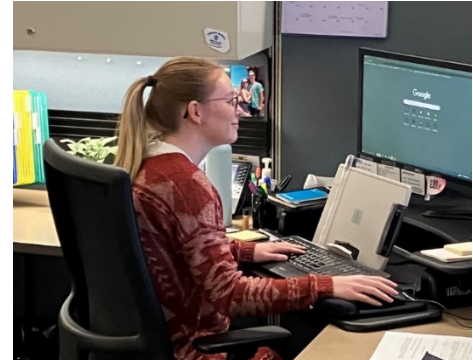
Positions (FTE)	2020	2021	2022
Community Service Supervisor	1	1	1
Community Service Officer (Full Time)	1	1	1
Community Service Officer (Part-Time)	1.25	1.25	2
Total	3.25	3.25	3



RECORDS DIVISION

Police Department

This Division provides for the maintenance of all records necessary for the operation of the Police Department and meets all state-mandated reporting guidelines. The Records Division processes reports to be reviewed and charged by attorney offices and prepares data using proper data practices for release to other agencies and the public. The Records staff works effectively with officers, detectives, CRDVOTF, police administration, attorneys, and the public, and provides clerical support and secure evidence handling for the Police Department.



RECORDS SPECIALIST ELLIE GLENDE DOING DATA ENTRY

Department Statistics

	2020	2021	2022
FPD Calls for Service	26,103	28,973	24,754
Reports processed	4,523	4,311	4,131
Drugs Disposed of (lbs.)	376*	1,085	1,164
Evidence Processed	3,695	2,972	2,692

*The Take It to the Box receptacle was removed in March 2020 to reduce the potential of virus spread, returned in 2021

Staffing Levels

Positions (FTE)	2020	2021	2022
Records Supervisor	1.0	1.0	1.0
Record Specialists	3.5	3.5	2.0
Evidence Tech	1.0	1.0	1.0
Total	5.5	5.5	4.0

2022 Accomplishments

- The unit underwent extensive staffing changes with one retirement, one resignation and the DTF Specialist position being re-assigned to the Rice County Sheriff's Office. New personnel underwent intensive training.
- With the retirement of the administrative Captain, several of these duties were redistributed and absorbed within this unit.
- Successfully completed four audits this year; the BCA Triennial Audit, the biennial Body Worn Camera Audit, the FBI NICS Audit and the VCET (Evidence Handling) Audit.



EVIDENCE TECH GINA PALAN
ENTERING EVIDENCE

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FIRE ADMINISTRATION

Fire & Code Services

PRIMARY SERVICES

Under the direction of the Fire Chief, Fire Administration provides overall leadership and support to the department including strategic planning, budget/financial management, grant administration, personnel and payroll, and community relations in order to ensure the efficient daily operations of the Fire Department.

STAFFING

- Fire Chief (1)
- Administrative Assistant (0.375)
- Fire Captains (3)
- Full Time Firefighters (6)
- Paid-On-Call/Part-Time Firefighters (25)



HIGHLIGHTS and ACTIVITIES

Staff

We conducted a recruitment of paid-on-call (POCFF) firefighters and were able to hire four more firefighters. The recruitment process was unique and highlights a troubling trend in attracting people into emergency services. We only had four people apply for the position of POCFF and, thankfully, all of them were qualified candidates and they passed all testing required to join the fire department.



Inspection Program

We are expected to ensure that fire codes are followed in both existing buildings and new buildings in our City. We do our best to conduct inspections but, at this point, the inspections are usually complaint-driven on existing buildings. We work closely with the Building Inspections Division to inspect and enforce fire codes in new buildings.

Fire suppression and alarm systems also fall under the purview of the Fire Department and its inspection program. The Fire Chief continued to perform plan review and in-field inspections on newly installed or upgraded fire suppression systems and alarm systems.

Training

Training is returning to a more normal look. We were able to get our newly hired POCFF into a Firefighter 1 and Firefighter 2 class with neighboring departments. We were also able to send firefighters to outside training as those classes are returning after the pandemic. Our in-house training has also returned to a pre-pandemic look, which is a great benefit to our department and those we serve.

The Chief was able to attend some of the usual conferences and trainings. Many classes were based on lessons learned from either the pandemic or weather issues that have occurred over the last year or two. These are very valuable to us as a department and a City.

Training Reimbursement

The department qualified for \$10,800 (\$300 per firefighter) in training reimbursement through the Minnesota Board of Firefighter Training and Education. The training reimbursement of \$300 per firefighter is based on the number of full-time and part-time firefighters on the Department roster at the time our application was submitted in 2022. The funds we receive are used to offset the cost of firefighter training occurring between July 1, 2022 and June 30, 2023.

Citywide Safety Program

The Fire Chief is responsible for ensuring that the City and its employees are compliant with the regulations enforced by the Occupational Safety and Health Administration (OSHA). We have established individual department safety committees that meet to discuss issues within that department. We also have a City Safety Committee that is led by the Fire Chief and made up of representatives from each City department. This committee typically meets quarterly to review accidents, near-miss reports and safety issues.

Training is a large part of the safety program. The City is a member of the Minnesota Safety Council, and the resources available from the Safety Council to its members is a major portion of our safety program. Training resources available for employees makes meeting OSHA requirements possible.



FIRE SUPPRESSION

Fire & Code Services

PRIMARY SERVICES

Under the direction of the Fire Chief, the primary services provided by the Fire Suppression Division are:

- Fire Operations - Fire Operations provides fire protection, emergency medical service delivery, technical rescue and hazardous material emergency responses. The Operations Division currently uses two front-line Fire Engines, one Rescue/Fire Engine with technical rescue capabilities (i.e. swift water, trench, confined space, high angle and ice rescue), one Ladder Truck, one Rural Fire Association Tender, two Rescue Support/Brush Trucks, two Technical Rescue Trailers, one Rehab/Command Trailer, one Rescue Boat and one All-Terrain Vehicle.
- Fire Prevention - Fire Prevention includes incident pre-planning, fire cause investigations, internal safety investigations, citizen safety awareness programs, public fire education, public information services, fire suppression and alarm system plan review and inspections, and coordinating fire department community relations events.
- Fire Training - Fire Training encompasses the coordination of fire suppression, rescue training and employee professional development of all field personnel.

HIGHLIGHTS and ACTIVITIES

Our training has returned to the pre-pandemic schedule. This has helped morale as we need to train and be together in a setting other than emergency situations. Training is a big part of our operation. We train on a vast number of topics as we could be called to so many different situations. Because of the vast number of topics and the limited resources that exist, we limit some topics to be trained on to every other year. Two such topics are ice rescue and search and rescue. This year we did ice rescue training but we also added training on mental health awareness along with our standard annual fire and rescue training.

Faribault firefighters are trained to an Emergency Medical Technician (EMT) or Emergency Medical Responder (EMR) level. The EMT license requires 40 hours of continuing education to maintain. Restrictions to training due to the pandemic changed our usual renewal process. We will continue to utilize an online program to complete our EMT license renewal. We discovered that we actually benefited in many ways from the online program and will continue to use this program.

- 23 Firefighters are certified as Emergency Medical Technicians (EMT)
- 6 Firefighters are certified as Emergency Medical First Responders (EMR)
- All 33 Firefighters are certified in CPR



Firefighters are continually trained in the following:

- | | |
|---|----------------------------|
| ▪ SCBA, search and rescue training | ▪ LP emergencies |
| ▪ Trench rescue and confined space training | ▪ Wild land firefighting |
| ▪ Ropes training | ▪ Firefighter safety |
| ▪ ATV training | ▪ Ice Rescue |
| ▪ Drivers training | ▪ Emergency Management/ICS |

CALLS FOR SERVICE OVERVIEW

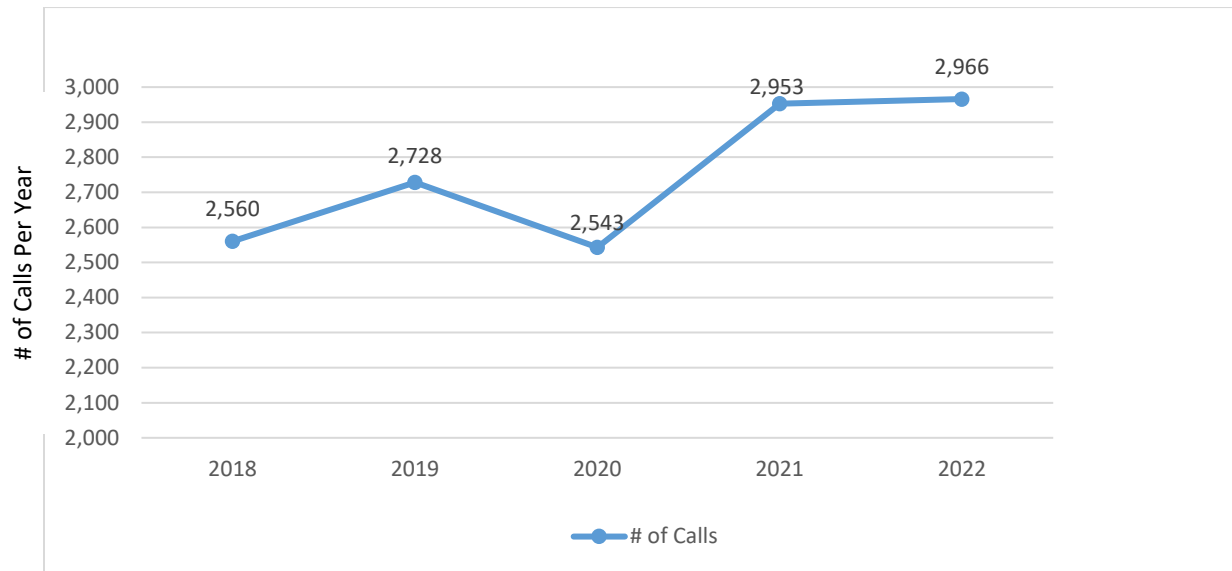
In 2022, the Department responded to 2,966 calls for emergency and non-emergency service. Below is the breakdown of the types of calls received in 2022. This total includes both city and rural calls:

Type of Call	# of Calls	Percentage of Total
Fire	299	10.08
Rescue	124	4.18
Medical	1882	63.45
Hazard	41	1.38
Public Assist	215	7.25
Carbon Monoxide	34	1.15
Gas Leak	44	1.48
Cancelled by Dispatch	327	11.03
TOTAL CALLS	2,966	100%

The Fire Department maintains statistics for many different types of emergency and non-emergency calls received annually. Below is a five-year comparison of the types of calls received:

Types of Calls	2018	2019	2020	2021	2022
Structure Fires	60	66	77	59	65
Alarms	134	132	119	163	177
Vehicle Fires	10	18	15	18	15
Grass/Brush Fires	17	13	21	27	15
All Other Fire Calls	23	16	21	33	27
Hazard	58	48	26	36	41
Carbon Monoxide	28	26	24	24	34
Gas Leak	31	26	41	40	44
Medical	1,644	1,747	1,672	1,904	1,882
Rescue	161	167	143	155	124
Public Assist	113	113	89	160	215
Cancelled by Dispatch	281	356	295	334	327
Mutual Aid	6	3	7	13	7
TOTAL CALLS	2,560	2,728	2,543	2,953	2,966

CALLS PER YEAR – 2018 to 2022



The data presented reflects an increase of 15.9% in total annual call volume between 2018 and 2022.

RURAL FIRE ASSOCIATION

The Faribault Fire Department provides services for fire, rescue and medical incidents that occur within the three and one-half townships that comprise the Faribault Rural Fire Association.

The Rural Association contracts for these services, with the amount of the contract being based upon the percent increase or decrease of both the Fire Administration budget and the Fire Suppression budget for that year. A five-year contract was signed in 2018 and is in effect from January 1, 2019 through December 31, 2023. The Fire Chief meets twice a year with the Board to discuss budget, accomplishments and goals.

Rural Association Board Members:

- Preston Bauer, Cannon City Township Representative
- Tom Donkers, Walcott Township Representative
- Ron Wegner, Warsaw Township Representative
- Jeff LaCanne, Wells Township Representative



City vs. Rural Calls for Service

The Department provides emergency response to the City of Faribault and the three and one-half townships immediately surrounding the City of Faribault. Of the total calls for service responded to in 2022, 92.5% were within the City of Faribault and 7.5% were in the rural area. The following charts illustrate the breakdown of calls for service in the city and rural area.

TOTAL Calls for Service by Year and Type – 2018 to 2022:

Type of Call	City Response	Rural Response
Fire	277	22
Rescue	98	26
Medical	1,778	104
Hazard	38	3
Public Assist	199	16
Carbon Monoxide	33	1
Gas Leak	34	10
Cancelled by Dispatch	286	41
TOTAL CALLS	2,743	223



CITY Calls for Service by Year and Type - 2018 to 2022:

Year	Fire	Medical	Rescue	All Others	Cancelled	Total
2018	214	1,529	119	208	229	2,299
2019	219	1,633	126	189	309	2,476
2020	220	1,565	98	162	237	2,282
2021	273	1,796	118	237	295	2,719
2022	277	1,778	98	304	286	2,743

RURAL Calls for Service by Year and Type - 2018 to 2022:

Year	Fire	Medical	Rescue	All Others	Cancelled	Total
2018	30	116	42	22	51	261
2019	26	114	41	24	47	252
2020	33	107	45	118	58	261
2021	27	108	37	23	39	234
2022	22	104	26	30	41	223

WORKLOAD DATA

Personnel

The Fire Suppression Division is authorized to have 35 employees; three captains, six full-time firefighters and 26 part-time firefighters. The part-time personnel are split into two different shifts: Red Shift and White Shift. Red Shift is assigned to the A-Shift Captain and White Shift is assigned to the C-Shift Captain. These shifts will rotate every other day as the first “on-call” shift to be paged if additional firefighters are needed. As with other fire departments, the availability of personnel to respond to calls during business hours can be a limiting factor.

Paging for Additional Staffing

With staffing levels at a maximum of three full-time firefighters, there are times when additional assistance is needed either at the scene or for station coverage. The Captain/Officer-in-Charge (OIC) determines if and when it is necessary to page for additional personnel.

The department maintains statistics regarding the number of times full-time and part-time firefighters are paged for assistance.

- **Shift Page:** pages all off-duty full-time and half of the part-time personnel.
- **All Call Page:** pages all off-duty full-time and all part-time personnel.
- **Call Back 1 and Call Back 2:** pages either one or two firefighters to provide station coverage in the event the on-duty shift is delayed at one call and unable to respond if an additional call comes in.



Comparison of All Calls, Shift Pages and Call Backs – 2018 to 2022:

Year	Total Calls	All Call	Shift Page	Call Back 1	Call Back 2	Total Pages
2018	2,560	14	24	6	31	75
2019	2,728	17	13	8	23	61
2020	2,543	12	3	7	20	42
2021	2,953	17	10	12	27	66
2022	2,966	13	7	10	19	49
Average	2,750	14.6	11.4	8.6	24	58.6

Overlapping Incidents

Overlapping incidents occur when we receive two or more calls for service at the same time. In 2022, there were 344 instances where calls for service overlapped. That is an average of 6.6 times per week, or once almost every day, when the on-duty shift was responding to one call and an additional call came in.

Average Number of Calls per Day

As the number of calls for service increases, the average number of calls per day also increases. In 2022, the department responded to a total of 2,966 calls for service, with an average of 8.13 calls per day. Below is a comparison from 2018 to 2022:

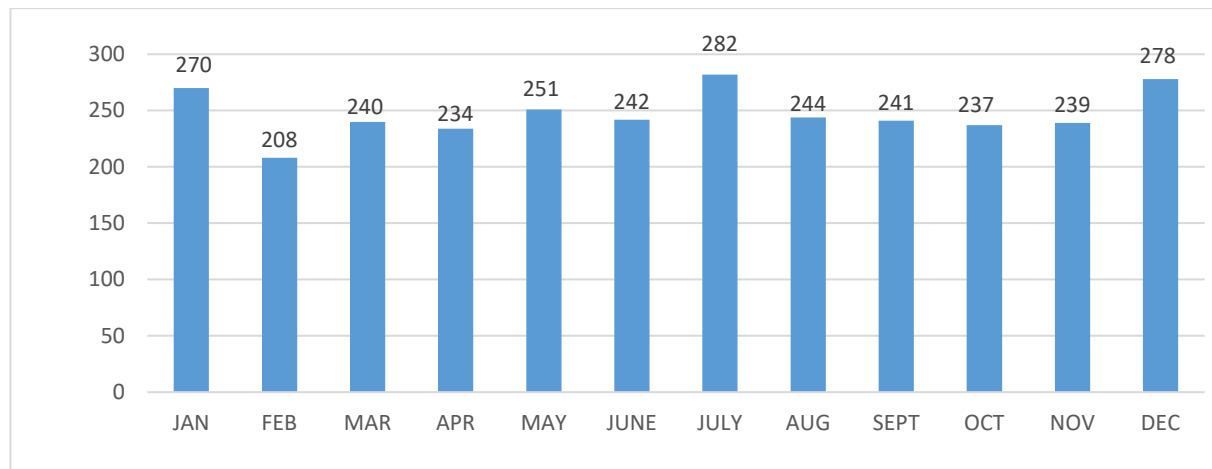
Year	Number of Calls	Average Calls Per Day
2018	2,560	7.01
2019	2,728	7.47
2020	2,543	6.97
2021	2,953	8.09
2022	2,966	8.13

In 2022 the average number of calls per day was 8.13. There were many days when the department responded to a higher-than-average number of calls for service within a 24-hour work period:

# of Calls	# of Days 2018	# of Days 2019	# of Days 2020	# of Days 2021	# of Days 2022
0	0	0	0	1	1
1	4	0	3	2	1
2	10	7	6	2	5
3	20	17	21	17	6
4	35	26	39	20	23
5	52	48	46	31	34
6	48	44	59	43	37
7	58	61	60	51	54
8	38	45	31	46	56
9	29	38	33	36	42
10	28	24	20	43	37
11	17	21	19	22	20
12	15	13	17	18	17
13	2	6	8	17	11
14	5	8	2	7	10
15	3	4	1	4	7
16	0	2	0	3	3
17	0	1	0	0	0
18	0	0	0	0	0
19	0	0	0	1	1
20	0	0	0	1	0
40	1	0	0	0	0
TOTAL DAYS	365	365	365	365	365

Number of Calls per Month

The Fire Department responded to an average of 247.17 calls per month in 2022. The breakdown of the actual number of calls per month:



Fire Loss Information

The Fire Department is required to determine the cause and the point of origin for all fires. The OIC at the fire scene determines an estimated loss from the fire damage. The following chart shows the fire losses by month and are broken down by City Fire Losses and Rural Fire Losses:

Month	City Fire Loss	Rural Fire Loss
JAN	\$3,500	\$5,000
FEB	\$35,000	\$0
MAR	\$5,000	\$0
APR	\$0	\$8,000
MAY	\$1,000	\$380,150
JUN	\$150,250	\$750
JUL	\$136,000	\$0
AUG	\$3,200	\$100,000
SEP	\$3,250	\$0
OCT	\$27,000	\$200,000
NOV	\$51,500	\$450,000
DEC	\$80,500	\$46,000
	\$496,200	\$1,189,900
Total Loss	\$1,686,100	



FIRE DEPARTMENT ACTIVITIES

Fleet, Equipment and Gear

The Faribault Fire Department's vehicle fleet consists of two pumpers, one aerial pumper, one tender, two grass/light rescue, one heavy rescue, two technical rescue trailers, one rehab/command post trailer, one ATV and one boat. National Fire Protection Agency (NFPA) Standards require that repairs done to fire equipment must be performed by a certified technician. The Faribault Fire Department has trained one of its members to be an Emergency Vehicle Technician (EVT). Having an in-house EVT saves the department both time and money.

The Public Works Maintenance Facility is utilized for routine maintenance. The hoists and equipment at the facility make maintenance and repairs much easier. Our EVT works cooperatively with City shop personnel to maintain our large equipment which saves us money and also allows us to prioritize getting our equipment back in service quickly. All small equipment including chainsaws, fans, and extrication pumps are serviced and maintained by Fire Department personnel.

Fleet Maintenance includes testing and documentation of the department's pumpers, ladder, fire hose and turnout gear. The pumpers undergo an annual performance test to meet NFPA and Insurance Services Organization (ISO) Standards. Pump testing is coordinated by our EVT.

Fire hose is tested annually to ensure certain standards are met. All turnout gear and ground ladders are inspected to ensure that performance standards are met and documentation is maintained.

Our fire gear, which is known as turnout gear, should not be used after it reaches 10 years of age, per NFPA. We have developed a program to replace a number of sets of gear annually that keeps all of our firefighters in

a set of gear that is less than 10 years old. This program also keeps a small number of backup sets of gear less than 10 years old available for use while main sets are being washed or repaired.

Training

Training is back to a more normal schedule. Available training typically includes incident command system training, firefighter health and safety awareness training, SCBA, search & rescue, ladder truck operations, ropes, vehicle extrication & burn, farm emergencies, drivers training, ventilation, wild-land fires and ATV training.



Safety Officer

The Fire Department Safety Officer is responsible for coordinating and assisting with annual OSHA and department safety training. These trainings include AWAIR, Right-to-Know, Bloodborne Pathogens, Lock-Out/Tag-Out, Driving/Emergency Response, Back Safety, Hearing Conservation, Ladder and Power Tool Safety, Heat and Cold Emergencies, and Fire Extinguisher Training.

The Safety Officer and other safety committee members conduct a department inspection to determine possible safety issues that need to be addressed and then work with the department head to take care of any noted safety issues. The Safety Officer is also responsible, along with the Chief, for maintaining and updating the department's Safety Data Sheets, Bloodborne Pathogen Exposure Program, and the Department Standard Operating Procedures.

Firefighters complete a driver's training program on an annual basis. Firefighters are required to drive the department's ladder truck, pumpers, and the rescue truck, as well as attend a class on safe driving in emergency response vehicles. This training includes a video and a driver's course that was completed in the small group setting that was established to limit exposure of firefighters to other firefighters.

Firefighters have an annual health screening. The health screening consists of a blood test, a pulmonary function test, an EKG and urinalysis. Rice County Public Health conducts Mantoux tests for the fire chief and full-time firefighters to check for exposure to Tuberculosis, as they are considered medium-high risk. Mantoux tests are no longer given to part-time firefighters as research has shown that those in low-risk situations do not need testing.

Safety Camp

The Faribault Fire Department, along with Faribault Parks and Recreation and the Faribault Police Department, have been holding a "Safety Camp" for the past 24 years. Safety Camp was held this year, albeit a shortened version of our usual program. We typically have a week-long camp but shortened it to three days this year. We still hit many safety topics that are very important for kids to learn about.



Safe Roads Coalition/Double Impact

The Faribault Fire Department is involved in the Safe Roads Coalition. This group of people are passionate about making our roads safer for all. We sponsor events like the Double Impact mock crash and other safe driving awareness events.

The Safe Roads Coalition is comprised of 14 organizations and has been actively presenting these important messages to high school-aged youth. The message is presented in a variety of ways through mock crashes, re-enactments, testimonies from both victims and offenders, and through other school activities. Annually, this message is presented in the spring through Double Impact to approximately 1,800 high school students from the Faribault area and usually coincides with prom. This program would not be successful without the continued support of the many schools and agencies that are involved. The program is funded through fundraising events, donations, and grants.

Preplan Program

The Fire Department maintains data on commercial buildings within our service area to ensure that firefighters are prepared for emergencies at these facilities. This information includes details pertaining to floor plans, utilities, hydrant locations, hazardous materials, contacts and building construction. The information is available to the firefighters via an app on our cell phones or iPads. Our IT and GIS departments have been integral in transforming our preplan program into a modern-day app that is on our devices and readily available at all times. It has been customized to what we need and is much less cumbersome than our last program.

We also work with law enforcement by sharing our plans, if necessary, during incidents in buildings in which knowledge of the building layout would benefit them. The facility layouts allow law enforcement officials to strategize for possible scenarios at higher-risk locations. This is also a tool to be used by law enforcement, fire and EMS to address active shooters in schools and other high-occupancy buildings.

Public Education and Outreach

The Department provides various educational opportunities for the community. Fire Prevention information was presented to all public and parochial schools in the City. This training was provided to Kindergarten through Fifth grade students. Additionally, training was provided to day-care facilities on location as well as at the fire station. This year with the pandemic still lingering, we continued to hold classes as during the height of the pandemic. We utilized the video that we made in 2020 in order to offer hybrid classes to schools. Many schools wanted us to come in person so we had them watch our video on YouTube in the classroom and we then visited the school, staying outside to show the kids the fire truck. This hybrid model worked well and will probably be used even when the pandemic is over.

The Fire Department also works with local businesses and manufacturing facilities by providing fire safety training and hands-on fire extinguisher demonstrations with the Bullex Fire Extinguisher Training System. This is an Eco-friendly system that uses propane gas and water to train people to use fire extinguishers safely. We held our Annual Open House at the Fire Station in October. We had great weather and a good turnout of people. We were excited to provide new experiences along with our traditional ones for our guests. We used stage smoke to smoke up a trailer and allow people to see what firefighters see through our thermal imager. We also provided the ever-popular chance to spray the hose and smoke house events.



The Fire Department partnered with Growing Up Healthy and Hosanna Church to create a heat tape initiative in mobile home parks in both Faribault and Northfield. We assisted volunteers by educating and assisting them on how to install heat tape on water lines to keep them from freezing in the winter. This is a very worthwhile partnership and initiative and we will continue to work with the Growing Up Healthy group on heat tape issues and other safety concerns in our mobile home parks.

Farm Safety Initiative

The fire department has been looking for an opportunity to present safety training to farmers but struggled to find the right venue or event to utilize. We decided to partner with the MN Extension Service and Community Co-op to hold a two-part farm safety event. The first part is a classroom style event held at the fire station. We chose a few topics to cover and teach the attendees about these topics. We also then have a sign up to receive safety equipment that is purchased through grants and donations from Community Co-op and other partners. We then hold the second part of our initiative in the summer. This is our field day where we demonstrate and train attendees on the use of safety equipment. We also hand out the safety equipment that attendees requested.

Mental Health and Team Building

Mental health and well-being are important factors in our everyday life. They have become especially evident in the first responder world. Two fire department employees completed a 30-hour state-approved course to assist fellow firefighters and responders with mental health. We are able create peer support teams and help responders deal with issues.



The department has also ramped up mental health awareness by adding more team building into our training and in some “away-from-work” events. This year we “adopted” a stretch of road that we will clean up twice annually and we have held some after work events to get together socially.

EMERGENCY MANAGEMENT AND CIVIL DEFENSE

Fire & Code Services

PRIMARY SERVICES

Under the direction of the Faribault Fire Chief, who is also the Emergency Manager, Emergency Management directs emergency preparedness and coordinates workplace safety training and oversight for City staff.

HIGHLIGHTS and ACTIVITIES

Multi-Hazard Plan

The Fire Chief is also a Certified Emergency Management Director. The Multi-Hazard Plan is the primary document that helps guide City Officials in times of large-scale natural or man-made disasters. This document will never be completed as we are continually learning and updating our plan from knowledge gained.

Continuity of Operations Plan (COOP) is another document that is updated annually. This plan would be utilized in the event of a City facility having an issue making it unsafe or unusable for employees. The plan lists out the options of where to move employees to and also lists the basic leadership team and subordinates.

Emergency Sirens

All emergency sirens in the City are maintained by the Emergency Manager. In cooperation with Rice County, we are on a system that monitors all the emergency sirens in the county and notifies the correct official of issues.

Severe Weather Awareness Week

Annually, the Fire Chief collaborates with Rice County Emergency Management to recognize Minnesota's Severe Weather Awareness Week. During this week, each day is dedicated to promoting awareness of a different type of disaster and information is presented on how to survive each disaster. Annually, the third Thursday in April is tornado awareness day. A mock tornado drill is called twice during the day for schools, businesses, and residents to practice their tornado drills. The City works closely with the local media and utilizes social media to get severe weather information out to our citizens during this week.

We also coordinate with the four mobile home parks in our City limits and School District 656. We meet annually to ensure that our ongoing plan which designates school buildings as severe weather shelters for mobile home parks is current. We ensure that people are trained, are able to be notified and the keys to get into the shelter areas are correct.

Training

The key to maintain an effective and current multi-hazard plan is keeping the plan current with the newest information out there. Attending training is the most effective way to accomplish this. In-person conferences and trainings have resumed and these have been attended to ensure we have the latest info and best practices available written into our plan.

Reunification training with School District 656 surpassed a large hurdle by completing our plan with a full-scale drill taught by the I Luv You Guys Foundation. This training gets us to a place that will allows us to effectively reunify children with the correct adult in the event of a school evacuation.

A new recruit class of Community Emergency Response Team (CERT) were trained in and ready for use if and when they're needed. Our team has grown to close to 30 members and we will likely recruit again next year.



BUILDING CODES DIVISION

Fire & Code Services

PRIMARY SERVICES

The Building Codes Division is responsible for plan review and permit issuance for all construction projects. Specifically, the Division conducts the following:

- Building Permit Administration and Plan Review
- Building Code Enforcement and Inspections
- Electrical Code Enforcement and Inspections
- Mechanical Code Enforcement and Inspections
- Plumbing Code Enforcement and Inspections
- Property Maintenance Code Enforcement and Inspections
- Time of Sale Inspections for Manufactured Homes
- Rental Housing Licensing and Inspections
- Sign Inspections

STAFFING

- John Rued, Building Official
- Joshua Lawrenz, Building Inspector II
- Sean Majewski, Building Inspector I (hired in October)
- Marty Smith, Rental Housing Technician (retired in December)

HIGHLIGHTS and ACTIVITIES

BUILDING PERMITS

Permit activity was up from past years primarily due to storm damage that occurred May 11, 2022. The resulting damage triggered hundreds of permits. Most were residential related such as re-roofing, re-siding, windows, etc. The valuation of projects was significantly higher due to material costs related to product availability. This in part was associated with residual effects of the COVID pandemic. The increase in valuation was also affected by several large projects such as the new Kwik Trip, Riverchase Apartments and the Rice County Public Safety Facility. The following summary illustrates permit trends for the past 5 years:

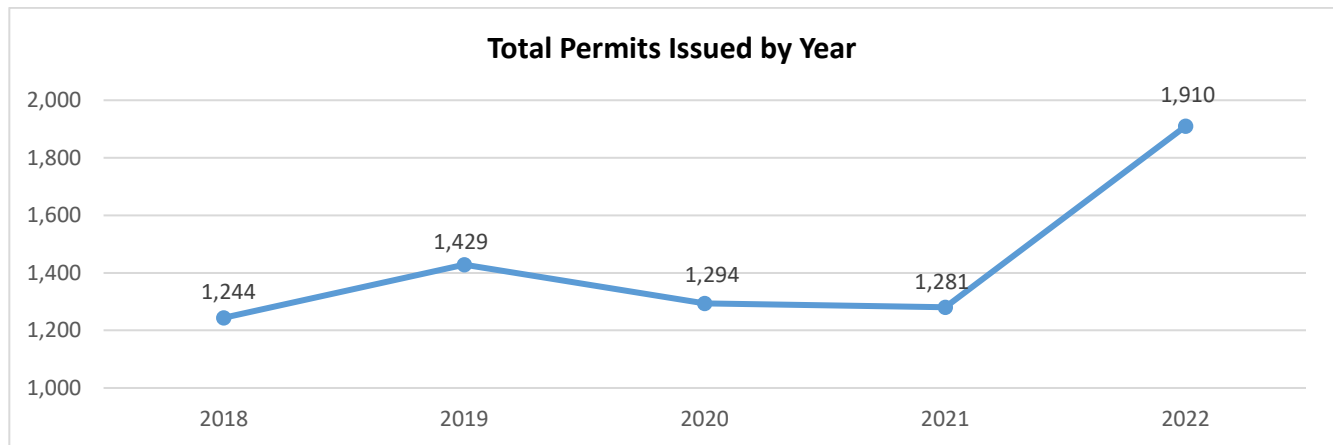
	2018	2019	2020	2021	2022
Total Permits	1,244	1,429	1,294	1,281	1,910
Plan Reviews	140	167	309	265	244
Field Inspections	2,988	2,855	2,791	2,837	3,603
Total Valuation	\$36,406,457	\$49,142,522	\$58,930,505	\$28,532,763	\$96,654,137
New Single- Family Home Starts	27	17	24	30	36
New Multi-Family Home Starts	0	1	3	0	1

Major Project Continuations and Close-Outs during the year included:

- Straight River Apartments

- Absolute Air (process piping installation and testing)
- Trystar (interior completion of addition and site work)
- County Public Safety Facility

The following graph shows the increase in permits issued from 2018 to 2022.



Major projects completed (plan review and permit issuance) during the year included:

- A new Kwik Trip at 1955 Second Avenue Northwest
- A new apartment building at 110 Riverchase Court Southeast
- Addition to the B&B Manufacturing Facility at 15778 Met-Con Way
- New Malecha Auto Body at 190 20th Street Northwest
- A new cold storage facility at 1308 Willow Street
- Site work and footing/foundation for new County Public Safety Facility at 50 East View Drive



RENTAL LICENSING PROGRAM

The Building Codes Division is also responsible for the administration of the Rental Licensing Program. The Rental Technician, Marty Smith, retired near the end of 2022. Building Inspectors took over administering the rental inspection program.

The purpose of the Rental Licensing Program is to ensure that the rental housing in the City of Faribault is decent, safe, sanitary and is operated and maintained so as not to become a nuisance to the neighborhood. The program, in its entirety, is implemented in conjunction with the Faribault Police Department. The following table summarizes the inspections associated with the program.

2022 SUMMARY

INSPECTION TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	AVG
INITIAL	40	14	61	36	27	53	40	45	51	22	26	10	425	35
RE-INSPECT	3	2	2	2	3	4	2	2	3	6	2	3	34	3
COMPLAINT	4	1	2	1	4	2	4	6	1	2	1	1	27	2
TOTAL	47	17	65	39	34	59	46	53	55	30	29	14	488	40

Notes about the 2022 Rental Program/Inspections:

- All properties where tenant/owners elected to defer annual inspection during heightened caution with COVID-19 have since been inspected and are in compliance.
- Most complaints (none noted in report) have been resolved through communication to the owner and verification of compliance by the occupant.
- Renewal inspection are currently being performed on a bi-annual basis. Inspections of properties are being conducted through both a self-certification process and in-person inspections.

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PUBLIC WORKS ADMINISTRATION

Public Works Department

PRIMARY SERVICES

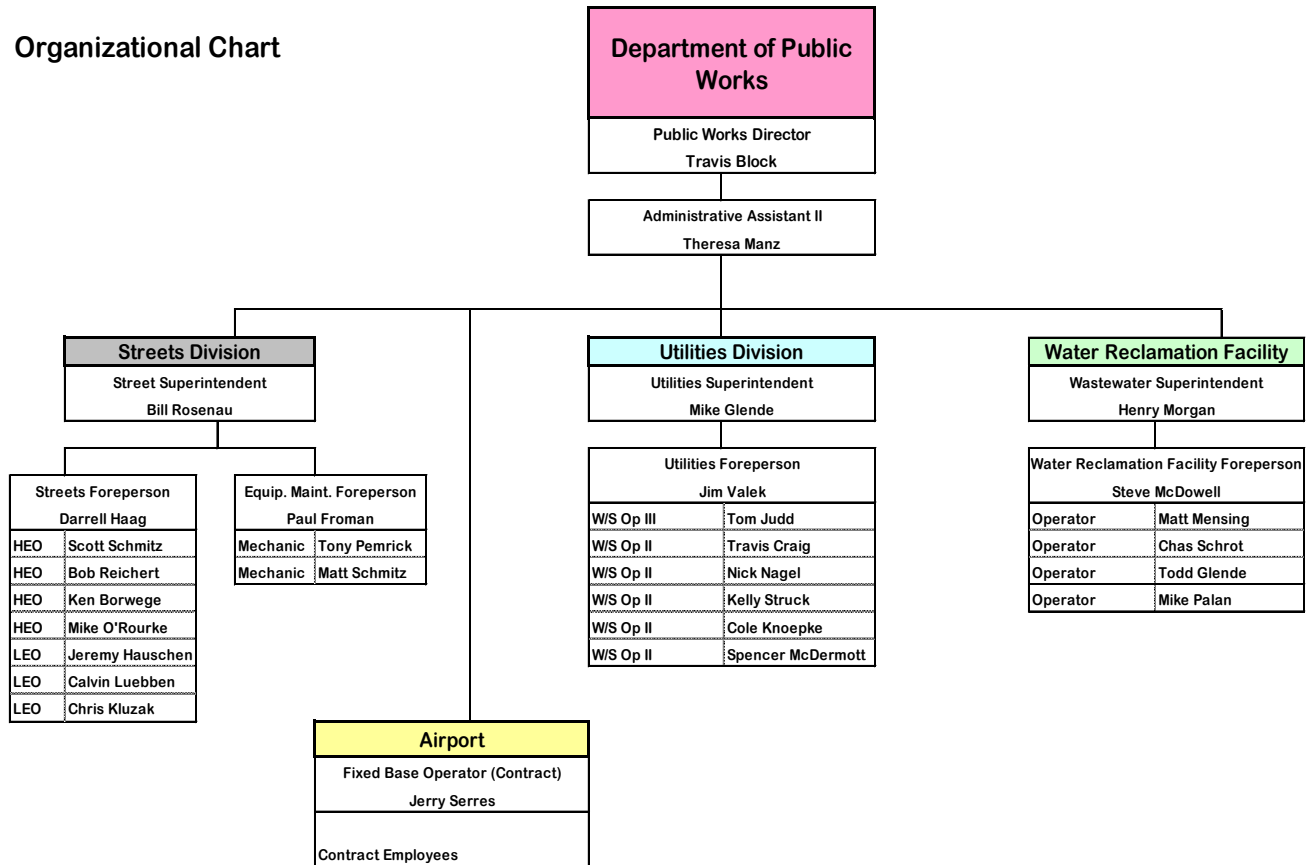
Under the direction of the Public Works Director, the primary services provided by the administrative staff for the department are:

- Direction of the superintendents for the following divisions:
 - Streets Division
 - Utilities Division
 - Water Reclamation Facility
- Oversee the budgets for the various divisions in the department, working with the respective superintendent. Prepare and submit annual budget and capital improvement plan documents for consideration by Administration and the City Council.
- Provide information and recommendations to the City Council, Administration, and other departments as necessary regarding the operations of the Public Works Department. Prepare, submit and present various documents to the City Council for action, and to Administration and other departments in support of other City operations.
- Ensure City and department policies, standards, and other governing documents (employee handbook, collective bargaining agreement, etc.) are being followed by assigned staff. Provide direction on establishing departmental goals and objectives, and identifying and ensuring the necessary resources are available to meet those goals and objectives.

STAFFING

- See Organizational Chart on the following page.

Organizational Chart



HIGHLIGHTS and ACTIVITIES

Asset Management

Efforts to implement asset management software started in 2022. The asset management software will be an upgrade to our GIS system to help monitor and plan future infrastructure improvements as well as generate work orders and improve operational efficiency. Collaborating with Engineering vendor research was conducted to try and identify the needs of our operations and what products would be a good fit. Through the process, it was identified that data cleanup work would need to be conducted prior to building the program. Once those efforts are complete, the project will resume in 2023.

STREETS DIVISION

Public Works Department

PRIMARY SERVICES

Under the direction of the Street Superintendent, the primary services provided by this division are:

- Maintenance and improvement of street pavements and related facilities throughout the city, including patching, filling potholes, crack filling, seal coating, street sweeping, signage, pavement markings, roadside vegetation, and downtown area parking lots and street lighting.
- Snow and ice control, including snow plowing, sanding and snow blowing/removal.
- Provide for the preventative maintenance as well as repairs for City-owned vehicles and equipment for all City departments.
- Provide staffing and other support for special events and festivals in the city, including Heritage Days, Pet Parade, and the Downtown Blue-Collar BBQ & Chili Cook-Off Festivals.

STAFFING

- See Organizational Chart on page 54.

HIGHLIGHTS and ACTIVITIES

- 17 Snow Plowing Events Totaling 58" of snow Staff time: 1,517 hours
- 10 Snow Blowing Events..... Staff time: 870 hours
- 14 Salt/Sanding Events..... Staff time: 515 hours
- Overlay Bike Path
White Sands Park to Seventh Street NW 183 Ton Staff time: 69 hours
- Assisted Utilities Dept. with 12 Water Main BreaksStaff time: 534 hours
- Wear Course on Parking Lot at Nature Center 59 TonStaff time: 45 hours
- Wear Course on Parking Lot at Water Plant 276 Ton..... Staff time: 75 hours
- Pave Water Reclamation Facility
Parking Area and Back Gate 112 Ton..... Staff time: 120 hours
- Haul Material from North Side of Shop to
Maple Lawn Park and Grade Areas..... Staff time: 336 hours
- Sealcoat Program – 78 city blocks
Crack filling..... Staff time: 350 hours
Sealcoating..... Staff time: 478 hours
Sealcoating oil27,338 gallons
Rock 894 tons

WORKLOAD/BUDGET DATA

2019 - 2022 TOTALS – STAFFING HOURS

JOB CATEGORY	2022 TOTAL HRS.	2021 TOTAL HRS.	2020 TOTAL HRS.	2019 TOTAL HRS.
Building Maintenance	131	118	252	220
Compost	336	109	314	280
Crack Filling	350	416	325	294
Equip. Maintenance	548	375	310	288
Festival Events	84	61.5	0	76
General Sweeping	443	421	350	300
Gravel Maintenance	175	368	431	460
Leaf Sweeping	796	740	723	800
Miscellaneous	1,229	962	N/A	N/A
Mixing Sand	80	74	28	60
Office	1,500	1,500	1,500	1,500
Painting	438	1,067	788	567
Park Projects	87	191	201	196
Patching	1,841	2,097	2,149	2,625
Sanding	515	212	244	346
Seal Coating	478	396	502	360
Sign Maintenance	780	1,239	710	305
Sign Making	454	444	621	464
Snow Blowing	870	704	444	198
Snow Plowing	1,517	3,176	3,516	3,334
Spring Sweeping	1,000	768	723	800
Training	200	111	68	120
Tree Trimming	838	826	408	448
Water Main Breaks	534	315	181	60
Weed Mowing	318	439	450	450
ANNUAL TOTAL	15,542	17,128	15,238	14,551

*Partial hours were rounded up or down.

2022 EQUIPMENT MAINTENANCE SUMMARY

DEPARTMENT/DIVISION	WORK ORDERS	TOTAL HOURS
Streets Division	308	3016
Utilities Division	90	448
Storm Water	13	67
Water Reclamation Facility	7	149
Engineering Division	7	38
PW Maintenance Shop	770	6,068
Parks & Recreation	123	780
Public Safety	185s	372
Community Development	1	9
Building Codes	2	10

Airport	7	42
Other Activities/Miscellaneous		13
PWP Bldg. Maintenance & Repairs		112
Training/Safety Meetings		93
General Office		321

*Partial hours were rounded up or down.

PUBLIC WORKS MAINTENANCE SHOP	TOTAL HOURS
Building Maintenance	93
Training	88
Street Repairs	2,674
Street Fabrication	342
Public Safety	372
Park Repair	443
Park Fabrication	310
Utilities	448
Airport	42
Shop	48
Building & Codes	10
Parks & Recreation	27
Treatment Plant Repair	126
Treatment Plant Fabrication	23
Engineering	38
Community Development	9
Seal Coating	90
Fire Department	398
Miscellaneous	201
Storm Water	67
Plow Snow	219
TOTAL	6,068

UTILITIES DIVISION

Public Works Department

PRIMARY SERVICES

Under the direction of the Utilities Superintendent, the primary services provided by this division are:

- Production, treatment, and distribution of potable water for the residents, businesses and institutions in the city of Faribault. Water is pumped from five municipal wells to the distribution system of 142.40 miles of watermain along with two 2-million-gallon reservoirs and one 150,000-gallon elevated tower. The distribution system also provides the general fire protection system (hydrants) for the city.
- Collection and conveyance of wastewater from properties to the Water Reclamation Facility. Maintenance of the system includes systematic cleaning, root cutting and televising of 120.05 miles of sanitary city mains, along with preventative maintenance of the 11 lift stations.
- Maintenance and repair of the storm water drainage system including 89.46 miles of pipe and stormwater management ponds. Ensures City complies with applicable stormwater regulations.
- This division works closely with the Engineering Department on municipal utility improvement projects, and is responsible for City utility locates under the Gopher State One Call system.

STAFFING

- See Organizational Chart on page 54.

HIGHLIGHTS and ACTIVITIES

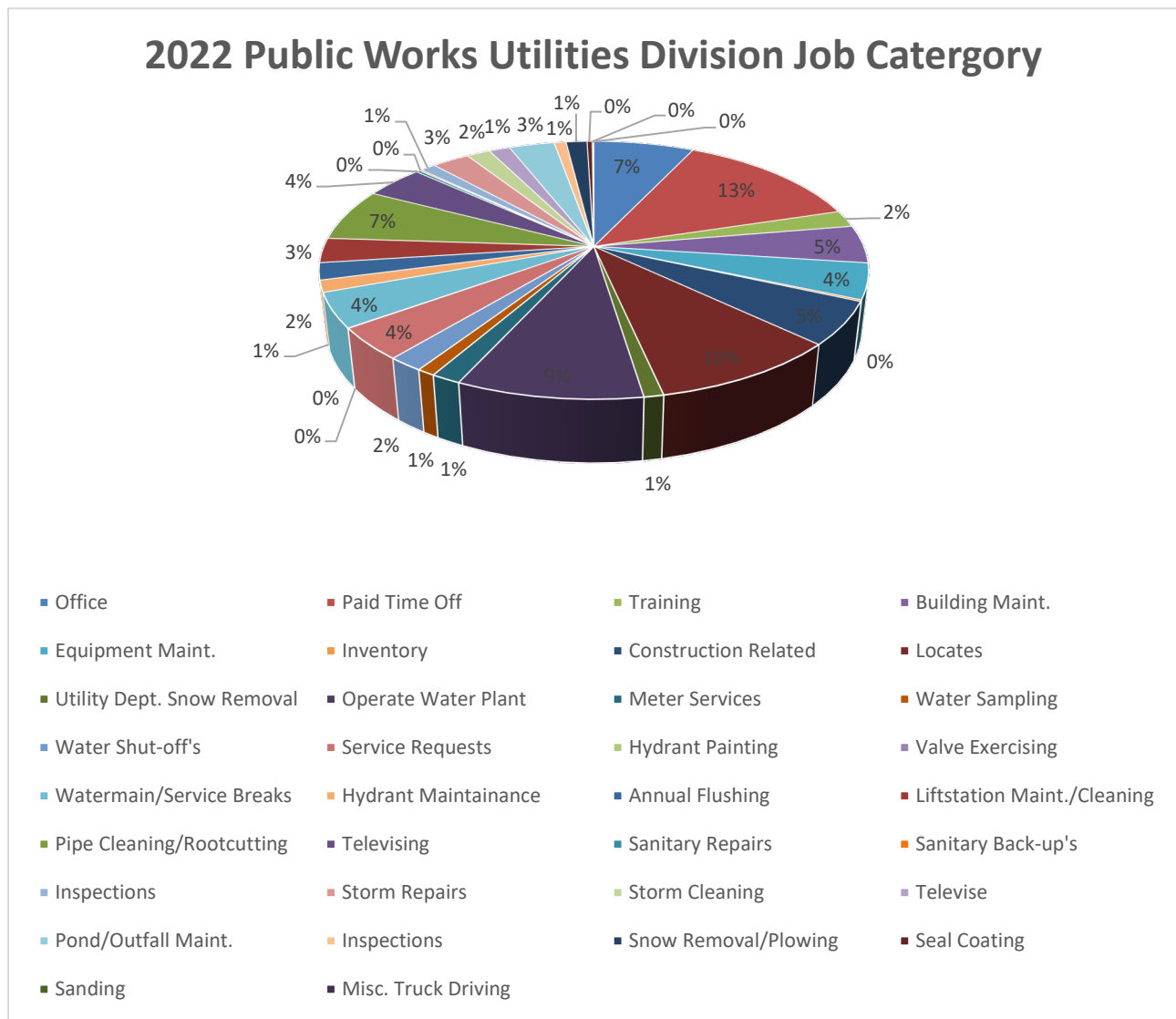
- The Stormwater Division completed 939 inspections for the 30 permits that were active in 2022. The Division also issued nine new NPDES permits in 2022 along with 41 City Grading Permits.
- In 2022, the alarm systems of the City's 11 sanitary sewer lift stations were upgraded from a landline dialer phone system to a cellular dialer call-out. The cellular system gives utilities staff more options to monitor and handle alarms. The new controller system included upgrades from float control to transducers that work together with the cellular dial system to gain access remotely to each of the 11 lift stations. Cellular also lowered the cost of the phone service fee. The Seventh Street Northwest lift station panel was also upgraded from single phase to three phase power.
- The new water treatment filtration plant has been in operation for the full year of 2022 with successful results of the removal of iron and manganese. Faribault's water also has been showing raising levels of radium that sometimes exceeds the maximum contaminant level (mcl) requirements of the Minnesota Department of Health (MDH). This new filtration system will also remove the radium if needed. The MDH report states no removal is required at this time.
- Well House #5 construction resumed with supply chain delays in receiving the VFD electrical panels.
- The construction for the new 750,000-gallon water tower started in 2022, with the concrete pedestal being constructed and the majority of the metal bowl constructed on the ground, to be raised up when the construction resumes in 2023.

WORKLOAD / BUDGET DATA

The Utilities Division manages the following budgets, all of which are classified as Enterprise Funds (funded through user charges for products/services provided and not through general taxes):

- Water Utility Fund (601)
- Sanitary Sewer Collection Fund (602-49450)
- Stormwater Utility Fund (603)

The budgets can vary greatly from year to year, primarily dependent upon the level of capital improvement projects that are undertaken. This pie chart is based on employee hours for the year.



	2022	2021	2020	2019	2018
GENERAL UTILITIES					
Locates	2,176	2,722	2,850	2,847	N/A
Work Orders (Public Works)	389	407	330	364	N/A
Service Request (City Hall)	449	446	352	358	N/A
WATER SUPPLY/DISTRIBUTION SYSTEMS					
Watermain Breaks	19	15	11	12	N/A
Private Service Breaks	11	16	14	30	N/A
Hydrants Painted	14	1	61	284	N/A
Hydrants Repaired / Replaced	18	10	27	21	N/A
Valve Operating	37	56	116	28	N/A
Valves Repaired / Replaced	0	8	2	4	N/A
Meters Repaired/Replaced	116	65	82	55	N/A
Radio's Replaced	174	152	153	117	N/A
New Residential Meter Accounts Installed	36	26	26	30	N/A
New Commercial Meter Accounts Installed	7	1	6	5	N/A
PUMP STATION/WATER PUMPED					
Total Water Pumped for Year (BG)	1.346736	1.354200	1.289056	1.267467	1.347196
Maximum Daily Pumped (MG)	5,837,600	5,895,600	5.302	5.450	7.307
Minimum Daily Pumped (MG)	1,772,100	1,196,000	1.223	1.601	1.446
SANITARY SEWER COLLECTION SYSTEM					
Sewer Cleaning (Miles) (Zone 3)	61	39	50.25	51	N/A
Sanitary Mains Televised (Miles)	7.6	5	8.84	5.23	N/A
Sewer Main Repairs	2	3	1	1	N/A
Manhole Structure Repair	0	6	6	4	N/A
Root Cutting / Chemical Application (Feet)	14,000	7,500	24,404	26,400	N/A
Total Back-Up Calls	29	8	15	16	N/A
Actual City Backups	8	1	N/A	N/A	N/A
STORMWATER COLLECTION SYSTEM					
Storm Sewer Cleaned (Miles)	1	1	N/A	N/A	N/A
Storm Sewer Televised (Miles)	1.63	0.40	0.38	2	N/A
Structure Repair	3	9	9	7	N/A
City Ponds Inspected (Each)	15	15	10	74	N/A
Private Ponds Inspected (Each)	0	0	0	1	N/A

2022 CHEMICAL USAGE – WATER TREATMENT				
Chemical	Amount Used	Unit Cost	Annual Cost	Daily Cost
Chlorine	46,340 lbs.	\$1,280.00/2000 lbs.	\$29,657.60	\$81.25
Ammonia	4,977 lbs.	\$291.80/140 lbs.	\$10,373.49	\$17.86
Fluoride	3,060 gallons	\$4.05/gallon	\$12,393.00	\$33.95
Sodium Silicate	23,742 gallons	\$6.53/gallon	\$155,036.26	\$424.75
Sodium Permanganate	1,332 gallons	\$13.80/gallon	\$18,381.60	\$50.36

WATER RECLAMATION FACILITY

Public Works Department

PRIMARY SERVICES

Under the direction of the WRF Superintendent, the primary services provided by this division are:

- Receive and treat all municipal wastewater in compliance with the facility's discharge permit. Meet limits for Biological Oxygen Demand (BOD) Removal, Total Suspended Solids (TSS) Removal, and a 1 mg/l Phosphorus Limit, along with other permit limits.
- Collect, treat and dispose of biosolids (sludge) resulting from the treatment process. Maintain compliance with permit requirements for land application of the biosolids.
- Manage the Significant Industrial User (SIU) discharge contracts for major industries within the City, including permit compliance and calculation of charges.
- This division also manages the seasonal yard waste site that is located at the facility.

STAFFING

- See Organizational Chart on page 54. Currently the WRF has three class A licensed operators and three class C licensed operators.

HIGHLIGHTS and ACTIVITIES

- Various earth work projects were completed at the facility to improve drainage and mitigate erosion.
- Thermal imaging survey was performed by an outside contractor. Findings prompted staff to check all electrical connections for tightness throughout the plant.
- Multiple green energy/energy efficiency studies were performed by staff and technical partners. Data generated by these studies was used to increase energy efficiency and was also passed along to the engineering consultant currently performing the Master Facility Plan for the WRF.

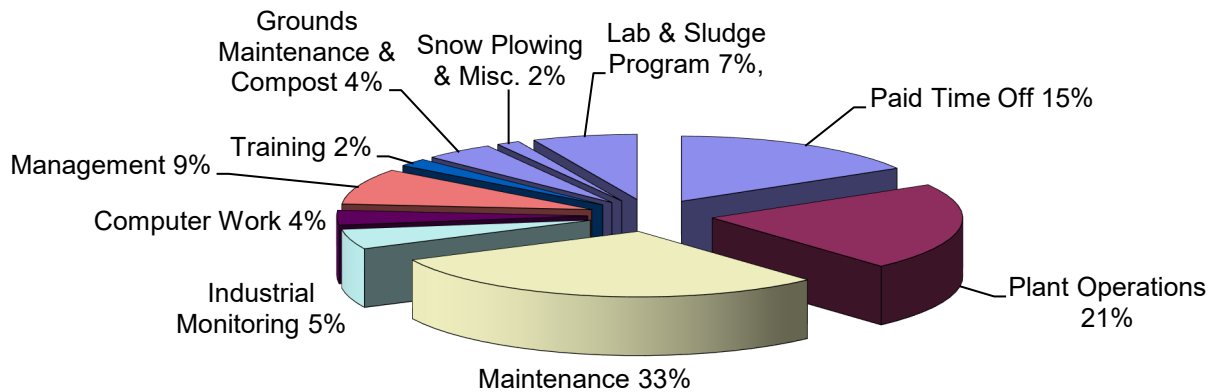
WORKLOAD/BUDGET DATA

The Water Reclamation Facility Division operates as an Enterprise Fund (funded through user charges for services provided and not through general taxes):

- Water Reclamation Facility Fund (602-49480)

We expect increased demand in gas, electric, professional services, and maintenance budget items due to increases in costs/rates in these areas.

2022 Work Categories (%) - Water Reclamation Facility



	2018	2019	2020	2021	2022	Average
Total Flow (MG)	129.5	148.4	134.3	115.9	112.5	128
Max. Daily Flow (MG)	5.36	6.28	5.31	4.85	4.53	5
Min. Daily Flow (MG)	2.72	3.33	3.03	2.50	2.42	3
Ave. Daily Flow (MG)	4.28	4.87	4.40	3.88	3.70	4
Max. Influent CBOD (mg/L)	492	590	690	910	695	675
Ave. Influent CBOD (mg/L)	349	350	412	551	477	428
Ave. Influent CBOD (lb/day)	12397	14115	15052	17834	14658	14811
Max. Effluent CBOD (mg/L)	15	18	21	16	15	17
Ave. Effluent CBOD (mg/L)	7	8	11	8	6	8
Ave. Effluent CBOD (lb/day)	244	323	389	256	176	277
Ave. % removal	98.0%	97.5%	97.3%	98.5%	98.6%	98%
Max. Influent TSS (mg/L)	241	317	518	572	571	444
Ave. Influent TSS (mg/L)	164	173	189	313	322	232
Ave. Influent TSS (lb/day)	5869	7006	6850	10154	9881	7952
Max. Effluent TSS (mg/L)	21.2	35.3	27.3	26.0	26.4	27
Ave. Effluent TSS (mg/L)	13	16	15	14	15	15
Ave. Effluent TSS (lb/day)	453	659	561	445	467	517
Ave. % removal	91.7%	89.6%	90.6%	95.7%	94.8%	92%

The WRF has seen an increase in hydraulic load but a decrease waste load from the significant industrial users (SIUs). The above table shows that the average CBOD load for the facility in 2022 was 14,658 pounds per day, which is a reduction of over 2,700 pounds per day compared to the prior year.

SIU Overview - City of Faribault 2018-2022

	2018	2019	2020	2021	2022	Reduction	Increase
Swiss Valley Farms							
Flow	8,363	15,751	13,362	12,362	15,700		21.0%
CBOD	562	803	809	850	1,142		4.8%
TSS	51	74	68	77	108		12%
Total Phos.	8.2	12.3	10.4	11.3	13.8		8%
NH3	1	1	1	1	1.75		43.0%

MN Corr. Facility							
Flow	238,000	256,000	243,000	242,000	250,330		3.3%
CBOD	449	645	557	541	347	36%	
TSS	605	846	904	612	428	30%	
Total Phos.	11	12.8	13.4	12	11.75	2%	
NH3	45.6	47.3	48	45.6	58.9		23.0%

MN Munic. Power							
Flow	78,000	80,800	78,000	88,500	75,400	15%	
CBOD	2	1.5	1.3	2.3	1.55	33%	
TSS	5.4	5.8	4.8	8.6	8.2	8.2%	
Total Phos.	1	1	1	1	1		
NH3	0	0	0	0	0		

Jennie-O Turkey							
Flow	802,250	817,000	872,000	902,500	827,917	8%	
CBOD	6,200	6,610	7,098	7,095	5,278	26%	
TSS	1,100	1,200	1,250	1,103	1,278		16%
Total Phos.	116	114	117	134	95.4	29%	
NH3	80	90.5	114	124	93.7	24%	

Faribault Foods Park							
Flow	292,750	428,000	457,000	427,500	552,000		23%
CBOD	3,069	6,102	7,082	4,886	6,046		19%
TSS	885	1819	1,443	1,764	2,167		19%
Total Phos.	27	41	45	56	38.6	31%	
NH3	9.3	13.6	24	79	137		42%

MUNICIPAL AIRPORT

Public Works Department

PRIMARY SERVICES

Under the direction of the Public Works Director, the primary services provided by this division are:

- Operation, maintenance and improvement of the Faribault Municipal Airport.
- Contract services for Fixed Base Operator, which provides airport day-to-day management and maintenance services.

STAFFING

- Jerry Serres, Quality Aviation – Contract services as airport manager and fixed base operator
Jerry Serres has been the airport manager and fixed base operator since February 18, 2000, managing both the operations and maintenance under two separate contracts. Both contracts were renewed in December 2019 for a term of five years (2024) with a renewal option of an additional five years by mutual agreement of both parties.

Airport Advisory Board	<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
Tom Waarvik	02/09/93	3 yrs.	1/31/2023
James (Carl) Hooper	09/13/01	3 yrs.	1/31/2023
Doug Nelson	05/23/17	3 yrs.	1/31/2023
Pete (Robert) Johnson	04/27/76	3 yrs.	1/31/2024
Mike Brown, Sr.	12/22/09	3 yrs.	1/31/2024
Frank Ahlman	03/09/10	3 yrs.	1/31/2022 (did not seek reappointment)
William Smith	02/12/19	3 yrs.	1/31/2025
Stein Bruch	01/25/22	3 yrs.	1/31/2025

HIGHLIGHTS and ACTIVITIES

Airfield Lighting Improvements

Work began on the Airfield Lighting Improvements project. The project consists of replacing the runway edge lighting and signage lighting with LEDs, upgrades to the precision approach path indicators (PAPI) and runway end identifier lights (REIL) and electrical vault improvements. The project experienced some supply chain issues for electrical equipment that pushed the completion date to 2023.

WORKLOAD DATA

Leases

There are two types of leases at the municipal airport: City-owned T-hangar space and land for privately owned hangars. The City developed sites at the western hangar area for larger commercial hangars along with sites to construct hangars typically used in general aviation.

	2018	2019	2020	2021	2022
Hangar Leases	25	25	32	33	33
Land Leases	25*	32	34	35	35
Development Sites**	1	1	1	1	1

*There were 36 land leases prior to the 9/20/2018 storm event where 12 leases were terminated per lease provisions, 25 land leases were in place post storm.

**Stein Air development was initiated in 2017.

COMMUNITY AND ECONOMIC DEVELOPMENT

Community and Economic Development Department

PRIMARY SERVICES

The Community and Economic Development Department consists of four divisions that promote development within the City of Faribault:

- Economic Development
- Housing
- Planning and Zoning
- Community Development

Under the leadership of the Director of Community and Economic Development, the divisions develop and implement community plans and programs, support investment in housing development and business expansions, coordinate initiatives with other departments, enforce ordinances and regulations, and strengthen community relations, partnerships, and opportunities.

The Building Codes Division was in the Community and Economic Development Department until November 2022, when it was transferred to the Fire and Codes Department. Refer to the Fire and Codes Department Annual Report for additional information.

STAFFING

- Stephanie Aman, Economic Development Coordinator
- Kari Casper, Administrative Assistant II
- Jessica Fulton, Department Specialist (*Started position in November 2022*)
- Mathias Hughey, Community Development Coordinator (*Filled vacant position in October 2022*)
- Deanna Kuennen, Community and Economic Development Director (*Resigned in November 2022*)
- Dan Peterson, Housing Maintenance Specialist
- Rebecca Rand, Housing Coordinator (*Filled new position in October 2022*)
- Connie Springer, Department Specialist (*Retired in December 2022*)
- Peter Waldock, Planning & Zoning Coordinator
- David Wanberg, City Planner/Community and Economic Development Director (*Appointed to Community and Economic Development Director in December 2022. Served as City Planner prior.*)

HIGHLIGHTS and ACTIVITIES

The Department administers a wide range of programs and provides staffing and technical support to City boards and commissions, including the following:

- Airport Zoning Board of Appeals
- Economic Development Authority
- Environmental Commission
- Heritage Preservation Commission
- Housing and Redevelopment Authority
- Planning Commission

Summary of Key Activities within the Department

- Community Development
 - Coordinated approvals of three market-rate apartment developments:
 - Riverchase Apartments. A 77-unit market-rate apartment building on the south side of the viaduct. Construction began late in 2022.
 - Faribault Apartments. A 192-unit, market-rate, three-phased apartment complex at the southwest corner of 17th Street Southwest and Willow Street/CSAH 45. The first phase of construction is scheduled for spring 2023.
 - Midwest Flats. A 54-unit apartment building at the former Farmer Seed and Nursery site, 818 Fourth Street Northwest. Construction is expected to start in 2023.
 - Worked with the School Board and Rice County to create two economic development-workforce housing TIF districts.
 - Participated in a special joint work session of the City Council and Rice County Board of Commissioners that explored tax abatement for Midwest Recovery Campus. The City Council and Board of Commissioners were supportive, recognizing that the project would address a need for a drug and alcohol treatment facility. Construction on the proposed campus is expected to begin in the spring of 2023.
 - Coordinated with the City's Minnesota GreenCorps member to promote Home Energy Squad visits, weatherization, energy assistance, and the heat tape program.
- Economic Development
 - Supported the expansion of Tru-View through a newly created Economic Development Investment Fund (EDIF). Tru-View will use the award to retain jobs, upskill employees through automation and retain a long-standing business in Faribault.
 - Continued to administer a downtown commercial exterior improvement program, providing nearly \$750,000 in awards and leveraging almost \$2.0M in investment since inception.
 - Reviewed and updated economic development marketing materials.
 - Coordinated with the Faribault Main Street organization to administer a fourth year of micro-grants in Faribault's downtown, which allocates \$25,000 to qualifying small business owners.
 - Provided funding for the Entrepreneurial Showcase, featuring small business owners in Faribault's downtown that have succeeded in working with the City and the EDA to make their dreams a reality.
 - Created a new overall TIF district boundary to accommodate development. Three new projects will benefit from the district and provide opportunities to develop much-needed housing.
 - Hosted a successful micro-summit through Minnesota Real Estate Journal for real estate professionals and brokers.
 - Worked with developers and landowners to promote workforce housing opportunities and strengthen our economy.
 - Named municipality of the year by the Minnesota Real Estate Journal. Also nominated Cry Baby Craig's for Business of the Year, which was a finalist in two categories.
- Housing
 - Managed HUD-funded/regulated programs for public housing and Robinwood Manor.
 - Implemented capital improvements at all public housing units and Robinwood Manor, following the approved CIP plans to ensure longevity of the units.
 - Continued to modify and implement protocols to prevent COVID outbreaks among residents while still delivering services, performing maintenance and completing recertifications in a safe manner.
 - Continued efforts to attract multi-family housing development/developers.
 - Continued the RAD/Repositioning process for the Public Housing program.

- Planning and Zoning
 - Processed subdivision, variance, PUD, annexation and CUP requests.
 - Conducted pre-application meetings with interested parties to discuss steps and processes associated with potential development.
 - Collaborated with other departments on efforts including amending park dedication requirements and the Viaduct Park planning process.
 - Increased emphasis on enforcement of planning and zoning violations.

WORKLOAD DATA

Board and Commission Meetings

Economic Development Authority	13
Elderly Housing Corporation (01-06-2023)	1
Environmental Commission	9
Housing and Redevelopment Authority	12
Historic Preservation Commission	12
Planning Commission	<u>15</u>
Total Number of Board Meetings	62

Property Management

Applications received	42
<u>Applications removed</u>	<u>129</u>
Total Applications Processed	171
Properties Managed	101
Work Orders Processed	694
Unit Turnovers	13
Mobile Home Buyout Program	1

Design Reviews

HPC Design Reviews Conducted	10
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Loan Activity/Loan Administration

EDA Loans	20
<u>HRA Loans</u>	<u>9</u>
Total Loans Administered	29

Planning and Zoning Cases

Planning Projects (site plans, variances, etc.)	54
Planning Approvals (fences, signs, etc.)	142
<u>Zoning Certificates</u>	<u>20</u>
Total Cases	216

ECONOMIC DEVELOPMENT DIVISION

Community and Economic Development Department

PRIMARY SERVICES

The Economic Development Division staffs the Economic Development Authority (EDA) and implements the EDA's approved work plan. The core focus areas of the EDA include:

- Available Land. Identify underutilized land, infill and "catalyst site" opportunities, and land assembly.
- Gateways. Identify opportunities along major gateways, clear hurdles for redevelopment and develop programs to encourage visual enhancements
- Regionalism. Define Faribault's place in the region, market Faribault to a broader audience and position Faribault in the global economy.
- Workforce Data and Analysis. Work with businesses to find solutions to staffing issues and develop relationships with those in the workforce.
- Small Business Assistance. Identify ways to attract small businesses and ensure resources and programs are clear and accessible.
- Ongoing Operations.

STAFFING

- Stephanie Aman, Economic Development Coordinator
- Deanna Kuennen, Community and Economic Development Director (*Resigned in November 2022*)
- David Wanberg, Community and Economic Development Director (*Appointed in December 2022*)
- Kari Casper, Administrative Assistant II

HIGHLIGHTS and ACTIVITIES

FARIBAULT ECONOMIC DEVELOPMENT AUTHORITY

The Economic Development Division supports the Economic Development Authority (EDA) in various economic development activities. The EDA provides technical and financial assistance to promote business retention and expansion. The EDA has forged strong partnerships with many entities to offer economic development assistance to businesses. The EDA's partners include the City Council, the Chamber of Commerce, the Main Street Program, Steele Waseca Electric Cooperative, Southern Minnesota Initiative Foundation, Minnesota Department of Employment and Economic Development, Rice County and others.

The EDA's annual work plan identifies economic development priorities for the year and directs resources toward accomplishing those goals. The EDA promotes opportunities that leverage resources and share Faribault's economic development narrative. In 2022, the EDA focused on increasing housing options and attracting additional workforce to Faribault to fill existing job openings. The EDA's 2022 Work Plan is outlined below.

2022 EDA WORK / ACTION PLAN

AVAILABLE LAND	• Identify underutilized parcels throughout and adjacent to city limits • Identify infill development opportunities ◦ Be prepared to assemble and acquire land if/when appropriate • Proactively identify “highly-visible/catalyst” sites for development/redevelopment ◦ Fund studies/projects that will help market catalyst sites (Farmer Seed example) • Start discussions with business owners about expansion/land needs ◦ Build an “inventory needs” assessment based on business input • Identify additional development land • Support/encourage annexation • Position Faribault Municipal Airport to be an economic development engine ◦ Infrastructure investments ◦ Participate in Runway Expansion Analysis ◦ Marketing – existing and future airport opportunities
GATEWAYS <i>(Formerly I-35 Transportation Corridor)</i>	• Identify (and map) opportunities and threats along major gateways (SWOT) • Encourage investment / redevelopment along major gateways ◦ Provide funding (loans/grants) to clear hurdles to kick-start investment ◦ Develop programs to infuse funds/leverage private resources ◦ Replicate success on north side of Faribault in other areas of the city – investment in infrastructure, etc. • Develop programs to encourage visual enhancements ◦ Develop programs that will make a visual impact on the community • Support/actively participate in I-35 interchange and frontage road initiatives • Develop initiatives to enhance Hwy 60 reconstruction project ◦ Develop infrastructure plan ◦ Develop master plan/concept plan/engineering plans to show the potential for development and to use to market the area • Continue investments into the downtown ◦ Map areas with highest traffic patterns (foot/bike/vehicle) – provide investments ◦ Focus on back sides of buildings, ROW, etc. ◦ Develop priority scoring and funding system to deploy funds to have biggest impact ◦ Partner with City/HRA/HPC/Others on downtown initiatives (example: mural) ◦ Partner with PCA on placemaking initiatives that bring people downtown
REGIONALISM	• Understand regional issues impacting economic development ◦ Continue to partner with Owatonna on regional marketing ◦ Work with HRA and employers to address workforce housing needs and initiatives • Define, understand and market Faribault’s place in the region ◦ I-35 Corridor / Corridors of Commerce ◦ Greater MSP ◦ SE MN ◦ Minnesota Marketing Partnership ◦ State of MN Trade Office / Foreign Direct Investment
WORKFORCE & DATA ANALYSIS	• Actively engage with SCC on workforce training programs- including H2C • Partner with the Faribault Area Chamber of Commerce and other partners on their “Career and Workforce Development” initiative • Work with employers to understand workforce needs ◦ Develop specific workforce strategies for local employers ◦ Develop “creative” talent attraction initiatives • Participate with DEED on talent-attraction efforts/events/initiatives • Tell Faribault’s story ◦ Growing workforce population ◦ Positive impact of proximity to south metro ◦ Training opportunities

SMALL BUSINESS ASSISTANCE	• Identify ways to support small business growth • Create synergy in the downtown • Provide programs to encourage investments in small business
ONGOING OPERATIONS	• Redirect/review/reduce funding support to other organization – focusing on those that align with the EDA’s core economic development focus and mission (Maintain 2019 funding levels) • Continue enhanced marketing and networking initiatives ○ Leverage marketing funds by pursuing joint marketing efforts ○ Pursue targeted marketing campaign – to include site selection partnership/consultant services ○ Actively participate in MMP, targeted industry visits, FAM Tour, FDI opportunities, talent attraction events ○ Conduct second Micro Summit (postponed due to COVID-19) • Determine COVID-19 Response to support Faribault’s economy. Look for opportunities to help Faribault businesses sustain operations, re-establish operations or re-envision operations.

2022 Economic Development Program Fund Activities

The Economic Development Authority (EDA) manages several financial incentive programs to assist businesses and property owners in Faribault. The EDA also supports and recommends using Tax Abatement and Tax Increment Financing to support business and housing growth, attraction, development, and retention. The following summarizes these programs in 2022.

DOWNTOWN COMMERCIAL REHABILITATION AND EXTERIOR IMPROVEMENT PROGRAM

- Number of Applications 3
- Total Funds Awarded \$31,200
- Total Project Costs \$100,215

DOWNTOWN MICRO GRANT

- Number of Applications 8
- Total Funds Awarded \$24,703

DOWNTOWN REVITALIZATION PROGRAM

- Number of Applications 8
- Total Funds Awarded \$250,000 (An additional \$250,000 may be awarded in 2023)

TAX INCREMENT FINANCE DISTRICT(S)

- Number of Applications 3

TAX ABATEMENT

- Number of Applications 1
- Project Assisted Tru Vue

ECONOMIC DEVELOPMENT INCENTIVE PROGRAM

- Number of Applications 1

Summary of Key Program Activities for 2022

- Coordinated with local partners to help businesses navigate the various federal, state, and local programs.
- Conducted Business Retention and Expansion (BRE) visits with current businesses to ensure we meet their needs now and in the future.
- Participated in virtual roundtables with DEED representatives and Site Selector Guild members.
- Selected as Municipality of the Year by Minnesota Real Estate Journal.
- Attended Community Venture Network (CVN) sessions to learn about businesses relocating and expanding outside the metro area, which resulted in business site visits and follow-ups.

- Developed and implemented a program to assist 12 downtown properties purchased by a private investment group. Executed documents to pay the first half of funds for \$500,000 (half from the HRA and EDA each).

HOUSING DIVISION

Community and Economic Development Department

PRIMARY SERVICES

The Housing Division addresses housing needs within the community. More specifically, the Housing Division does the following:

- Staffs the Faribault Housing and Redevelopment Authority (HRA).
- Manages Robinwood Manor's 51 residential units and the HRA's 49 residential units of public housing.
- Conducts housing studies.
- Manages redevelopment projects supported by the HRA.
- Recruits housing developers to increase the housing supply.

STAFFING

- Rebecca Rand, Housing Coordinator (*Started position in October 2022*)
- Jessica Fulton, Community Department Specialist (*Started position in November 2022*)
- Connie Springer, Department Specialist (*Retired in December 2022*)
- Dan Peterson, Housing Maintenance Specialist
- Deanna Kuennen, Community and Economic Development Director (*Resigned in November 2022*)
- David Wanberg, Community and Economic Development Director (*Appointed in December 2022*)
- Kari Casper, Administrative Assistant II

HIGHLIGHTS and ACTIVITIES

FARIBAULT HOUSING AND REDEVELOPMENT AUTHORITY (HRA)

The Housing Division staffs the Housing and Redevelopment Authority (HRA), whose mission is to provide adequate and decent housing options in the community. On behalf of the HRA, Community and Economic Development staff prepare monthly program reports (including Public Housing and Robinwood), develop and implement programs, and prepare and manage the HRA budgets. The HRA identifies goals and priorities and funds initiatives and special projects. In 2022, the HRA programs, responsibilities, and initiatives included the following:

PUBLIC HOUSING

In 2022, 49 HRA-owned rental units were available to low-income households through the US Department of Housing and Urban Development (HUD) – Public Housing Program. Families pay 30% of their monthly income towards rent and utilities. Management of this program includes administering and enforcing all federal rules and regulations, federal reporting on an annual and monthly basis, annual recertifications of all tenants, management of a waitlist, home visits, and property maintenance and turnovers.

In 2022, the HRA:

- Maintained a 99-percent occupancy rate.
- Conducted 91 recertifications of income or household composition changes to ensure accurate rents.
- Progressed on transitioning public housing through the RAD/Repositioning process.

Public Housing Program Fast Facts:

	2020	2021	2022
<i>Average income:</i>	\$40,605	\$36,355	\$36,442
<i>Average rent:</i>	\$495	\$398	\$351
<i>Disabled Households:</i>	8 (16%)	8 (16%)	13 (28%)
<i>Minority Households:</i>	33 (69%)	32 (65%)	30 (64%)

ROBINWOOD MANOR APARTMENTS

Robinwood Manor is a 51-unit apartment building located at 1324 Prairie Ave. that provides subsidized rental units for individuals 62 years of age or older and/or handicapped/disabled persons. Rents are based on 30% of the residents' adjusted annual income. The complex is owned by the Elderly Housing Corporation, with management services provided by the Faribault HRA and City Staff.

Robinwood Manor Apartments Fast Facts

	2017	2018	2019	2020	2021	2022
Average Income	\$11,629	\$12,539	\$12,027	\$12,648	\$13,669	\$13,695
Average Rent	\$256	\$280	\$258	\$283	\$306	\$308

HOUSING PROGRAMS

The HRA develops and implements different housing programs to address local housing needs, including:

- Mobile Home Buyout Program. This voluntary program helps eliminate blight by providing up to \$2,000 per unit to purchase and remove substandard mobile homes.
- Mobile Home Heat Tape Program. This voluntary program funds mobile home heat tape installation, which helps increase the safety and habitability of the homes, reduce water consumption, prevent frozen pipes, and preserve affordable housing options for residents.
- Rental Housing Rehabilitation program. This program became available in 2022, but was not used.

2022 Housing and Redevelopment Program Fund Activities

DOWNTOWN REVITALIZATION PROGRAM

- Number of Applications 8
- Total Funds Awarded \$250,000 (An additional \$250,000 may be awarded in 2023).

FUNDING FOR HOUSING ASSOCIATED WITH 230 CENTRAL AVENUE

- Funding Awarded \$240,000

Summary of Key Program Activities for 2022

In addition to developing and administering the HRA programs, the Housing Division also accomplished the following special projects and initiatives in 2022:

- Provided property management services for Robinwood Manor and the HRA public housing properties.
- Requested proposals to prepare a Capital Improvement Plan for public housing.
- Worked on converting the public housing portfolio to a voucher program known as RAD/Repositioning. The RAD/Repositioning process took over two years and closed in February 2023.
- Hired RECAP Real Estate Advisors to provide professional consultation services, guidance, and support through the RAD/Repositioning process.

PLANNING AND ZONING DIVISION

Community and Economic Development Department

PRIMARY SERVICES

The Planning and Zoning Division reviews planning and zoning applications, prepares long-range plans, and amends and enforces the City's Unified Development Ordinance. More specifically, the Division provides the following services:

- Staff Support for the Planning Commission – prepares reports, conducts review and analysis of applications, and provides recommendations for all planning and zoning applications and requests
- Staff Support for the Development Review Committee – prepares and presents applications for review and comment
- Administration of the Unified Development Code
- Zoning Administration and Enforcement
- Coordination of Development and Application Review, Zoning Reviews of Building Permits and Licenses, and Site Plan Review
- Subdivision Ordinance Administration
- Comprehensive Planning and Comprehensive Plan Administration
- Sign Ordinance Administration and Enforcement
- Administration Floodplain Regulation
- Staff Support for the Airport Zoning Board
- Customer Service to homeowners, builders, contractors and businesses seeking to do work inside the city limits.

STAFFING

- David Wanberg, City Planner
- Peter Waddock, Planning & Zoning Coordinator
- Kari Casper, Administrative Assistant II
- Deanna Kuennen, Community and Economic Development Director (*Resigned in November 2022*).
- David Wanberg, Community and Economic Development Director (*Appointed in December 2022*).

HIGHLIGHTS and ACTIVITIES

The Planning and Zoning Division processed various zoning requests, including the following:

Subdivision Reviews and Approvals

- MIDWEST FIRST SUBDIVISION related to the redevelopment of the former Farmer Seed and Nursery site at 818 Fourth Street Northwest.
- RSA PROPERTIES LLC SUBDIVISION at the C & S Vending Co. site.
- KWIK TRIP 793 related to a new Kwik Trip at 1955 Second Avenue Northwest.
- CANNON RIVER VIEW related to the new Rice County Public Safety Center at East View Drive and State Highway 3.
- DIVINE MERCY CATHOLIC CHURCH THIRD ADDITION related to a new school at Mercy Drive and CSAH 45.
- FARIBAULT APARTMENTS related to a proposed apartment complex at 17th Street and Willow Street/CSAH 45.
- RIVERCHASE ADDITION related to redevelopment in the area south of the viaduct.

Pre-Application Efforts related to Potential Development

Staff met with many landowners and developers to explore development opportunities. The following outlines projects that were discussed in 2022 and may come to fruition in 2023:

- Workforce housing associated with an existing industry.
- Residential plat.
- Online order pick-up and kiosk associated with an existing grocery store.
- Rail spur and site plan improvements associated with an existing industry.
- Multiple industrial development plans.
- A new restaurant.
- Residential care facility expansion.
- Charter school.
- Minor subdivision plans for new twinhomes.

Planning and Zoning Applications

Staff processed the following planning and zoning applications, which include site plan approval, conditional use permits, variances, rezonings and similar applications.

- Midwest Indoor Storage and Midwest Flats (a proposed apartment building) at the former Farmer Seed and Nursery Site at 818 Fourth Street Northwest.
- B & B Manufacturing expansion and site improvements at 15770 Acorn Trail.
- Faribault Mill loading dock at 1500 Second Avenue Northwest.
- Divine Mercy Catholic Church elementary school at 139 Mercy Drive.
- Bauer Restoration site improvements at 933 Hulett Avenue.
- Commercial cold storage building at 1308 Willow Street.
- Harley Davidson training course and site improvements at 2704 Airport Drive West.
- Building renovations and site improvements at 3701 Hwy 60 West.
- Conversion of a former commercial/residential mixed-use to residential at 930 First Street Northeast.
- Taco John's expansion and site improvements at 1431 Fourth Street Northwest.
- Subway Restaurant building renovations and site improvements at 2270 Grant Street.
- Jefferson School parking lot and driveway improvements at 922 Home Place.
- Bethlehem Academy parking lot improvements at 105 Third Avenue Southwest.
- Midwest Recovery Campus (a proposed drug and alcohol treatment center) at 1910 Cardinal Lane.
- KGN Enterprises rezoning of property 1520 17th Street Northwest.
- House move at 310 Lind Street.
- Residential garage variance at 1906 Second Avenue Northwest
- Paradise Center for the Arts electronic messaging sign.
- Stormwater management ordinance amendments in coordination with the City Engineer.
- Residential garage conditional use permit at 2700 Western Avenue North.

Enforcement

- Sent 25 property owners zoning violation notices.
- Resolved various planning and zoning enforcement issues.

Other Planning and Zoning Efforts

- Processed four annexation requests.
- Worked with the State of Minnesota on the Sakatah Singing Hills Trail improvement plans.
- Worked with Rice County GIS Division to update property addresses in the City.
- Held Planning Commission work sessions related to implementation of the Comprehensive Plan.

WORKLOAD DATA

PLANNING COMMISSION

The Planning and Zoning Staff support the Planning Commission, an advisory commission appointed by the City Council. The Planning Commission hears requests and provides recommendations to the City Council on land use, planning and zoning issues. The Planning Commission hears requests for conditional use permits, variances, rezoning, ordinance text amendments, plats or land subdivisions, public right-of-way and easement vacations, and appeals. The Commission also reviews land use plans and policies.

The following outlines the applications processed by the Planning and Zoning Division in 2022:

Planning / Zoning Applications	2022
Accessory Structure & Fence Review	76
Annexations	4
Building Plan Reviews	27
Appeals	0
Change of Use Application Review	6
Comprehensive Plan Amendments	1
Conditional Use Permits	13
Environmental Assessment Worksheets	0
Final Plats	7
Interim Use Permits	0
Master Plan Review	12
Text Amendments	1
Planned Unit Developments	4
Planned Unit Development Amendment	2
Planned Unit Development Concept Plan	0
Preliminary Plats	7
Rezoning	8
Right of Way/Easement Vacations	2
Sign Permit Review	20
Subdivision Waivers	0
Variances	6
<u>Zoning Certificate Letters</u>	<u>20</u>
Total Applications:	216

DEVELOPMENT REVIEW COMMITTEE

The Planning & Zoning Division supports the work of the Development Review Committee (DRC) to review and recommend approval of development in Faribault. The DRC reviews all applications scheduled for consideration by the Planning Commission and may review projects at several stages.

The DRC conducted the following activities in 2022 (also described in the P&Z cases outlined in table above):

DRC Projects	
Reviewed Planning Commission Applications	35
<u>Conducted Administrative Reviews and Site Plans</u>	<u>50</u>
Total DRC Projects	85

COMMUNITY DEVELOPMENT DIVISION

Community and Economic Development Department

PRIMARY SERVICES

The Community Development Division assists in the development and implementation of community plans and programs, completes reviews and undertakes special projects and studies on historic preservation matters, provides technical assistance on environmental issues and opportunities, coordinates initiatives with other departments, and strengthens community relations, partnerships and opportunities. Staff is the primary support for the following commissions:

- Heritage Preservation Commission (HPC)
- Environmental Commission (EC)

STAFFING

- Mathias Hughey, Community Development Coordinator (*Started in October 2022*).
- Kari Casper, Administrative Assistant II
- Peter Waldock, Planning & Zoning Coordinator (*Liaison to HPC to October*)
- David Wanberg, City Planner (*Liaison to Environmental Commission to October*)
- Deanna Kuennen, Community and Economic Development Director (*Resigned in November 2022*)
- David Wanberg, Community and Economic Development Director (*Appointed in December 2022*)

Heritage Preservation Commission

HIGHLIGHTS and ACTIVITIES

The Heritage Preservation Commission (HPC) protects, enhances, and promotes the community's historical, architectural and cultural resources. The HPC conducts design reviews, provides technical support on historically significant properties, participates in development and redevelopment efforts, and raises awareness and understanding of historic properties.

WORKLOAD DATA

- Issued 10 HPC certificates of appropriateness, including a certificate for the former Farmer Seed and Nursery building and certificates for buildings in the Heritage Preservation District.
- Held 11 Heritage Preservation Commission meetings.
- Participated in the State Historic Preservation Conference.
- Issued a Heritage Preservation Award for the restoration of the Bachrach Building.

Environmental Commission

HIGHLIGHTS and ACTIVITIES

The Environmental Commission advises the City Council on environmental issues and opportunities that affect Faribault. The Commission reviews proposed environmental projects and engages in community outreach on environmental issues and opportunities.

WORKLOAD DATA

- Promoted Home Energy Squad visits at Heritage Days and other community events.
- Conducted a downtown tree inventory.

- Worked with University of Minnesota students on recommendations for shoreland buffers, downtown tree replacements, pollinators and energy conservation projects.
- Prepared a draft update of the City's tall grass and weed ordinance.
- Prepared a draft tree preservation and replacement ordinance.
- Applied for and received a Minnesota GreenCorps member who is working with the City on environmental issues for 11 months. The City will incur no direct costs for the member's work.
- Participated in a conference of Minnesota environmental commissions.
- Participated in meetings with the state related to electric charging stations.
- Conducted nine Environmental Commission meetings and held a joint meeting with the Park Board.

PARKS AND RECREATION ADMINISTRATION

Parks and Recreation Department

PRIMARY SERVICES

Provides for the general planning and administration associated with the delivery of recreation programs, parks maintenance, building maintenance, and facility improvements and operations. Provides direction and oversight of the following activities:

- Maintenance of a 300+-acre park system (mowing, landscaping and infrastructure)
- Prepare park facilities for users (athletic fields, outdoor skating rinks, shelters, buildings)
- Maintenance and plowing of trails within parks and throughout the community
- Promote and coordinate the use of park and city facilities
- Operate the Faribault Family Aquatic Center, Faribault Soccer Complex, Washington Recreation Center and the Community Center
- Provide a wide range of leisure-time activities by offering recreation programs and special events for youth, adults and families (adult athletics, park concerts, camps, ball programs, enrichment, special events)
- Partner with community service organizations to provide a wide range of leisure-time activities and special events for the community (youth associations, community festivals, Faribault Ice Arena)
- Oversee building maintenance of City facilities as well as capital improvements of facilities



STAFFING

EMPLOYEE	POSITION	YEAR HIRED
Paul J. Peanasky	Parks & Recreation Director	1998
Chad Barman	Adult Program Coordinator	2021
Jill Strodman	Rec. Program Coordinator	1996
Kevin O'Brien	Aquatics Supervisor	2017
Denise Stewart	Fitness Coordinator	2013
Denise Hansen	Administrative Assistant	2007
Brad Phenow	Communications Coordinator	2017
Stacy Murphy	Receptionist AM	2019
Jenny Krantzberg	Receptionist PM	2019
Doug Knutson	Building Engineer	1980 (Retired 02/2022)
Paul Caron	Light Duty Custodian	2009
Mona Gjerde	Light Duty Custodian	2015
Jon Myrick	Part-Time Light Duty Custodian	2019 (Resigned 08/2022)
Keith Walker	Parks Superintendent	2001
Dustin Heiderscheidt	Foreperson/Heavy Equipment Operator	2002
Mike Tusa	Light Equipment Operator	2009
Keith Schirmer	Light Equipment Operator	2015
Beau Reuvers	Light Equipment Operator	2020
Matt Valentyn	Light Equipment Operator	2019
Allen Twaites	Building Engineer	2022

PARKS AND RECREATION ADVISORY BOARD

MEMBER

Sally Kramer
Sara Caron (Council Rep.)
Lola Brand
Mike Ross
Elsie Slinger
Troy Temple
Chad Kreager
Henry Schonebaum (Student Rep.)

TERM EXPIRATION

2024
2023
2023
2023
2022
2022
2022
2022

COMMUNITY CENTER MEMBERSHIP DATA

Insurance Memberships	2021	2022
Silver Sneakers/Prime	442	312
Active & Fit	13	19
Silver & Fit	17	2
\$20 Reimbursement	8	17
Renew Active	32	135
Total	512	485

Non-Insurance Memberships	2021	2022
All-Around	355	492
Fitness Room	223	340
Fitness Room/Sauna Punchcards	--	200

Rentals/Reservations	2021	2022
Picnic Shelters	358	325
CC Gym	311	611
Peterson Room	113	163
Indoor Pool	650	1704
Washington Rooms	336	264
Armory	106	105
Washington Gym	237	559
Yoga Room	170	466

TOMMY ALLEN ENDOWMENT FUND

Parks and Recreation Department

Tommy Allen Endowment Fund	2021	2022
Total Scholarships Issued	\$681	\$995
Total Scholarships	42	45
Total Youth	36	31
Spikefest Fundraiser (revenue)	(0) COVID	\$1,900

Program	Uses	Grade	Uses
Swimming Lesson	14	Pre-school	5
Fun Center	4	Kindergarten	3
Flag Football	1	1st	5
Tackle Football	5	2nd	2
Tennis	2	3rd	3
Tee Pee Baseball	1	4th	1
Jefferson	2	5th	9
Spirit Team	1	6th	2
Bitty	2	7th	0
Safety Camp	1	8th	1
Washington	3	9th	0
Pickleball	2		
Golf	1		
Fun Center Olympics	1		
Learn to Bowl	2		
Tae Kwon Do	3		
Total	45	Total	31

YOUTH PROGRAMMING

Parks and Recreation Department

PRIMARY SERVICES

The primary services provided by this division are to offer a wide range of recreational programs, sport activities and special events for youth and families. Primary focus is youth ages 3-15 years old. These programs are available to the residents of Faribault along with surrounding communities, in particular cooperating with local and surrounding schools.

STAFFING

Full-time Staff (Listed under Parks and Recreation Administration)

Seasonal Staff:

- 16 employees (December-April)
- 20 employees (May-August)
- 10 employees (September-November)

SPORTS	2021	2022
Floor Hockey (gr. K-3)	(0) COVID	14
T-League (gr. Pre-K)	61	64
Softpitch (gr. K-1)	34	85
Mid-League (gr. 2-3)	32	70
Track & Field (age 5-13)	72	63
Spirit Team	12	23
Volleyball (gr. 3-4)	63	63
Bitty Basketball (gr. k-2)	(0) COVID	60
Pickleball	14	14
Sports Sampler (age 4-5)	12	16
Winter pickleball	--	9
VOLLEYBALL TOURNEY	2021	2022
12U	6 teams	8 teams
14U	16 teams	11 teams
16U	9 teams	6 teams
18U	10 teams	4 teams

RECREATION	2021	2022
Fun Center (age 6-12)	189	183
Preschool Summer Camps	22	30
Washington Summer Camps (5-7)	48	56
Safety Camp	40	41
Pet Parade (approximate)	250	250
Neon Night	(0) COVID	94

Pet Parade Float Building	14	24
Jr. Leader Mentoring Program	(0) COVID	9
Muddy Mile	68	61
Frostival	23 families	35 families

GROUP FITNESS

- We have two instructors that manage our group fitness exercise classes.
- We moved most of the fitness classes to Buckham West fitness studio and that change was very well received by patrons. Patrons appreciate use of locker rooms, access to weight room and just being in the facility gives them idea of other programs we run.

YOUTH PROGRAM HIGHLIGHTS

- Our summer Jr. Leader program continues to be a great development program. For summer 2022, we hired three past Jr. Leaders.
- We added an additional summer program, Science Camp, to meet the demands of our waiting list.
- Pet Parade continues to be a great community event.
- Frostival 2022 had dog-sledding as an activity and that was a huge hit for patrons.
- Staff created multiple 15-30 second videos for program promotion on Facebook and we received noticeable shares and likes.
- Volleyball Tournaments continued with good interest despite volleyball clubs coming back full swing since COVID and running their own tournaments (we started running them to meet the demands of COVID shutdowns). We will likely continue to run for the 12U and 14U as local communities with teams have expressed continued interest.

ADULT PROGRAMMING

Parks and Recreation Department

PRIMARY SERVICES

The City offers a wide range of sport and recreational programs for youth and adults. These programs are available to the residents of Faribault and its surrounding communities. Our goal is to offer programs that provide an opportunity for our participants to exercise and socialize in a safe and healthy and clean environment.

Programs and responsibilities that fall under the direction of the Adult Recreation Supervisor include but are not limited to Adult Softball, Adult Volleyball, running the Spike Fest Youth Scholarship Fundraising Volleyball Tournament, Youth Flag and Tackle Football, Summer Baseball, Ice Skating Lessons, Golf Lessons, Tennis Lessons, Open Skate at the Faribault Ice Arena, staffing the Outdoor Ice Rinks, staffing the Front Desk at the Community Center and at the Washington Recreation Center and at the Armed Forces Reserve Center, and booking rentals at all of these facilities.

STAFFING

Full-time Staff (Listed under Parks and Recreation Administration)

Seasonal Staff:

- 26 staff members work the entire year at the Washington Recreation Center and Community Center front desk.
- 46 staff are seasonal part-time staff throughout the year.

Adult Summer Softball		
	2021	2022
Men (Teams)	11	14
Women (Teams)	5	4
Church (Teams)	7	6
Total Teams	23	24
Players	380	390

Adult Fall Softball		
	2021	2022
Men (Teams)	--	7
Co-Rec (Teams)	--	--
Total Teams	--	--
Players	--	105

Winter Adult Volleyball		
	2021	2022
Men	5	--
Women	15	16
Co-Rec	12	9
Total	32	25
Players	310	250

Fall Adult Volleyball		
	2021	2022
Men	--	--
Women	18	14
Co-Rec	10	9
Total	128	23
Players	280	230

Boy's Baseball - Grade 3/4		
	2021	2022
Youth	32	29
Boy's Baseball - Grade 5/6		
	2021	2022
Youth	28	28
Boy's Baseball - Grade 7/8		
	2021	2022
Youth	19	19

Cub Football		
	2021	2022
Youth	86	58

Flag Football		
	2021	2022
Teams	4	4
Youth	43	38

Tennis		
	2021	2022
People	20	28

Golf		
	2021	2022
People	31	31

Ice Skating		
	2021	2022
Arena Skaters	1416	1796
Outdoor Rink Days	42	61
Lessons	--	--

Free-Throw Contest		
	2021	2022
Participants	--	14
Learn to Bowl		

	2021	2022
Participants	--	13

Spike Fest		
	2021	2022
Women Teams	--	9
Co-Rec Teams		12

ADULT PROGRAMMING HIGHLIGHTS

Adult Sports

- Adult Softball and Volleyball has started to rebound following COVID. Fall Softball returned in 2022.

Facilities

- Overall, the number of rentals continued to increase at our various facilities.

ENRICHMENT PROGRAMMING

Parks and Recreation Department

PRIMARY SERVICES

The City offers a wide range of enrichment programs for youth and adults. These programs are available to the residents of Faribault and its surrounding communities. Our goal is to offer programs for participants to engage in that would not be available to them otherwise.

Summer art classes, American Sign Language, Holiday events and music classes are just some of the activities offered.

Concerts in the Park, the ongoing outdoor concert series, continues to be well-received and attended. This year we saw the continued increase in attendees. The community fully embraced the series, and the youth really enjoyed the growing art series. This two-pronged series continues to thrive through grants, donations from businesses and private individuals solicited by Parks & Recreation.

STAFFING

Full-time Staff (Listed under Parks and Recreation Administration)

Enrichment Classes	2021	2022
ASL	7	11
Ballroom Dance	2	24
Firearm Safety	22	28
Tuneful Tots	0 (COVID)	15
Art in the Park	19	32
Tai Chi	0 (COVID)	4
Guitar Lessons	2	0
Starwatch Party	24	23
Racquetball Tournament	0 (COVID)	--
Racquetball League	14	18
Letters From Santa	13	47
Mandarin Chinese	7	4
History Class	--	17

Mind & Body	2022
4-punch cards	44
8-punch cards	585
Total Check-ins	2043
2022 Concert Bands	
Branded: Hot Country	
Jivin' Ivan and the Kings of Swing	
Mankato Area Community Band	
Eclipse	
Bend in the River Big Band	
Sawyer's Dream	
Los Rebeldes	
Top Shelf	
Kids Dance	
Little Chicago	
Dalmar Yare	

COMMUNICATIONS

The Buckham Bulletin & Other Newsletters

Since 1998, the Buckham Bulletin has been the official city “newspaper” promoting the city of Faribault and serves as the main information vehicle to advertise Parks and Recreation information. Other agencies included in the Buckham Bulletin are: Buckham West, Buckham Memorial Library, River Bend Nature Center, Paradise Center for the Arts, and many smaller area nonprofits. The 20-page newsletter is created quarterly and is mailed to everyone in the Faribault School District boundary.

The Youthlink Newsletter is published every other month and consists of information pulled primarily from the Buckham Bulletin. This has proved to be a great promotional tool to deliver sports and recreation information from the department to children in the community. The department distributes the newsletter to grades K-6 in the public and private school systems. This has resulted in additional quarterly registrations. Similar to the Buckham Bulletin, we had to turn toward a digital flier for the School System to share with students.

The Communications Coordinator also assisted with the production and publication of The Point After, the newsletter of the Police Department, which is published weekly.

Other printed materials including brochures, fliers, and posters that are designed and printed to help promote the Faribault Family Aquatic Center, the White Sands Dog Park, and many other events and activities. Most materials supporting Faribault Heritage Days come from the Parks and Recreation office as well.

Websites and Social Media

A variety of information from the Buckham Bulletin and other printed materials from the department are available as PDF's on the City of Faribault website. Continued the maintenance, updating and changes to the City webpage and social media accounts.

Digital Billboard

Public service announcements in the form of electronic billboard advertisements are designed by Parks and Recreation. The department is in charge of coordinating the number of requests and filtering out questionable and inappropriate requests. The billboard provides a great way in which to promote events and activities for the community.

Photography

Photographs of Faribault events and activities are taken by Parks and Recreation and are published in the Buckham Bulletin and other newsletters. A photo database stocked with Faribault-area images is available for use by all city departments upon request.

Special Projects

Launches a campaign to highlight the City's 150th Anniversary of its Charter creation. Assisted the Charter Commission with numerous communications related efforts honoring the 150th anniversary of the City's Charter during the Heritage Days celebration. Sought and hired translators for rental housing information which is now posted on the City's website.

AQUATICS

Parks and Recreation Department

PRIMARY SERVICES

The primary services provided by this division are full operation of both the Community Center Pool, the Faribault Family Aquatic Center and Pickleball. Primary activities at the pools include; swim lessons, water aerobics, lap swim, open swim, log rolling, inflatables, private swim lessons, concession stand, facility chemical and equipment operation/maintenance, and special events/rentals and many other events, like the Muddy Mile, Kids triathlon and outdoor movies. Pickleball services include scheduling of facilities, equipment maintenance, stocking of supplies, and organizing clinics and tournaments for the fastest growing senior sport in the country.

STAFFING

Full-time Staff (Listed under Parks and Recreation Administration)

Seasonal Staff:

- 82 employees (June-August)
- 34 employees (Jan. - May, Sept. - Dec.)

Indoor Pool Numbers		
	2021	2022
Water Exercise	11,670	12,184
Swim Lessons	453	602
Open swim	491	2,121
Lap swim	7,326	5,843
Rentals	650	834
In-service	200	175
Totals	20,790	21,759

Faribault Family Aquatic Center Revenues (\$)		
	2021	2022
Admissions	\$122,187	\$119,095.19
Concessions	\$67,195	\$68,782.96
Scholarship Funds	\$1,072	\$1,600
Misc.	\$1,388	\$750
Total	\$190,771	\$190,228.15

Faribault Family Aquatic Center Expenses (\$)		
	2021	2022
Personnel	188,325	\$176,534.80
Supplies	65,430	\$40,678.59
Others Services & Charges	57,396	\$65,416.97
Total	311,152	\$282,630.36
Old Tickets Used	596 (2019-2020 tix accepted)	118

Faribault Family Aquatic Center Numbers		
	2021	2022
Days of Operation	78	79
Daily Admissions	17,428	16,718
Season Pass Holders	658	604
Total Participation	18,086	23,170

Faribault Family Aquatic Center Weather Report - 2022		
Month	Median Temperature	Rain (Inches)
June	81.5	8
July	81.5	13
August	81.5	6

Enrichment Classes Participation		
	2021	2022
Babysitter Training	37	20
Red Cross CPR First Aid	10	13
Red Cross CPR	--	--
SCUBA	--	--

Pickleball Participation		
	2021	2022
Pickleball Daily Fee	143	249
Pickleball Punchcard Check-Ins*	1,065 *All-Around, Insurance Memberships and Pickleball punchcards all allow play.	1,230 *All-Around, Insurance Memberships and Pickleball punchcards all allow play.

PARKS MAINTENANCE DIVISION

Parks and Recreation Department

PRIMARY SERVICES

The primary services provided by this division are:

- All maintenance for parks and open spaces
- Provide ballfield maintenance and preparation
- Provide snow removal services
- Provide holiday decorations
- Provide oversight to soccer complex, aquatic center
- Provide maintenance assistance on facilities
- Provide picnic shelters, outdoor ice rinks



STAFFING

Full-time Staff (Listed under Parks & Recreation Administration)

Seasonal Staff:

- 6 employees (May-September)

HIGHLIGHTS and ACTIVITIES

Major Projects and Improvements

1. Prairie Park was graded, leveled, shaped and drainage issues addressed. The parking lot was constructed and delivery of playground equipment was received. Playground is to be installed summer of 2023.
2. Fleckenstein Park development was completed, including the restroom/picnic facility and the river observation deck. Turf areas were leveled and seeded and an irrigation system was installed on site.
3. Many improvements were made at the Bell Field baseball stadium in preparation for the state tournament. This included lighting and electrical updates. A new scoreboard was installed. We have new Bell Field signage on the building and concrete baseballs along the entrance. Additional seating areas were added along the foul line areas. This included concrete slabs, benches and a concrete patio area.
4. The trail from White Sands trailhead out to Seventh Street Northwest was overlaid. The trail section starting in front of Heritage Bluff Apartments running south to Willow was repaired and seal coated.
5. Renovations were made to the Community Center gymnasium. This included new basketball frames, backboards and hoops. The floor was also refinished.
6. The seasonal big star at the Faribault Cheese Caves was re-done. The existing pole was blown over in a storm. A new foundation was constructed with new underground electrical. A new I-beam pole was constructed with a trolley system. The star itself was re-done with new lights and folly.
7. A large chair was constructed and placed on a foundation at Slevin Park.
8. The Emerald Ash Borer disease continues to be an issue, with numerous dead or infected trees removed. There were 82 mature ash trees removed from Central Park, Heritage Place and South Alexander Park.
9. Planted 53 new trees within the parks and 15 more into street boulevards.
10. Permanent tables and benches were added to the patio area at the library.
11. All Central Avenue twinkle lights were replaced.
12. Seasonal snowflake decorations and banners were replaced.
13. A new shipment of Veteran banners that were installed before the holiday.
14. A new pollinator area was planted. This is east across the street from Slevin Park.

Parks Maintenance Staff Continuing Education

All employees attended an underground utility conference put on by Gopher State One Call.

1. All full-time and seasonal employees had appropriate monthly safety trainings.
2. Walker, Heidersheid, Tusa, Schirmer, and Valentyn were re-licensed as MnDNR tree inspectors.
3. Walker and Heiderscheidt attended a recertification workshop for their pesticide applicators license.
4. All staff attended an electrical recertification course.
5. Walker was re-licensed by NRPA as a certified Playground Safety inspector.

WORKLOAD DATA

Park Maintenance	2021	2022
Parks Maintained	47	47
Acres Maintained	403	403
Acres Mowed	335	335
Mowing Hours	1,712	1,638
Trimming Hours	309	289
Fertilized Acres	150	150
Broad-leaf Spraying (Acres)	111	88
Over-seeding (Acres)	19	26
Leaf mulching (Acres)	335	335
Boulevard Sweeping (Blocks)	25	25
Aeration (Acres)	67	72
Irrigation Systems serviced	9	10

Athletic Field Maintenance	2021	2022
Drag and Line Preparation Hours	381	403
Ag Lime Applied – North Alexander	100 tons	100 tons
Ag Lime Applied – Teepee Tonka	50	50

Outdoor Ice Rink Maintenance	2020/2021 Dec. 20 - March 2	2021/2022 Dec. 23 - March 1
Man Hours	312	262
Hockey Rinks Maintained	2	2
General Rinks Maintained	3	2
Warming Houses	1	1
Water for Base (gallons)	96,000	110,000
Water for Resurfacing (gallons)	88,000	76,000

Other Maintenance	2021	2022
Trash/Garbage Disposal	353	367
Playgrounds Maintained	20	20
Engineered Wood Fiber Applied	300 (Village, Kinder, Westwood)	210 (North Alex.)

Snow Removal/Ice Control	2021	2022
Annual Snowfall	46 inches	37 inches
Man Hours	1,119	831

Areas Maintained	2021	2022
Alleys	18	18
Sidewalk (Blocks)	88	88
Walk Trails (Miles)	9	9
Parking Lots	28	29
Sets of Steps	5	4

Seasonal Decorations/Banners	2021	2022
Man Hours	612	321
Pole Units	203	203
Snow Flakes	89	101
Garland Pole Wraps	95	95
Christmas Banners	45	54
Angel Display	1	1
Manger Display	1	1
Radiant Star Display	1	1
Central Twinkle Lights	18 trees	18
Wreaths	4	--

Tree Work	2021	2022
Man Hours	626	657
Trees Planted in Parks	73	68
Trees Planted in Boulevard	--	--
Young Trees Pruned	112	97
Mature Trees Trimmed	87	105
Mature Trees Removed (non-Ash)	58 (includes Crocker Creek)	27
EAB dead or infested tree removal	--	82
Tree Watering (gallons)	170,000	128,000

Special Event Assistance	2022 (in hours)
Arbor Day Tree Plantings	6
Car Cruise events	61
Rice County Fair	6
Corkey's Softball Tourney	83
Heritage Days	55
Safety Camp	18
BMX Tourney	8
Muddy Mile	12
Night to Unite	11
Relay for Life	8
Pet Parade	7
Blue Collar BBQ	32
Fall Festival	4
Bats Bones and Bonfires at RBNC	9
Frostival	24
Winter Fest	20

New Maintenance Equipment



Gas Powered Post Pounder



FFAC Mower



Toro Workman



Fuel Injected 500 Stihl

Major Projects



Library Patio Furniture



Bell Field Signage and Concrete Bollards



New Bell Field Scoreboard



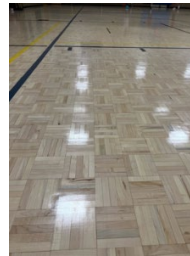
Patio, additional seating



Big Chair



Holiday Star



Gymnasium Floor



Basketball Hoops

Fleckenstein Building



Fleckenstein Scenic Overlook



BUCKHAM MEMORIAL LIBRARY

Library Services Department

PRIMARY SERVICES

Under the direction of the Library Services Director, the primary services provided by this department are:

- Circulation and Online Resources
- Interlibrary Loan
- Technical Services
- Reference and Information
- Technology and Makerspace
- Adult Services
- Children's and Youth Services
- Outreach

Buckham Memorial Library strives to educate, inform, enrich, and empower every person in our community by creating and promoting easy access to a vast array of ideas and information, and by supporting an informed citizenry, life-long education, and love of reading. An ambitious team of professional librarians, trained technicians and support staff are dedicated to helping our customers obtain the information and services they need.

HIGHLIGHTS and ACTIVITIES

Fine Free

On January 1, 2022, the library went fine free. Patrons no longer receive daily late fines on overdue Faribault library materials. Also, all previous late fines were cleared from library accounts. Fees for lost and damaged items will remain on library accounts and patrons will continue to be charged for lost and damaged items. Borrowers are still responsible for returning library materials. Library users will continue to receive reminders when a due date approaches and when it has passed.

SELCO Community Needs Assessment

The SELCO Regional Library System received American Rescue Plan Act funding to conduct a region-wide needs assessment.

This assessment covered southeastern Minnesota and included 11 counties and 37 public libraries. Components of the assessment included site visits, an online survey, focus groups and one-on-one interviews. The data generated from the study included library usage habit, emerging community needs and issues of broad importance to the community in general. The resulting data from the needs assessment along with a marketing audit conducted in 2021 were used to help to guide the creation of the library's new strategic plan.



Adventure Kits

The library created Faribault Adventure Kits that contain a variety of activities, hobbies and equipment for individuals and families to check out, use and experience. Kits currently available include outdoor games, sports equipment, crafting, button maker, die-cut machine, bird watching, rock hounding, cake decorating, Dungeons and Dragons, tarot, 3D printing, car engine diagnostic devices, magic tricks and juggling.

New Online Resource Offers Live Help for Veterans and Their Families

In April, the library launched Brainfuse's VetNow™, an online resource that supports Faribault's veterans and their families with navigating the VA bureaucracy, providing academic tutoring, and employment transition assistance. VetNow™ includes live online navigators, job tools, college prep and academic support.

Buckham Book Bike and Fun Fridays Outdoors at Central Park



The Buckham Book Bike made its “maiden voyage” on Friday, June 24th when it traveled to Central Park for the first Fun Fridays Outdoors performance. Faribault favorite Tuey Wilson performed that day to an audience of 350+ readers. Youth and families were also able to sign up for the Summer Reading Challenge, get a library card and check out books from the Buckham Book Bike.

Each Friday, June 24-July 29, the library hosted performers at 10 a.m. at Central Park as part of the Summer Library Program. All performances were ASL interpreted. The Buckham Book Bike supported each of the Friday performances at Central Park.

A big thank you goes to Rice County United Way for helping sponsor the purchase of the Book Bike. Thanks also goes to Rice County SHIP Coordinator Josh Ramaker who visited the Book Bike on July 1st and offered families bike safety information. We are also grateful for the Friends of Buckham Memorial Library who sponsored most of the performers at the park and purchased all of the incentives for the Summer Reading Challenge.

Library State Park Passes

The library launched the DNR's State Park Pass program on June 1st. The Minnesota DNR supplied the library with three weekly State Park Passes for patrons to check out and use at any of Minnesota's State Parks. This project is funded by the DNR's Parks and Trails Legacy Amendment funds.

Roofing Project Completed

Contractors wrapped up the roofing project in June. The metal trim and flashing were the last to be installed. As part of the roofing project, the library's two skylights were also replaced.

Rice County Public Health Supplies Free Masks and COVID Test Kits

The library distributed free masks and COVID tests provided by Rice County Public Health. In 2022, the library distributed 450 N-99 masks and 1,800 COVID test kits to library patrons.



Friends of Buckham Memorial Library Win Award for the Library Plaza

The Friends of Buckham Memorial Library won the 2022 Evy Nordley Award for the Best Project of the Year from the Minnesota Association of Library Friends for its library plaza project. In addition to receiving a plaque honoring the award, the Friends received a monetary prize of \$1,000.

New Strategic Plan and Implementation Plan Created

The library hosted two strategic planning workshops for stakeholders and library staff in October as the Library Advisory Board works on creating the library's new strategic plan. SELCO Executive Director Krista Ross with assistance from Public Library Consultant Steve Harsin led the workshops. After the workshops, Library Director Delane James worked with Ross and Harsin to write the strategic plan and the implementation plan. The plans span the years of 2023-2025.

E-Book Partnership with Traverse des Sioux Library System

Thanks to a partnership with the Traverse des Sioux Library System, SELCO and Rochester Public Library patrons can enjoy more E-Books and E-Audiobooks. Starting in December 2022, patrons from all three systems can use their library cards to check out online materials from Libby and Overdrive from Traverse des Sioux's collection as well as from SELCO's and Rochester Public Library's collections. Prior to this partnership, SELCO and Rochester Public Library had been sharing their Overdrive collections with each other's patrons for more than two years. This partnership was the first and only partnership of its kind in the country.

Library Donations Fund Spending Policy and Plans for Robert Crandall Bequest

In 2022, the Library Advisory Board worked on a plan of how to make the best use of the more than \$2.9 million from the Robert Crandall Bequest. In May 2022, the Board toured the weCreate Makerspace at Shattuck-St. Mary's School to gather ideas. They also investigated a partnership opportunity with Project: Cultivate which would create a network of physical business incubator hubs that would focus on underserved entrepreneurs and startups. The Library Advisory Board also began developing the Library Donations Fund Spending Policy which will guide how the bequest funds and future donations to the library will be spent going forward.



STAFF

Library & Communications Director	Delane James, MLS (2003)
Public Services Librarian	Allyn McColley, MLIS (1996)
Children's Librarian	Deni Buendorf, MLIS (2013)
Library Technicians	Linda Hanson (2001), Bob Latchaw (2019) Lisa Reuvers (1995), Caitlin Boran (2018)
Library Receptionists	Tonya Goettl (2022), Paula Hildebrandt (1999), Julie Bruessel (2012), Derek Herauf (2014), Austin Krippner (2022)
Circulation Aides	Julia Arnold (2021), Mat Cook (2022), Jody Wunderlich (2021), Henry Lu (2021)
Processor/Mending Aide	Linda Turgeon (2018)
Pages	Brenda Neuman (2002), Olivia King (2022), Jacob Sneiders (2022), Monica Wilder (2022)

Total Full-Time Equivalent Library Staff 11.54

2022 Library Advisory Board: Jayne Spooner, Chair, Melissa Kuhl, Vice Chair, Travis Davidson, Crystal Bauer, Keri Simon, Gordon Liu, Nevaeh Weeg, Student Board Member

SELCO Board Representative: Jayne Spooner

2022 Friends of Buckham Memorial Library Board: Stefanie Tywater-Christiansen, President, Greg Thibodeau, Treasurer/Secretary, Kathy Sandberg, Past President, Mary Kubes, Micki O'Flynn, Pat Raftery, Bethany

WORKLOAD DATA

	2020	2021	2022
Total Library Circulation (# Items)	79,727	92,181	108,950
Physical Circulation-Faribault City	34,731	43,017	60,273
Physical Circulation-Rural Rice County	15,613	19,173	22,036
Physical Circulation-Outside Rice County	5,000	8,986	6,880
Digital Circulation	24,383	21,005	19,761
Interlibrary Loan (# Items)	16,286	23,795	24,459
Reference Questions	9,627	8,858	10,523
Internet Use (# People)	2,622	2,782	5,081
Public Wireless Use (# Sessions)	5,125	4,963	7,866
Program Attendance (# People)	23,114	20,932	121,622*
Visits	35,148	52,502	84,206
Active Borrowers	16,171	14,818	11,523**
New Borrowers	314	471	1,105

*Several of the Library's Storytime Videos on YouTube and Facebook went viral in 2022.

**SELCO purges borrowers from the system if they do not check out library materials in 18 months. Also purged were borrowers whose cards had stayed in the system because they had fines on their accounts. When the fines were forgiven when the library went fine free, if patrons had not used their card in 18 months, their cards were deleted.

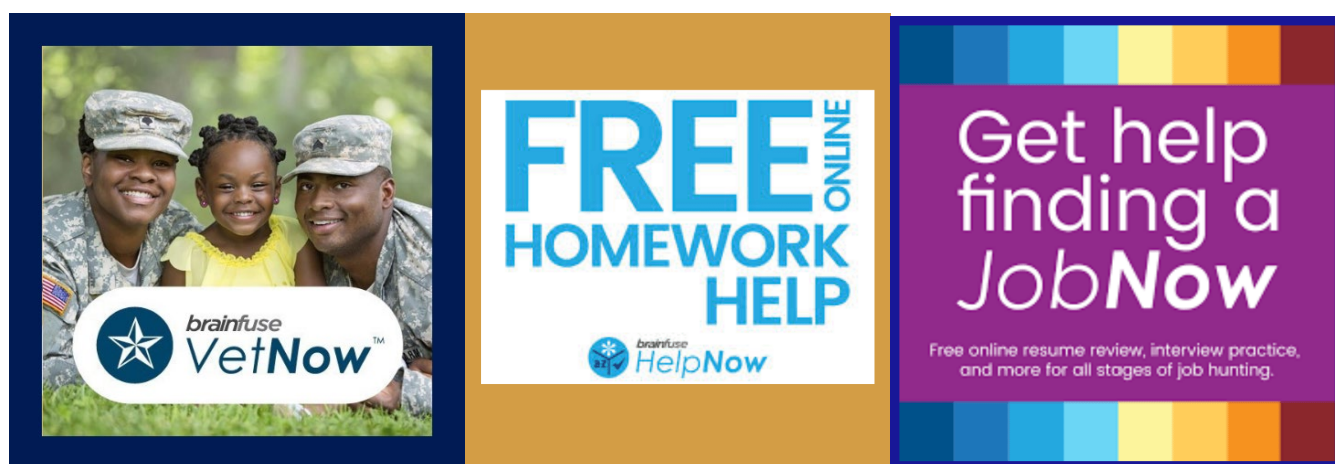
Circulation and Online Resources



In 2022:

- 8,381 borrowers lived inside the Faribault city limits.
- 2,419 borrowers lived in rural Rice County, Northfield and Lonsdale.
- 723 borrowers lived in other parts of Minnesota (mostly in Steele, Le Sueur, Hennepin, Dakota and Goodhue counties)
- 60,273 physical items were checked out by Faribault residents.
- 22,036 physical items were checked out by rural Rice County, Northfield and Lonsdale residents.
- 6,880 physical items were checked out by borrowers living outside of Rice County.

In addition to physical items checked out, borrowers checked out and downloaded online materials including eBooks, eAudiobooks, interactive picture books, and digital magazines. The Library also offers online language learning software, live online homework help and live online career assistance and live navigators for veterans and their families.



Interlibrary Loan

As part of the SELCO Regional Library System, Buckham Memorial Library loans to and borrows from other libraries in the region. If an item is not available in the SELCO system, requests can be placed at other libraries within the state through the MNLink Gateway. In 2022, our patrons borrowed 1,033 items outside of the SELCO region. The library loaned 962 items to borrowers from outside of our system. Buckham Memorial Library participates in the Minnesota Reciprocal Borrowing Compact, which allows borrowers to use their library cards at any other participating library in the state.

Buckham Library was a net lender for the fiscal year ending June 30, 2022. As a net lender, the library loaned more items to other libraries in our region than it borrowed from other libraries. SELCO Libraries that are net lenders receive an annual dividend to help encourage sharing of resources within the region. The amount of the dividend received was \$3,522.44.

Reference and Information

Questions come to the Information Desk and the Children's and Youth Information Desk via email, telephone, online form, mail and in person. Most frequently, patrons request assistance with technology and placing holds on library materials. Information staff also assist patrons in using the Library's

microfilm reader to access local newspapers and census records dating back to 1856. In 2022, staff answered 9,627 reference questions and performed nine research requests related to genealogy and historical newspaper articles from people living outside of Minnesota. Also, Faribault patrons used the microfilm reader 49 times in 2022.

Technical Services

Technical Services is responsible for maintaining the library's collection including collection development, acquisitions, cataloging and inventory control.

In 2022:

- The library's physical collection contained 85,490 items including 72,515 books and magazines, 105 multi-format items, 61 pieces of equipment and 12,809 audiovisual items.
- The library also maintained 153 magazine subscriptions and 12 newspaper subscriptions.
- Staff ordered, cataloged and processed 6,581 new books, DVDs, music CDs, audiobooks, magazines and other materials.

The library also offers online resources that are available at the library or from the library's website. These resources include searchable full-text newspapers and magazine articles, encyclopedias, animated picture books, and resources for readers, genealogists, job seekers and students of all ages.



Technology and Makerspace

The library has a total of 14 public Internet computer stations. The library offers free Wi-Fi with access on each of the library's three floors, in the parking lot and on the Library Plaza.

The library's Makerspace equipment includes laptop computers, iPads, 3D printers, coding robots, virtual reality systems, sewing machines, a vinyl cutter, a laser engraver, ukuleles and a piano. Take and Make

kits are available for patrons to pick up at the library and work on at home. In 2022, patrons enjoyed ukulele, gardening, 3D printing, sewing, knitting, crocheting, needle craft and paper crafting kits.

Adult Services

In 2022, the library offered a variety of educational opportunities for adults. Programs were delivered in-person, online or remotely. Total participation for Adult programming was 7,231 at 207 programs.

Program Type	# of Programs	Participants
Electronic Literacy Programs	15	223
Kits Given	8	343
COVID Mask Distribution	1	450
COVID Test Kits Distribution	1	1,800
Live Online Library Programs	1	20
Recorded Video Programs	79	3,414
In-Person Library Programs	74	849
Tours	5	21
Outreach	1	3
3D Printing Instruction	16	99
Obit/Research Service	6	9
Total	207	7,231



Children's and Youth Services



In 2022, the library offered 327 educational programs for young people and their families with a total of 114,208 participants. Children's and youth programs were delivered in-person, online or remotely.

Program Type	# of Programs	Participants
Baby Bags Distributed	2	60
B&B and P&P Mixer	1	16
Books & Brownies	8	46
3D Printing Club	12	58
First Chapter Fridays	50	3,722
Other Programs	11	578
Groups, Tours & Library Visits (Including 1 st Grade Visits)	20	592
Outreach/Visits to Schools/ Presentations	14	597
Pizza and Pages	8	61
Star of the North videos	10	117
Storytime – In Person	24	310
Storytime – on Zoom	44	459
Storytime videos (Facebook and YouTube)	88	104,728
Summer Performer Programs	6	1,400
Summer Reading Sign-up	4	831
Summer Reading Prizes Given	3	231
Take & Make Kits	9	329
Teen Advisory Board (TAB)	12	63
Youth & Family Movies	1	10
Total	327	114,208

Outreach

Outreach includes delivery and programs to other institutions such as the Minnesota Correctional Facility and the Rice County Jail. Also included in outreach are the scheduling and use of the library's meeting room and community partnerships and collaborations.

In 2022:

- The library processed 288 requests for the Minnesota Correctional Facility and 137 requests for the Rice County Jail inmates.
- The library used the meeting room & the Makerspace 140 times for a total of 723 users.
- The community used the meeting room 104 times for a total of 901 users.



Collaboration and Community Outreach

The library strives to reach people who may not be aware of the services the library offers. In 2022, staff collaborated with many outside agencies to help serve our growing and diverse community. Some of the opportunities for outreach and organizations the library collaborated with included:

Amy Simso Dean	Godfather's Pizza
A Touch of Magic Entertainment	Graylyn "Brodini" Morris
AVID (Faribault Middle School)	GSH Club - FHS
Big Brothers Big Sisters (BBBS)	Healthy Communities Initiative
Cannon River STEM School	Jefferson Elementary School
Cannon River Watershed Partnership	Kaleidoscope
City of Faribault	Kevin Strauss
David Borka (Santa)	Lincoln Elementary School
Dazzling Dave	McKinley Early Childhood Family Ed. Center
District One Hospital	Minnesota Braille and Talking Book Library
Divine Mercy Catholic School	Minnesota Children's Museum
Faribault Area Chamber of Commerce	Minnesota Department of Education
Faribault Daily News	Minnesota Library Association
Faribault Education Center	Nerstrand Elementary School
Faribault Engineering Department	Rice County Chemical & Mental Health Coalition
Faribault Fire Department	Rice County Public Health
Faribault High School	River Bend Nature Center
Faribault Lutheran School	Roosevelt Elementary School
Faribault Middle School	SELCO

Faribault Parks & Recreation	Seed Savers
Faribault Public Schools Community Education	Siana's Music of the Congo
Faribault Public Works Department	State Library Services – MN
Faribault Senior Center – Buckham West	Tuey Wilson, Comic Stunt Juggler
FCTV	University of MN Master Gardeners
Friends of Buckham Memorial Library	YALSA

COMMUNICATIONS

Library Services Department

PRIMARY SERVICES

Communications Services manages, assists, and administers the City's webpage, social media and other communications channels, while also improving internal and external communications.



HIGHLIGHTS and ACTIVITIES

- Implemented a 150th anniversary campaign
- Organized a four-day pop-up event focused on raising awareness about the City Boards and Commissions during Heritage Days
- Created Boards and Commissions applications and information packets in English, Somali and Spanish
- Developed a Strategic Communications and Engagement plan (currently in draft form)
- Presented on ADA compliance at the Minnesota Recreation and Parks Association annual conference
- Re-designed The Point After, and assumed duties of creating the weekly production

WORKLOAD DATA

	2020	2021	2022
Communication Team Meetings	41	38	42
Staff and Council Trainings	1	1	0
Social Media Accounts Administered	13	16	16
Social Media Following: City of Faribault Facebook Page Likes/Follows	1,805	2,503	2,665
Website Page Visits	272,262	282,855	220,367
Website Page Views	411,298	463,102	402,555
Website Unique Page Views	318,931	364,878	337,562

STAFF

- Brad Phenow, Communications Coordinator, Parks and Recreation
- Delane James, Library Services Director, Buckham Memorial Library

FINANCIAL ADMINISTRATION

Finance Department

PRIMARY SERVICES

The Finance Department conducts the City's financial affairs in accordance with generally accepted accounting standards and Government Accounting Standards Board. This includes initiation of financial plans, review and implementation of internal controls, safeguarding assets and accounting of financial transactions. The Finance Department provides financial management for the City, Housing Redevelopment Authority (HRA) and Economic Development Authority (EDA) and oversees all financial activity. It is charged to protect and safely manage the assets of the City and to provide accurate, timely, and complete financial information in an understandable and friendly manner to the public and staff. Under the direction of the Finance Director, the Finance Department provides financial support to the entire organization, including:

- Budget coordination
- Long-range financial planning
- Capital improvement planning
- Fee schedule maintenance
- Utility billing
- Utility rate analysis
- Payment of claims
- Cash and investment management
- Debt management
- Special assessment management
- Capital asset management
- Insurance and risk management
- Accounts receivable
- Cash receipting
- Grant administration
- Project accounting
- Financial reporting
- Implementation of financial controls
- Tax increment financing reporting
- Tax abatement administration
- Tax levy administration
- Federal, state, and local legal compliance
- Fiscal analysis
- Banking relations

STAFFING

- Jeanne Day, Finance Director (3 ½ years)
- Ann Remold, Assistant Finance Director (43 years)
- Jamie Walburn, Senior Accountant (2 years)
- Amy Stadler, Accounting Technician (1 ½ years)
- Bobbi Blank, Accounting Technician (1 ½ years)
- Gina Carlson, Administrative Assistant (16 ½ years)

During 2022, training has been a top priority within the department as both Accounting Technicians and Senior Accountant were in training throughout the year. Training and a learning curve are where the department is as a whole and the stability of one long-term employee has been a stronghold for the department.

HIGHLIGHTS and ACTIVITIES

Long-Term Financial Management Plan

The Long-Term Financial Management Plan became part of the annual budget process in 2020 and is updated on an ongoing basis. This Plan is intended to serve as a guide for the ongoing financial management for the City. The Plan contains proposed strategies and identification of key factors and objectives to monitor with respect to the financial performance of the City's Governmental Funds and Enterprise Funds. Information of projected property tax levies, fees, and charges needed to fund planned City services, capital improvements and debt service is included. The Plan includes planned future capital improvements for 10 years, based on estimates made by Management for capital improvement project costs and the timing of projects.

While the specific timing of future improvements is uncertain, awareness of the projects and the funding required for each project are important when considering tax levies, rates for fees and charges, and level of

reserves. Future development of property within the City may provide increased revenue from taxes and charges for services. This may include an increase in revenue to the Utilities with revenue coming from both development fees and usage fees. Future development will provide additional property value and opportunity for additional property tax revenue for City services.

The rate of future development and addition of new tax-payers and utility customers is a significant variable for the Plan and the projections within. Management will continue to monitor actual development that occurs against the anticipated rate of development assumed in the Plan and adjust assumptions. The rate of development will impact the projected revenues included in the Plan. Information on projected housing units and commercial/industrial square footage is included in the Plan.

Budget

The City Charter requires the City Administrator to submit to the City Council an annual budget which is a complete financial plan for all City funds and activities for the fiscal year. The City Council is responsible for review, revision, and adoption of the budget and tax levy. The budget process and document are coordinated and compiled by the Finance Department with the focus on 2023 goals. The 2023 citywide budget is \$58,354,758, compared to the 2022 budget of \$52,392,185. The major difference being capital project variances such as the Street Reconstruction projects, and utility infrastructure projects. The 2023 City budget also included a net levy of \$11,184,332, compared to 2022 levy of \$10,559,078.

Capital Improvement Plan

The 2023-2027 Capital Improvement Plan (CIP) was completed in conjunction with the budget process. The improvements and acquisitions proposed in the 5-year CIP can be amended as circumstances warrant. The CIP does provide a solid framework for allocating personnel and finances, while coordinating the activities of various departments. The cost estimates are indeed estimated and can be refined during the budget process, in feasibility studies and bidding processes. The CIP includes capital equipment, public facilities, park improvements and infrastructure. There is also a financial analysis section which is a critical portion of the document. The 2023-2027 CIP totals \$20,966,750 for 2023, whereas the 2022-2026 CIP totals \$13,487,462 for 2022.

Bond Activity

The City continues to draw on the Minnesota Public Facilities Authority General Obligation Water Revenue Note in the original aggregate principal amount of \$10,205,719 for the construction of a water treatment plant and \$522,527 for the north water tower project. These are 20-year loan agreements with an interest rate of 1 %. The City has \$25,736,269 in bonds outstanding as of Dec. 31, 2022, in nine different issuances. In 2022, the City completed the crossover refunding issued in 2021. Finance monitors the debt levels and bond ratings for the City in correlation with issuance and payment of debt. Continuing disclosure is reported annually as prescribed in the individual bond covenants, arbitrage is calculated as needed and a Certificate of Outstanding Indebtedness is filed with the County annually.

Bond Rating

Standard and Poor's reaffirmed the City's bond rating of AA. The rating reflects their assessment of the following factors:

- Very strong management with strong financial policies and practices
- Very strong budgetary flexibility, with a good available fund balance
- Very strong liquidity with available cash for expenditures and debt service
- Strong budgetary performance with an operating surplus
- Strong debt and contingent liability position
- Strong institutional framework score
- Weak economy

This bond rating is analyzed with the issuance of new debt.

Government Finance Officer Association (GFOA) Certificate of Achievement Award 2020

The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. This Certificate is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The City received the Certificate of Achievement for Excellence in Financial Reporting for 2020 and has applied again in 2022 for the 2021 Annual Comprehensive Financial Report (ACFR) and anticipates to submit the 2022 ACFR in 2023 as well. This award was first received in 1991 by the City of Faribault and has continued to be received annually. Only 142 entities in Minnesota received this award the year prior.

WORKLOAD DATA

Utility Billing

Over 7,500 accounts are billed monthly for the City's utility services, including water, sanitary sewer and storm water, averaging approximately \$930,000 each month. 1,411 of these bills are sent electronically, of which 349 also receive a paper copy. The Finance Department also provides customer service, and telephone support answering billing questions, and assisting customers with issues related to their accounts. With the monthly billing, over 1,333 customers utilize direct debit. The department processes approximately 650 online bank payments per month which are converted to an electronic payment in order to assure that payments are received in a timely manner. This process allows Finance to import the payments directly from a file into the utility billing system without any data entry, which enhances efficiencies and accuracy. Credit card payments are offered through a third-party vendor.

Utility Billing	2022	2021	2020
Utility Bills - Paper	84,391	86,668	88,747
Utility Bills - Electronic	15,874	11,869	7,805
Utility Billing Revenue	\$11,156,094	\$10,880,228	\$10,600,113
Mail, Drop Box & Counter Payments	29,787	33,194	36,336
On-Line Credit Card Payments	29,658	24,939	21,925
Direct ACH Payments	16,080	16,125	15,191
On-Line Bank Payments	6,868	7,244	7,952
Interactive Voice Response (IVR) Payments*	1,626	2,116	250
*Implemented in October 2020			

Accounts Payable

Finance oversees all City, HRA and EDA payments. The City continues to expand use of Automated Clearing House (ACH) to make vendor payments. ACH is more secure and less costly to process than paper checks and saves time during payment processing and bank reconciliation. There are 184 new vendors set up for ACH. Finance implemented an AP Laserfiche workflow automation that allows invoices to be processed by sending them through an approval workflow, export data to import into our integrated financial system to process the checks. The workflow then reconciles and links the invoices and the check, and uniformly names and files these documents. These documents are also marked with self-destruction date in accordance with the State Record Retention Schedule. Staff is now working through the import process of new vendors and bulk invoices as we prepare for the payments of the Franchise Fee Rebates.

Accounts Payable	2022	2021	2020
Checks Issued	2,903	3,298	3,512
ACH Payments Processed	1,586	1,315	826
Total Invoices Processed	9,704	9,466	10,822
Claims Paid	\$36,631,586	\$35,144,798	\$37,583,603
Regular Check Runs	24	24	24
Special Check Runs	23	25	22
1099s Issued	115	118	313

Accounts Receivable

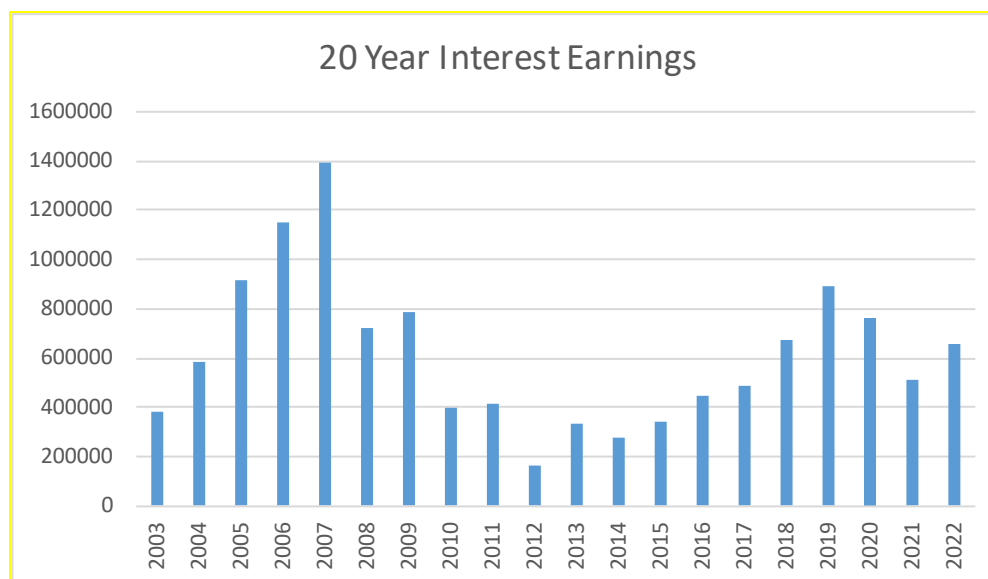
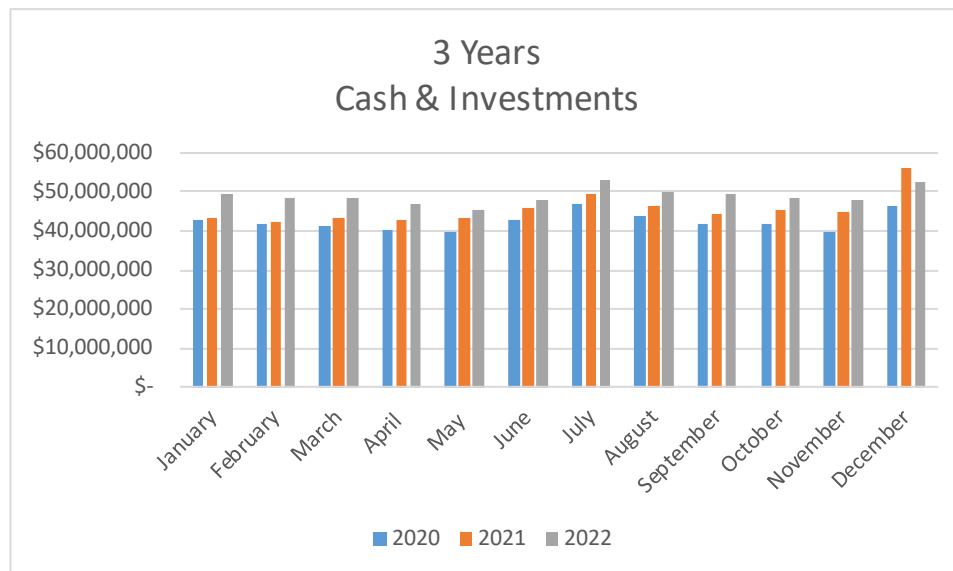
Finance oversees all invoices due to the City. All City, HRA, and EDA revenue is collected, coded, receipted and deposited daily. The City also utilizes ACH for direct debit of miscellaneous accounts receivable payments including hangar rents, liquor licenses and COBRA payments.

Accounts Receivable	2022	2021	2020
Invoices Issued	889	951	1,193
Invoices Issued Value	\$ 955,898	\$ 1,278,549	\$ 174,318
ACH Invoices Processed	135	151	146
Outstanding Invoices #	58	103	48
Aged Invoices 30-60 days \$	\$ 2,347	\$ 210,721	\$ 4,413
Aged Invoices 60-90 days \$	\$ 647	\$ 7,811	\$ 2,937
Aged Invoices 90+ days \$	\$ 9,393	\$ 14,002	\$ 25,929

Banking and Investments

The Finance Department is responsible for the City's cash and investment management for all funds including the component units of the EDA and HRA, as well as the agency of the Robinwood Manor Apartments. The City has adopted a detailed Investment Policy. City funds are invested to attain a market rate of interest while preserving and protecting the capital of the overall portfolio. Investments are made based on statutory constraints, in safe, low-risk investments. The primary objectives, in priority order, are safety, liquidity and yield. The City uses a ladder approach to cash management and the portfolio is invested in a variety of maturity lengths to meet short-term and longer-term cash flow needs. The investment decisions are made with consideration of the current investment market within the City's Investment Policy. An annual investment report is written and an annual presentation to the Council the first work session in March is made in accordance with the City's Investment Policy.

Summary Characteristics			
Cost Value (\$000):	\$ 53,429	Number of Investments:	113
Market Value (\$000):	\$ 50,178	YTD Number of Acquisitions:	25
Weighted Average Interest Rate:	1.481%	YTD Number of Maturities:	19
Unrealized Gain/(Loss) (\$000):	\$ (3,251)	YTD Number of Calls:	-
12 Month Cash Flow (\$000)	\$ 17,952	YTD Interest Earnings (\$000)	\$ 657
% of Portfolio Callable:	7.08%	Average Yield:	1.763%
Average Years:	2.772		



Special Assessments

Special assessments are a valuable tool to cities in that the public improvement costs are assigned to benefitting properties. This reduces the burden on the property tax levy. These costs are amortized over a certain number of years based on the assessment type. The street improvement special assessments have been replaced with utility franchise fees beginning in 2022. Special assessments may also be used to recover unpaid receivables, nuisance abatements and utilities. The Finance Department manages these assessments and affiliated reporting requirements.

Special Assessments	2022	2021	2020
Outstanding Assessment Rolls	43	44	45
Outstanding Parcels	977	1,115	1,074
Outstanding Assessments Value	2,007,181	2,333,022	2,173,862
Deferred Assessment Parcels	19	19	21
New Assessment Parcels	52	242	285
Prepaid Assessment Parcels	-	247	288
Special Assessment Searches	390	483	541

Capital Asset Management

The CIP represents the framework for planning the preservation and expansion of infrastructure, facilities, equipment and technology. Once a project has been completed or acquisition has been made, the assets need to be recorded. Maintenance of capital asset records include tracking by class, type, acquisition costs, funding source, salvage value, useful life, as well as calculating and costing depreciation, all within a capital management system, as well as the City's financial statements along with the HRA and EDA. As of January 2022, there were 7,317 assets valuing \$177,140,637 recorded in various funds, compared to 7,312 assets valuing \$171,811,653 January 2021.

Capital Assets	2021	2020	2019
Capital Assets #	7,317	7,312	7,349
Capital Assets Value \$	278,234,145	266,692,732	252,371,421
Capital Assets Depreciation Value \$	101,063,508	94,881,079	89,258,576
New Assets #	74	80	62
New Assets \$	15,604,782	16,119,716	8,599,747
Disposed Assets #	166	61	67
Disposed Assets \$	644,702	9,458,912	7,170,184
Component Unit Capital Assets #	65	66	66
Component Unit Capital Assets \$	5,595,441	4,491,131	3,865,520
Component Unit CA Depreciation \$	2,049,692	1,968,969	1,896,802

Tax Increment Financing (TIF)

The activity of the EDA's tax increment projects is tracked and reported annually in accordance with state statute. There are currently six TIF Districts open in the EDA. Finance also calculates and maintains the bi-annual pay-as-you-go payments for the respective districts. TIF Districts 16, 17, and 18 were all added in 2022.

TIF District	Type	Term (Yrs)	Certified	Decertification
6-1 Village at Park Avenue	Housing	25	8/26/1996	12/31/2023
8 River Ridge	Redevelopment	25	12/26/2000	12/31/2028
9 Faribault Road	Redevelopment	25	4/24/2007	12/31/2033
13 Hamilton	Redevelopment	25	6/24/2019	12/31/2046
14 Straight River Apartments	Soils Condition	20	8/13/2020	12/31/2041
15 Lofts at Evergreen Knoll	Housing	25	8/11/2020	12/31/2047
16 Farmer Seed	Redevelopment	25	8/23/2022	12/31/2050
17 Riverchase Apts	Economic Dev- Workforce Hsg	8	8/23/2022	12/31/2031
18 Willow St Apts	Economic Dev- Workforce Hsg	9	8/23/2022	12/31/2032

Tax Abatement Administration

The City utilizes tax abatements to capture a portion of the taxes it imposes on a parcel to apply to specific, designated uses to support development and investment in the community. There are currently five active tax abatements as Tru Vue was provided an estimated \$390,000 of tax abatement beginning in 2025. Based on the current market values and the details of the various agreements the chart below indicates anticipated captured amounts to be remitted.

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Mill City	\$ 27,049	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sage	\$166,182	\$164,806	\$158,473	\$ 40,318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stein Air	\$ 8,561	\$ 8,457	\$ 8,457	\$ 8,457	\$ 8,457	\$ 6,137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Daikin	\$154,811	\$160,388	\$160,388	\$160,388	\$160,388	\$ 5,471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trystar	\$ 54,312	\$ 61,991	\$ 61,991	\$ 60,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tru Vue	\$ -	\$ -	\$ -	\$ 44,445	\$ 44,445	\$ 44,445	\$ 44,445	\$ 44,445	\$ 42,223	\$ 37,778	\$ 33,334	\$ 28,889	\$ 24,451
Total	\$410,914	\$395,642	\$389,309	\$313,718	\$213,290	\$ 56,053	\$ 44,445	\$ 44,445	\$ 42,223	\$ 37,778	\$ 33,334	\$ 28,889	\$ 24,451

Risk Management

Finance is responsible for two areas of risk management through assessment of risk exposure and insurance coverage and renewals for Property, Automobile, and Liability, and Workers Compensation coverages. The League of Minnesota Cities Insurance Trust (LMCIT) provides coverage for the City. The LMCIT also provides coverage for Property, Automobile, and Liability for the HRA and EDA as well.

Franchise Fees

Charter Communications and Enventis Telcom Inc. have cable television franchises. The entire cable television franchise fees revenue is for General Fund purposes. A franchise fee on electric and gas utilities began Jan. 1, 2006 per Ordinances 2005-20 and 2005-21. Ordinance 2018-09 established the 2019 and 2020 rates of a 10% increase each year. Ordinance 2021-9 increased utility franchise fees as an alternative to levying special assessments for traditional pavement management street improvement projects. A rebate program was also established for the portion of the franchise fee increase allocated to street improvement projects for those properties who have an active and eligible previous street improvement project assessment. Lastly, the City charges an internal franchise fee to the Water and Sewer Funds. These Franchise Fees are not passed on to the customers and are implicit within the rate structure. Below are the 2022 Franchise Fees distributions.

2022 Franchise Fees	General Fund (101)	Public Works Bond (344)	Street Imp. Fund (401)	Park Imp. Fund (404)	Capital Replacement Fund (431)	Public Facility Projects (437)	Total
Cable Television	\$239,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 239,270
Electric & Gas Utilities	\$ -	\$55,454	\$1,443,473	\$255,193	\$ 75,686	\$168,344	\$1,998,149
Water & Sewer Utilities	\$ -	\$25,000	\$ 250,000	\$ -	\$ -	\$ 25,000	\$ 300,000
Total	\$239,270	\$80,454	\$1,693,473	\$255,193	\$ 75,686	\$193,344	\$2,537,420

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ENGINEERING SERVICES

Engineering Department

PRIMARY SERVICES

The Engineering Department's primary responsibility is the design and construction of capital improvement projects within the City, including streets, utilities, subdivisions, sidewalks, trails and bridges. Staff works closely with the Public Works divisions, but also interacts with the remaining City departments, other governmental agencies, and the general public providing infrastructure information, reviewing proposed developments, determining standards to be applied, and providing other technical or support services as needed.

STAFFING

Tylor Schwarz, GIS Coordinator resigned his position in January 2022. The City hired David Johnson as GIS Coordinator and he started employment with the City in April 2022. Glenn Cunningham, Engineering Supervisor retired at the end of 2022 after 30+ years in the department. Theresa Manz, the shared administrative assistant with Public Works, also retired at the end of 2022 after almost 40 years working for the City.

Staffing for the department in 2022 was as follows:

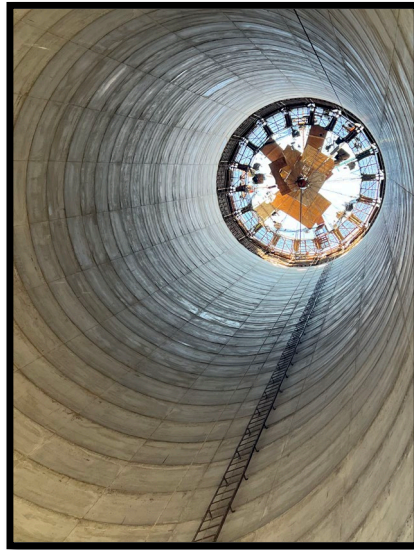
Mark DuChene	Director of Engineering (City Engineer)
Glenn Cunningham	Engineering Supervisor (retired December 2022)
Dale Drentlaw	Engineering Technician III
Jeff Lang	Engineering Technician III
Tyler Quale	Engineering Technician III
Tylor Schwarz	GIS Coordinator (resigned January 2022)
David Johnson	GIS Coordinator (hired April 2022)
Theresa Manz	Administrative Assistant II (w/ Public Works—retired December 2022)

HIGHLIGHTS and ACTIVITIES

The 2022 construction season was a very typical year for the Engineering Department. Besides the 2022 construction projects, much staff time was spent on preparing for some larger and complicated projects in 2023, including the Trunk Highway 3 & 30th Street Northwest roundabout project and the Northern Links Trail connection under the Canadian Pacific Railroad into North Alexander Park, both of which have federal monies allocated to them. The Engineering Department was also able to swiftly and cooperatively coordinate with two important developments to deliver plans and specifications that will facilitate the development of a new multi-family housing project on the redeveloped site south of the Viaduct Bridge, including construction of the City's 12th lift station, as well as negotiate a development agreement, public infrastructure and land swap with Rice County, a private business, and the City for the construction of the new Rice County Public Safety Center.

NW Area Water Tower

Construction started on the new 750,000-gallon NW Area Water Tower in 2022. This new elevated water storage tank is located on the northern edge of the City adjacent to I- 35, south of CSAH 9 (150th Street). This tower has been identified as a need for the City's water system for over a decade and will provide much needed fire flow capacity and consistent water pressure for the existing and future industrial development in the I-35 industrial park area. This project is funded 50% (\$2M of the \$4M construction costs) through a grant from the Minnesota Department of Employment and Economic Development (DEED) and is projected to be online in late summer/early fall 2023.

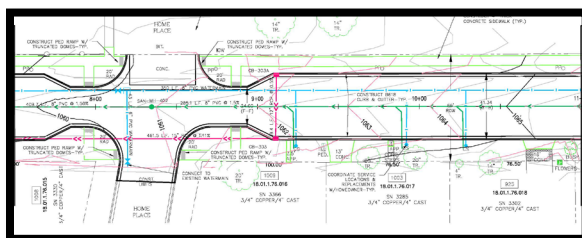


2022 Street Reconstruction

The City's 2022 street reconstruction project included improvements of Faribault Road from Jensen Drive to Town Square Lane and 10th Street Southwest from Prairie Avenue to Ninth Avenue Southwest. The Faribault Road Reconstruction project replaced on old narrow roadway with no curb and gutter with an urban section road. This project also included the construction of a 10-foot-wide multi-use trail from Town Square Lane to Highland Place which is part one of a multi-phased plan to construct a trail along Lyndale Avenue from Highland Place to Seventh Street Northwest, which will then connect into the existing City trail system and the White Sands Trail Head.



The 10th Street Southwest project included coordination with the Faribault School District on a new student pick up/drop off layout that required a connection to 10th Street Southwest. As part of looking at school safety and pedestrian crossing, bump-outs were added at the intersection of Home Place to slow traffic on 10th Street Southwest, make pedestrians more visible to vehicles, shorten the crossing distance for pedestrians and provide a safe refuge for the school patrols. The street was also widened a bit to allow for parallel parking on both sides of the road as this area is quite busy year-round with school and summer recreation activities. Also included with the 10th Street project was a small reconstruction of a low point on Prairie Avenue Southwest just north of Spring Road that would frequently experience localized flooding of almost 3 feet in depth. The project raised the low point of the road, added some additional storm sewer inlet capacity and reduced the maximum ponding depth of the road to less than 1.5 feet.



WORKLOAD DATA

In 2022, the Department let seven new contracts with a total contract value of over \$4.6M dollars and the total value of work completed on both new and carry over contracts for calendar year 2022 exceeded \$6.4M as indicated below.

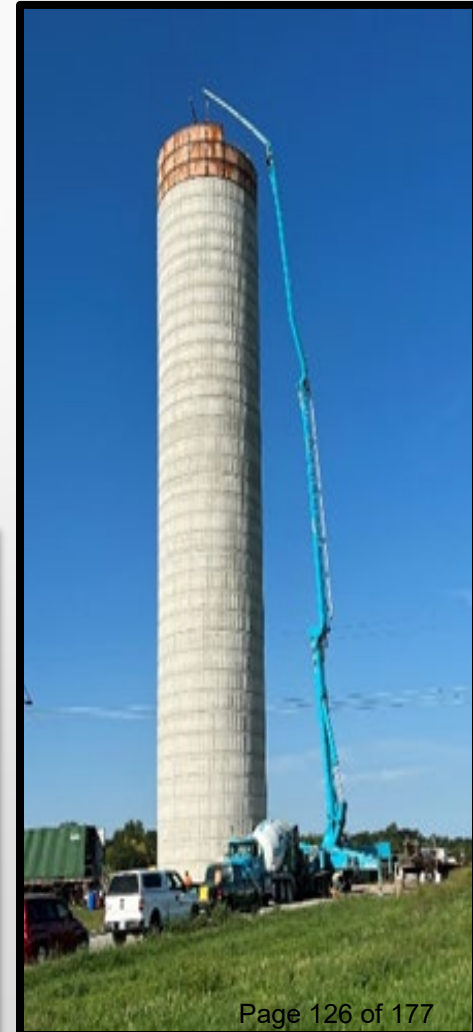
2022 Construction Cost Summary

Total - Carryover Projects	\$ 412,500
Total - 2022 Contracts Completed	\$ 3,277,800
Total - Contracts in Progress	\$ 2,714,000
Total Work Completed in 2022	\$ 6,404,300

2022 Construction Quantities Summary

<u>Street Improvements</u>	Reconstruction/ New Construction	5,974 LF	1.07 MI
	Overlay	<u>24,139 LF</u>	<u>4.57 MI</u>
	2022 Totals	30,113 LF	5.64 MI
<u>Watermain</u>	Construction	0 LF	0.00 MI
	Replacement	<u>1,343 LF</u>	<u>0.25 MI</u>
	2022 Totals	2,406 LF	0.25 MI
<u>Sanitary Sewer</u>	Construction	0 LF	0.00 MI
	Replacement	<u>1,086 LF</u>	<u>0.20 MI</u>
	2022 Totals	1,907 LF	0.20 MI
<u>Storm Sewer</u>	Construction	4,342 LF	0.82 MI
	Replacement	<u>78 LF</u>	<u>0.01 MI</u>
	2022 Totals	4,420 LF	0.83 MI

2022 ANNUAL REPORT





ADMINISTRATION

2022 ORGANIZATION / STAFFING

- Administration
 - Tim Murray, City Administrator
 - Heather Slechta, City Clerk
- Human Resources
 - Kevin Bushard, H. R. Manager
 - Donna Braun, Payroll Specialist
- Information Technology
 - Ben Mueller, IT Coordinator
 - LeAnna Speiker-Anderson, IT Technician

ADMINISTRATION

2022 HIGHLIGHTS

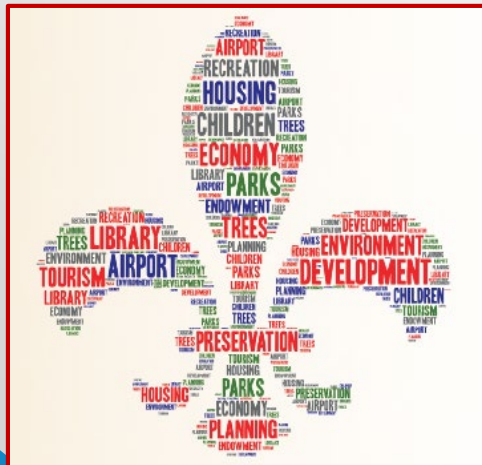
- **150th Anniversary of City's Incorporation**
- **Advancement of Apartment Projects**
- **Finalized Settlement of ACLU Lawsuit**
- **Schematic Design of Downtown (North Viaduct Area) Park**
- **Organizational and Position Changes**



ADMINISTRATION

2022 ELECTIONS

- Special Primary Election (May 24th)
 - Congressman Hagedorn Vacancy
- Primary Election (August 9th)
- General Election (November 8th)



BOARD & COMMISSION RECRUITMENT EVENT

- Open House
- Appreciation Dinner

ADMINISTRATION

HUMAN RESOURCES

- 29 Resignations in 2022
(20 total for 2020 & 2021)
- 10 Retirements in 2022
(6 total for 2020 & 2021)



INFORMATION TECHNOLOGY

- 1292 Helpdesk Tickets in 2022
(1030 for 2021)

ADMINISTRATION

2023 ISSUES / MATTERS



- Expansion of City Communications Efforts
- Final Design, Funding, and Bidding of Downtown (North Viaduct Area) Park
- Completion of Multiple City Hall Improvements
- Human Resources/IT as Separate Department
- City Administrator Replacement Process *(due to Retirement)*





POLICE DEPARTMENT

2022 In Review

- Chief Andy Bohlen retirement
- Hiring of Chief John Sherwin
- Focus on policy updates and best practices
- Use of Force tracking implementation
- Expansion of technology:
 - New products associated with body cameras
 - New UAS (Drone)
 - Purchased additional less-lethal weapons and protective equipment for officers
- Leasing vs. capital funds for new fleet vehicles





POLICE DEPARTMENT

HIGHLIGHTS of 2022



- Focus on hiring, retention of staff, and recruitment for the future
- Planning for new programs implemented in 2023 such as the Police Assisted Recovery and Diversion (PARD) program, Lexipol policy management, and expanded products through Axon
- Partnership with the Lights On! voucher program

POLICE DEPARTMENT

HIGHLIGHTS of 2022 (cont'd.)



- Slight reduction in crime from 2021 (Part 1 and Part 2 Offenses Combined)
- Successful criminal investigations related to narcotics, property crimes, and several high-profile crimes of violence
- Implementation of a catalytic converter theft reduction program
- Sergeant promotional process



POLICE DEPARTMENT

2023 Goals

- Complete policy manual review and rewrite
- Full agency active shooter training (all Rice County LE)
- Community Engagement goals
- Evaluate mission statement and organizational values
- Define crime reduction strategy



FIRE AND CODE SERVICES

Function / Responsibilities

- **Ensure Efficient Daily Operations**
- Emergency Response
- **Fire Suppression**
- **Employee Training**
- Fire Prevention
- Emergency Management/Preparedness
- Workplace Safety Training
- **Building Code Enforcement/Inspections**
- **Rental Housing Licensing/Inspections**



FIRE AND CODE SERVICES

2022 Highlights

- Settled into our post-pandemic response and training model.
- Created a culture more open to mental health awareness along with our on-going physical health awareness.
- Started a new Farm Safety Initiative.



FIRE AND CODE SERVICES

2022 Highlights (cont'd.)

- Finished the final step in the reunification process with the School District.
- Joined forces with the Building Codes department.
- Emergency runs were up 0.4% from last year and average runs per day is up to 8.13.





FIRE AND CODE SERVICES

2023 ISSUES / MATTERS

- Manage expectations into busy construction season.
- Monitor physical and mental health of responders.
- Staffing into the future (Suppression and Codes).
- Reset rental housing licensing & inspections program.
- Work with the Rural Association and truck vendors to purchase two new fire apparatus.
- Install a new outdoor warning siren.
- Long-term planning for providing services to a growing city.



PUBLIC WORKS

FUNCTION / RESPONSIBILITIES

- Administration
- Right-of-Way Management
- Streets & Equipment Maintenance
- Water Distribution System Operation
- Collection System Operation
- Wastewater Treatment
- Stormwater Maintenance
- Airport



PUBLIC WORKS

HIGHLIGHTS of 2022

- Seal Coat Program - 78 Blocks
- Energy Efficiency Study at WRF



PUBLIC WORKS

HIGHLIGHTS of 2022

- Construction of Wellhouse No.5
- Lift Station Communications Upgrades

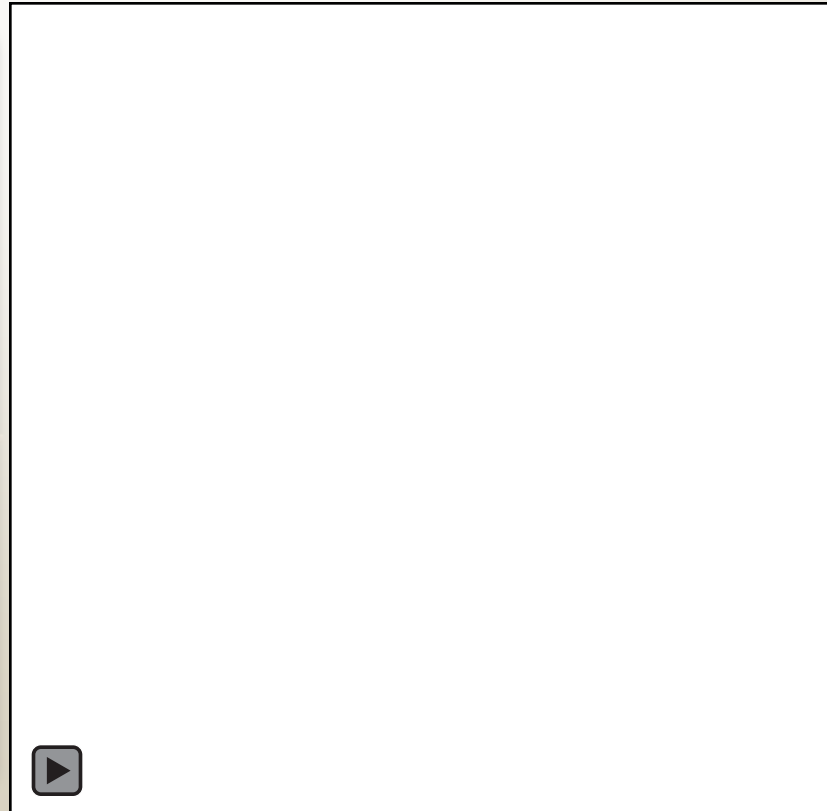




PUBLIC WORKS

HIGHLIGHTS of 2022

- Airfield Lighting Upgrade at Airport



PUBLIC WORKS

2023 ISSUES / MATTERS

- **Water Meter Radio Replacements**
- **Facilities Plan at Water Reclamation Facility**
- **Fleet Assessment**
- **Filling Open Positions/Staff Development**
- **Asset Management Program**

COMMUNITY & ECONOMIC DEVELOPMENT

Primary Services/Divisions

- Community Development
- Economic Development
- Housing
- Planning & Zoning
 - *Building Codes and Rental Licensing was transferred to Fire and Code Services in November 2022*

2022 Highlights

- Paid first half of \$1,000,000 commitment to help rehabilitate 12 downtown buildings
- Council approved redevelopment of former Farmer Seed and Nursery
- Council approved Rice County Public Safety Center



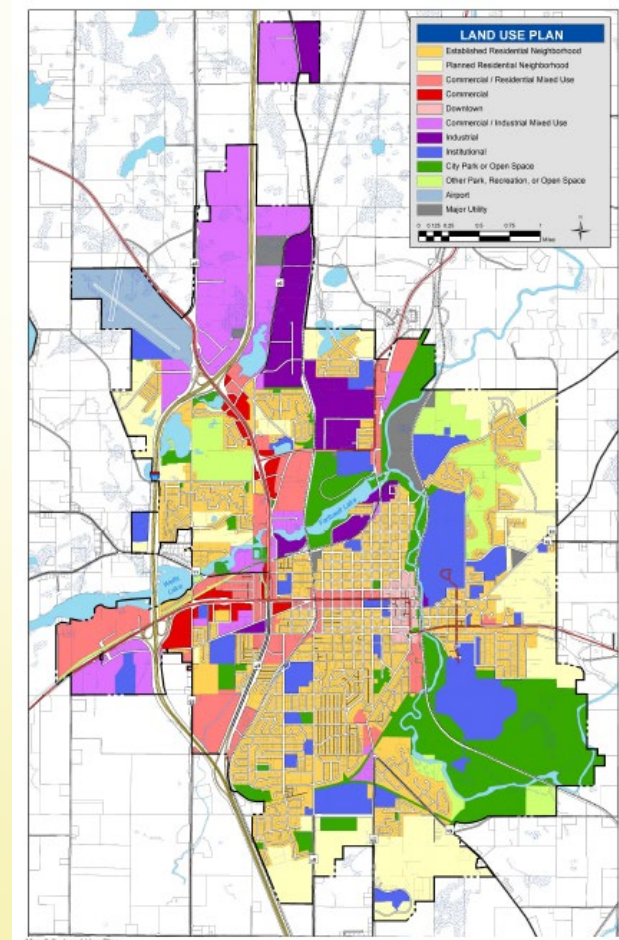
2022 Highlights

- Council approved three multi-family housing projects totaling 323 units
- Council approved Divine Mercy Catholic School Addition
- Council approved Midwest Recovery
- Continued with the RAD/ repositioning of 49 public housing units



2023 Issues & Matters

- Continue to implement the Journey to 2040 Comprehensive Plan
- Create a development handbook
- Address public housing ownership and management issues and opportunities
- Create a tree preservation and replacement ordinance
- Continue to promote business retention and expansion efforts



Parks and Recreation

- Locker room floors redone
- Glycol replacement
- Aquatic Center Boiler replacement



Roof & HVAC Replacement



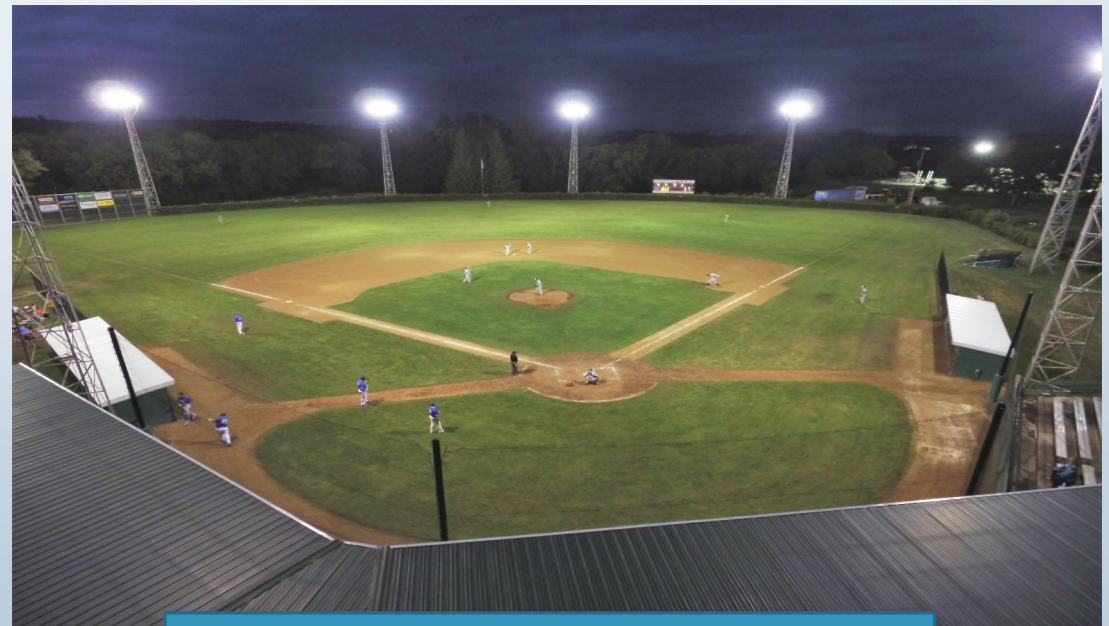
Gym Floor and Basketball Hoop Replacement



Big Chair – Slevin Park



Hero Banners



State Amateur Baseball Tournament



Fleckenstein Bluffs Park



Recreation Division Highlights

- Memberships 1517
- FFAC attendance up 5000 (23,170)
- Indoor pool usage 21,759
- 325 Picnic Shelter rentals
- 45 Tommy Allen Scholarships
- Friday Free Open Gym
- Father Daughter Dance
- Community Events assistance



2023 Issues

- Playgrounds – Prairie, Waupacuta, Bluebird Parks
- Facility Maintenance Study
- City Hall improvements
 - Council chambers
 - 1st floor restrooms
 - 3rd floor conference room
- Downtown (Viaduct Area) Park
- Reorganization/new staff
- Key Card System - simplify
- New Community Center



BUCKHAM MEMORIAL LIBRARY

ANNUAL REPORT 2022

2022 Highlights

- Fine Free
- New Resources: Adventure Kits, State Park Passes, VetNow™
- New Outreach: Buckham Book Bike & Friday Performers @ Central Park



More Highlights

- 2022 Evy Nordley Award for Best Project of the Year- Library Plaza
- Completion of the Roofing Project
- New Strategic Plan & Implementation Plan
- Library Donations Fund Spending Policy



Communications 2022 Highlights



- Implemented a 150th anniversary campaign
- Organized an event to raise awareness about the City Boards and Commissions during Heritage Days
- Developed a Strategic Communications and Engagement Plan
- Presented on ADA compliance at the Minnesota Recreation and Parks Association annual conference

2023 Issues & Matters

- Library Values & Mission Statement Creation
- Exterior Maintenance
- Plan & prepare for projects funded by the Library Donations Fund
- Evaluate programming, communications & marketing efforts
- Expand outreach efforts





FINANCE

FUNCTION / RESPONSIBILITIES

- **Cash & Investment Management**
- **Accounts Payable & Accounts Receivable**
- **Payroll & Utility Billing**
- **Annual Budget Development Support**
- **Capital Asset & Special Assessment Management**
- **Legal Compliance-Audit/CAFR**
- **Debt Management & Risk Management**
- **Tax Increment/Tax Abatement Reporting**



FINANCE

HIGHLIGHTS of 2022

LTFMP

Budget

5 Year
CIP

Cash Management

Debt
Management

GFOA Award

FINANCE

2023 Issues

- Paperless Accounts Payable-ACH
- Investment Market
- Franchise Fee Rebate Program
- Debt Issuance
- Long Term Financial Management Plan
- ERP System RFP
- HRA Requirements

ENGINEERING

FUNCTION / RESPONSIBILITIES

- **Planning and Design of Capital Improvements**
- Project Management of City Contracts
- **City MS4 Permit Administration**
- **Development/Site Plan Review**
- **Manage City's GIS System**

ENGINEERING

HIGHLIGHTS of 2022

- NW Area Water Tower





ENGINEERING

HIGHLIGHTS of 2022

- 10th Street SW Reconstruction
- Faribault Road Reconstruction



ENGINEERING

HIGHLIGHTS of 2022

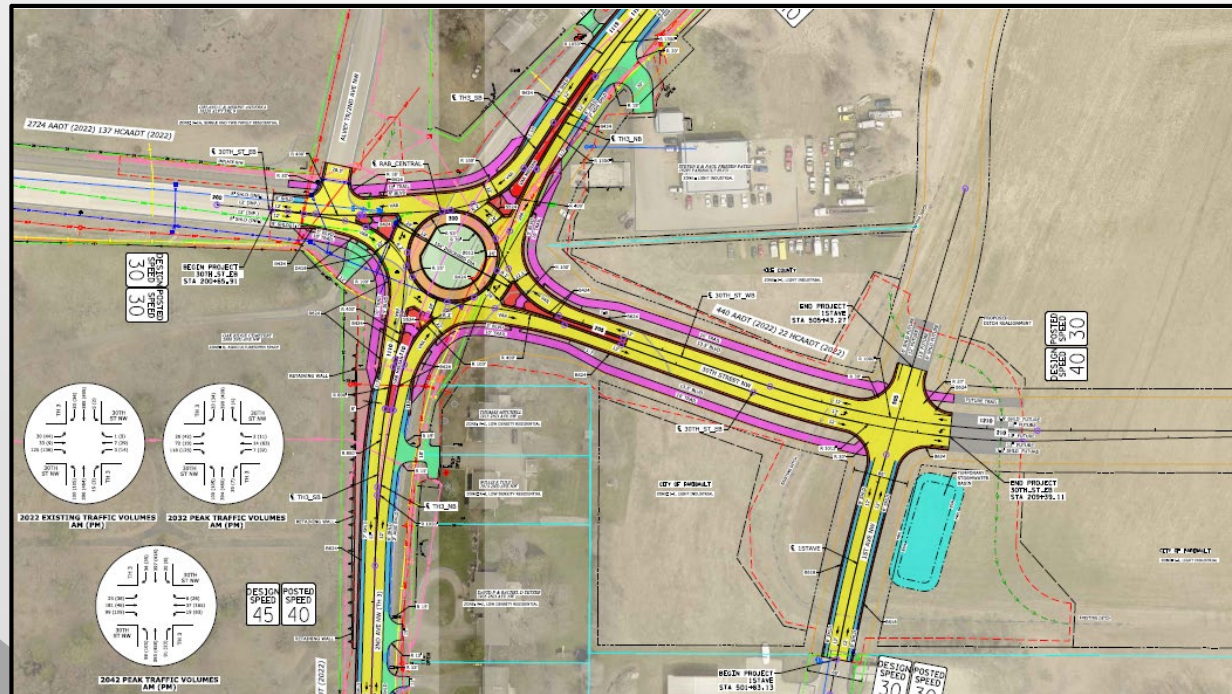
- Rice County Public Safety Center Development and Annexation Agreements and related improvements including TH 3 Roundabout.
- Numerous large private development reviews (Riverchase, Midwest First, Divine Mercy Third, Kwik Trip, Faribault Apartments)



ENGINEERING

2023 ISSUES / MATTERS

- **Northern Links Trail and TH 3 Sewer Replacement**
- **TH 3 & 30th Street NW Roundabout**
- **Staff Development and Training**



Thank you!

Questions/Comments?



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: April 4, 2023
SUBJECT: City Hall Improvement Options

Discussion:

Staff have been reviewing improvement options for City Hall. The areas currently being reviewed are the restrooms and council chambers on the first floor, along with the third floor conference room.

For the restrooms, staff is bringing forward two options for the Council to consider. One has two restrooms and one has three restrooms, all single user, and all fully ADA compliant. Both options also include a lactation room. The main difference between the two options, besides the number of restrooms, is that the two-restroom option does not include having the window on the south wall of the building located in any of the restrooms.

There are three layouts for the council chambers, regarding the Council dais ("horseshoe"), that are being presented. The first two options leaves the elevated seating for the Council in place, but adds a ramp for accessibility. The third option removes the platform from the west (dais) end of the room, resulting in a single floor elevation throughout the chambers. Under either option, the dais would be modified to provide additional clearance behind the seating.

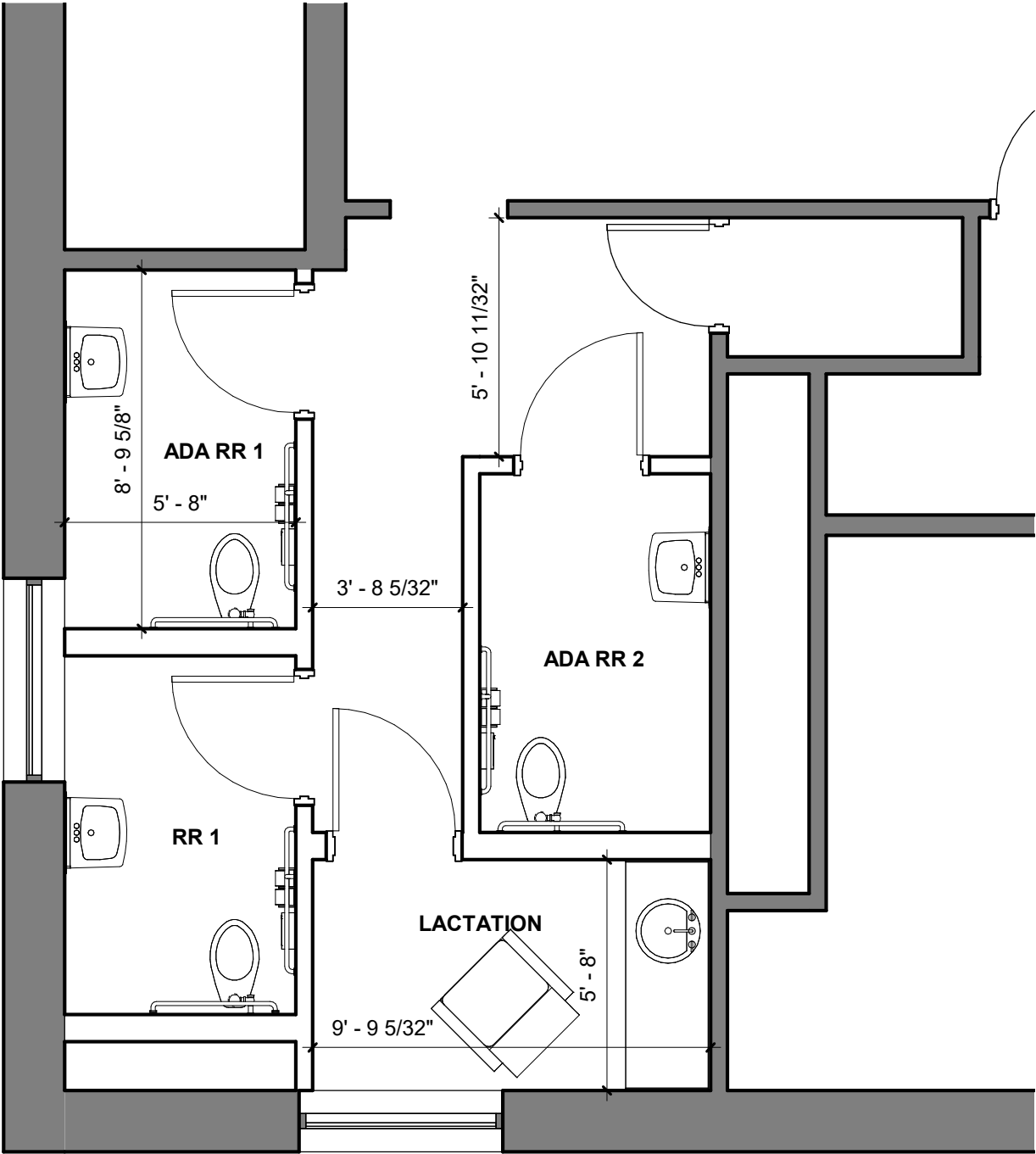
For the third floor conference room, staff is looking to enlarge the usable meeting space in the room, as well as provide greater flexibility in its use. The proposed work includes removing a wall "bump-out" from an adjacent office that encroaches into the room, as well as removing two storage closets that are no longer needed.

There will also be technological upgrades in the council chambers and in the third-floor conference room done in conjunction with these improvements. Options/recommendations for those upgrades will be brought to a future work session for consideration.

Staff is looking for feedback from the Council on the layouts presented.

Attachments:

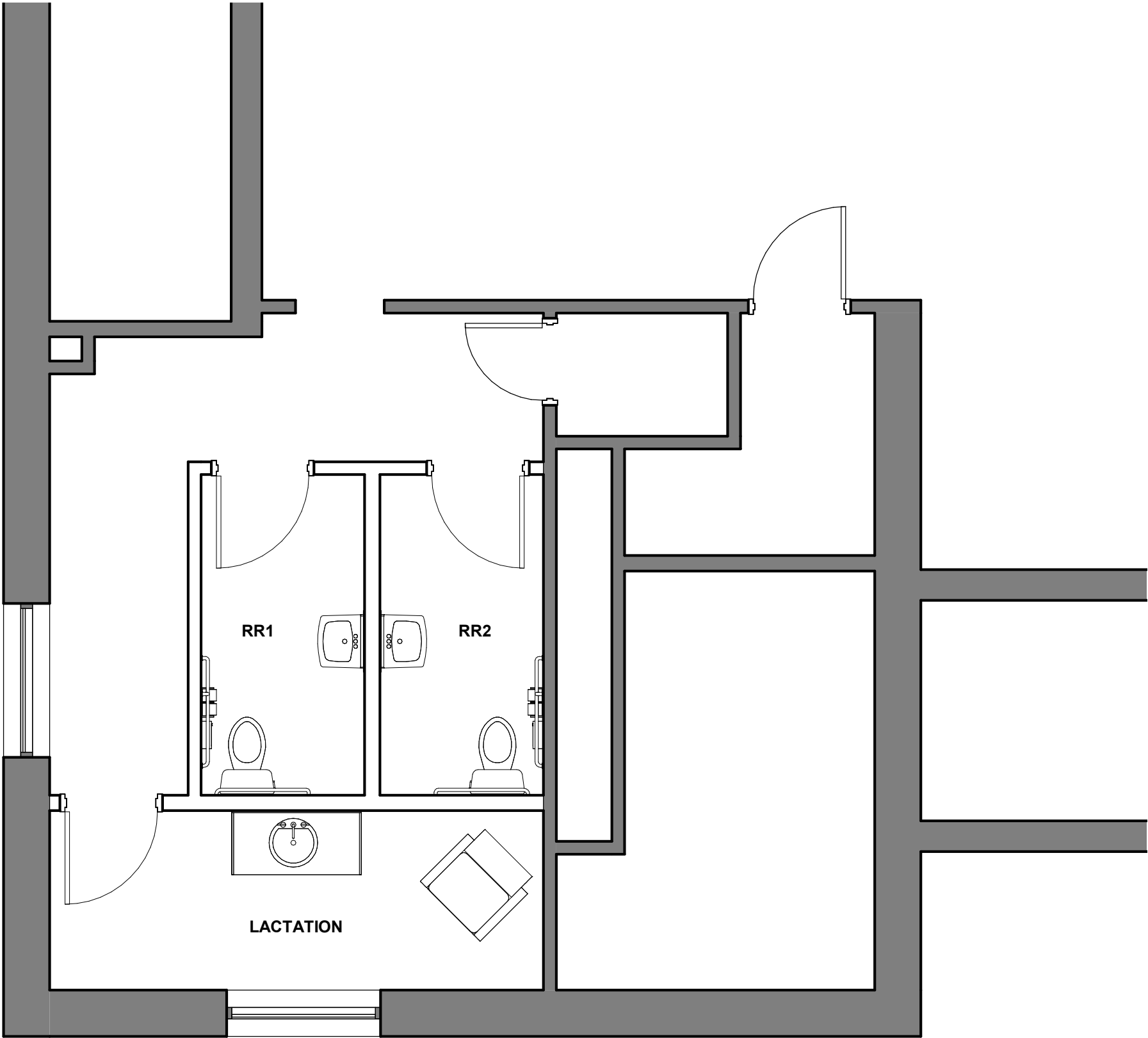
1. First Floor Restroom Options
2. Council Chambers Options
3. Third Floor Conference Room



1 FIRST FLOOR PLAN
1/4" = 1'-0"

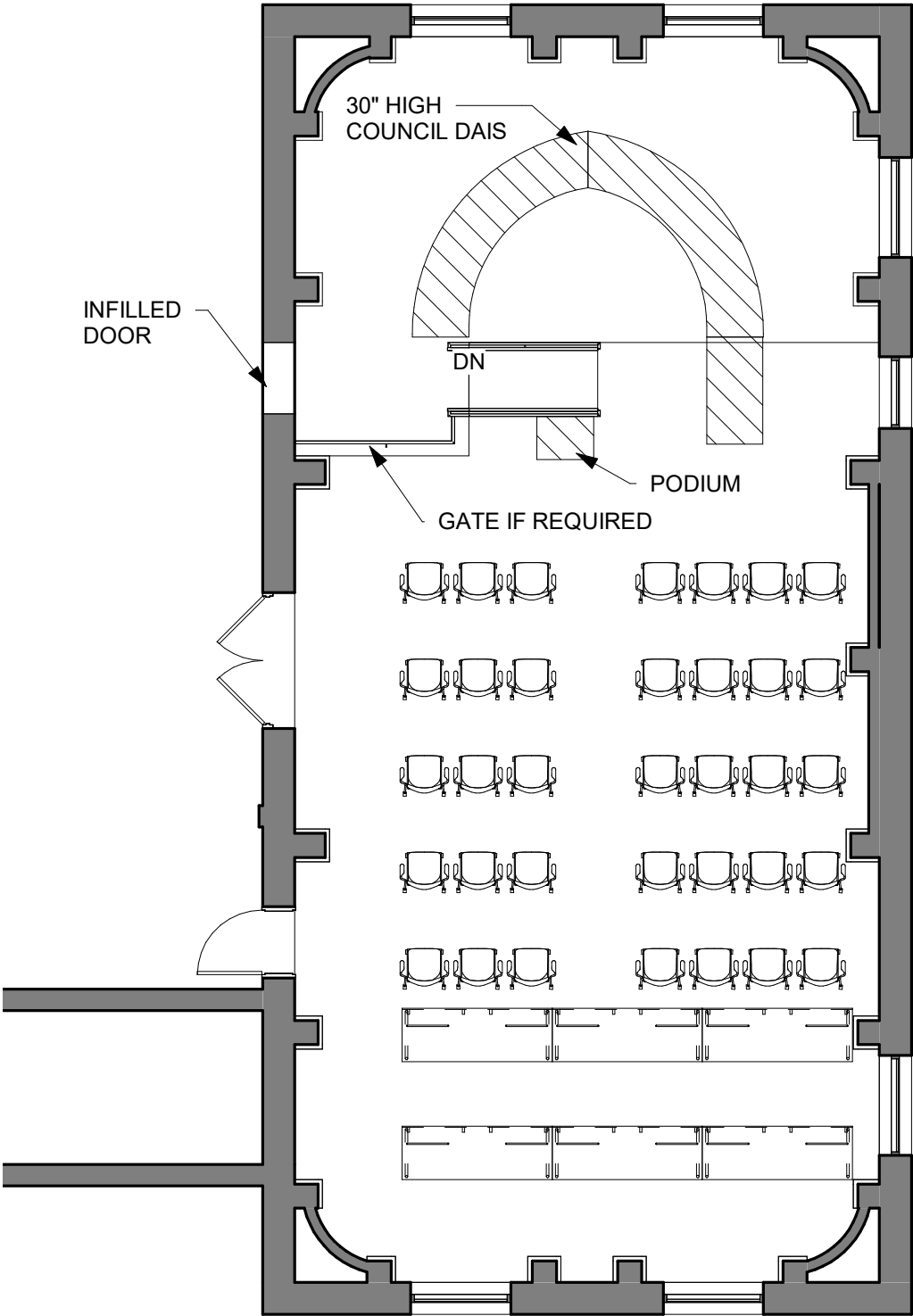
RESTROOM - OPTION A





RESTROOM - OPTION C

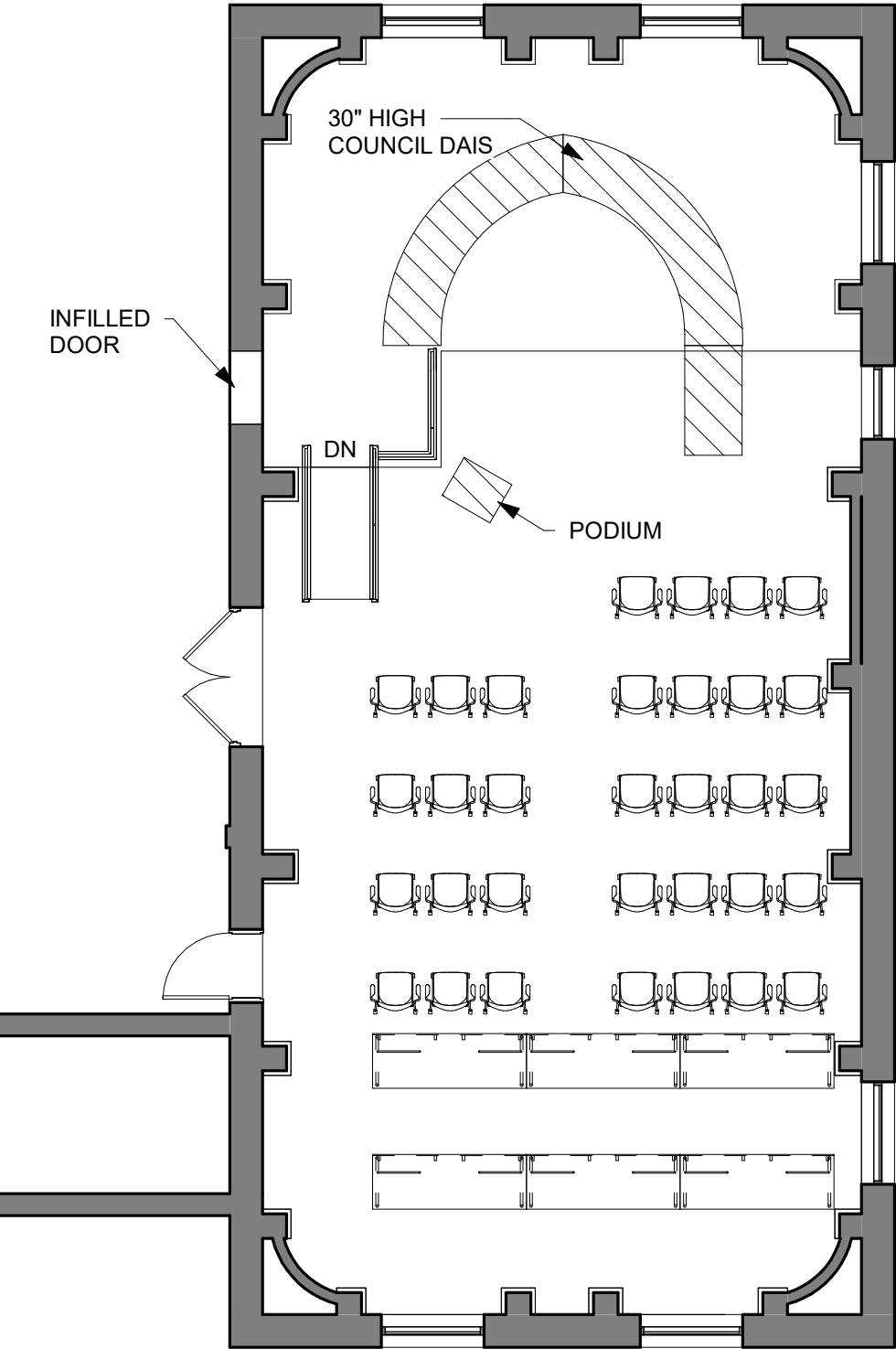




COUNCIL CHAMBERS - OPTION E

1 COUNCIL CHAMBERS
1/8" = 1'-0"



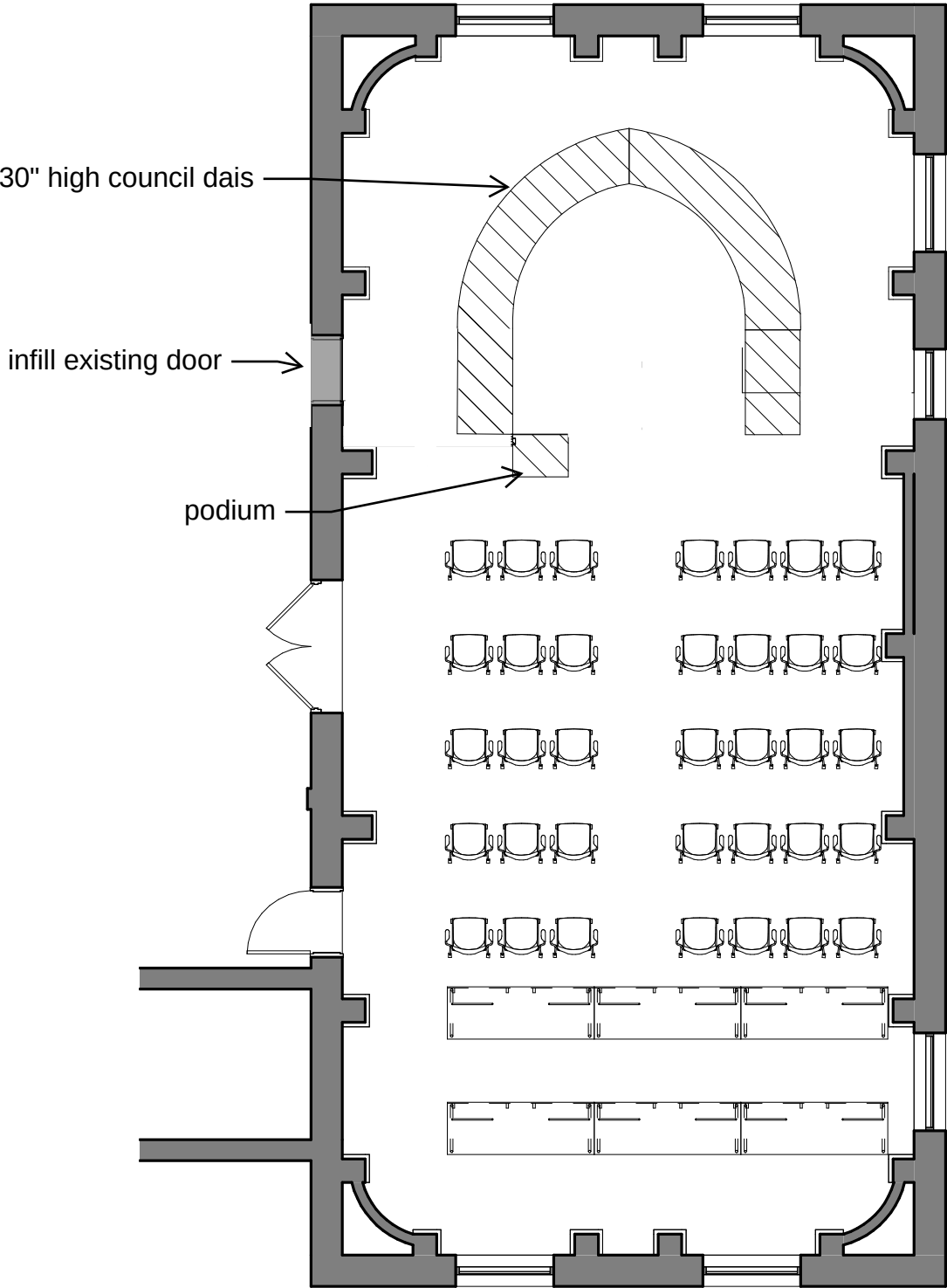


COUNCIL CHAMBERS - OPTION E2

1

COUNCIL CHAMBERS

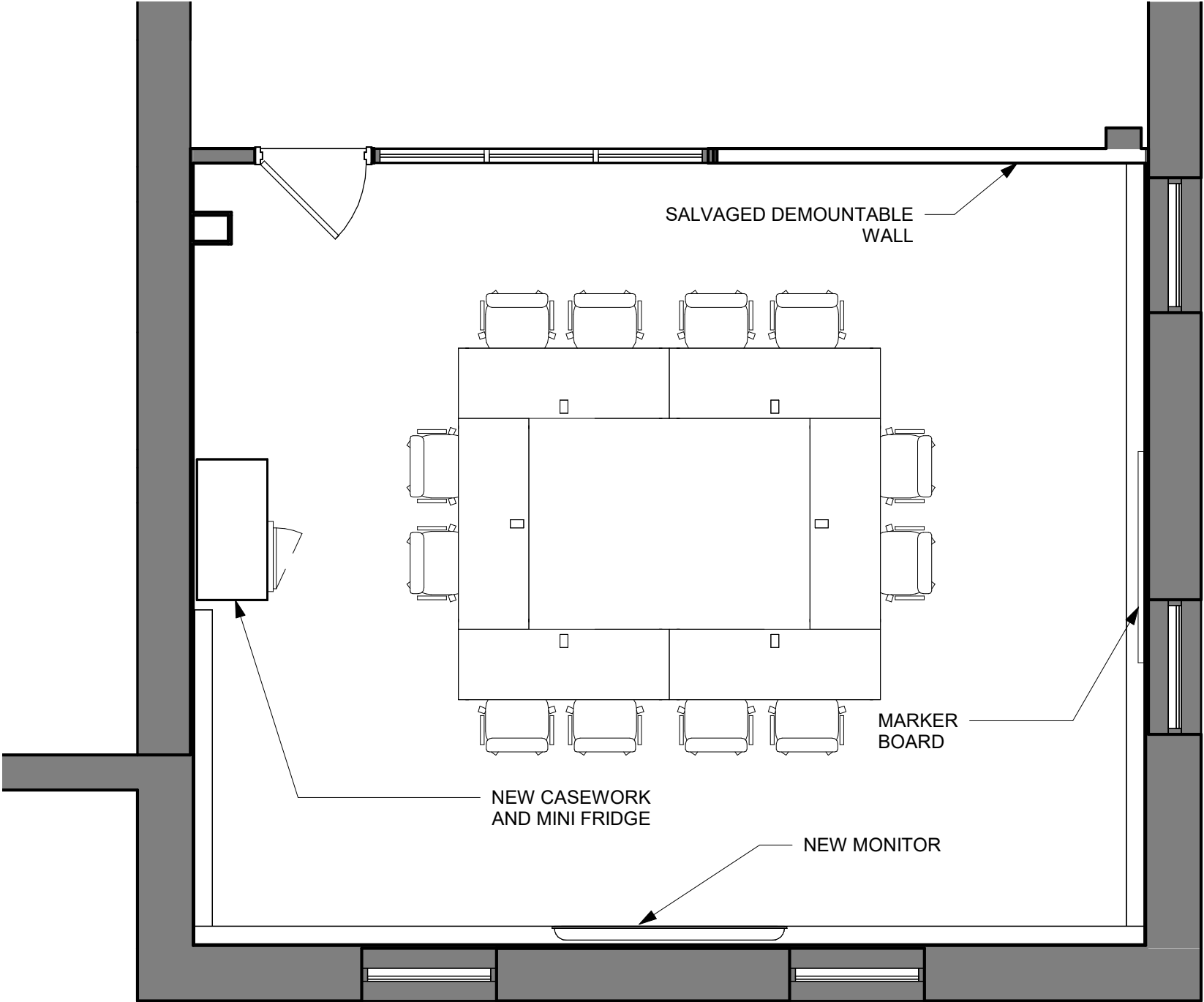
1/8" = 1'-0"



1 COUNCIL CHAMBERS
1/8" = 1'-0"

COUNCIL CHAMBERS - OPTION D



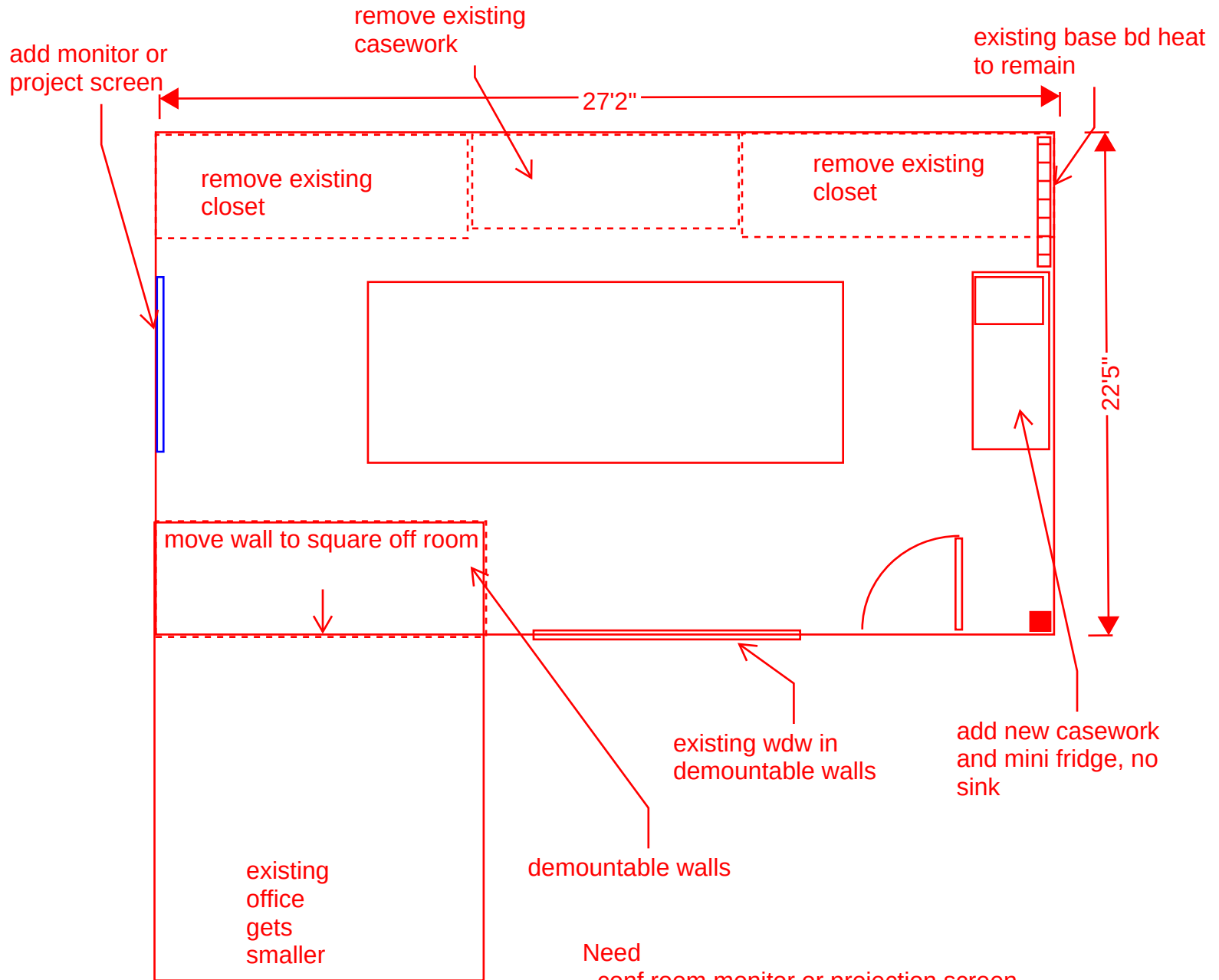


1 THIRD FLOOR CONFERENCE ROOM
1/4" = 1'-0"

CONFERENCE ROOM RENOVATION



FARIBAULT CITY HALL 3RD FLOOR CONFERENCE ROOM
1/9/2023



Need

- conf room monitor or projection screen
- conference room call speakers, in ceiling??
- Glass marker board
- New ceilings
- New lights
- New flooring, wall paint make inviting
- Furniture, sectional conf table, new chairs