



**City Council Work Session
Tuesday, March 4, 2025 at 6:00 PM
Public Meeting Room**

AGENDA

- 1. Call to Order**
- 2. Items for Discussion**
 - A. Divine Mercy Parkland Dedication Discussion
 - B. City Administrator Review Process
 - C. Finance Department Organizational Structure
 - D. Parks and Recreation Director Position
- 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.

Para pedir este documento en otro idioma, envíe un correo electrónico y adjunte el documento a accessibility@faribault.org.

Si aad u codsato dukumeentigan oo ku qoran luqad kale, fadlan e-mail u soo dir oo ku soo lifaaq dukumiintiga accessibility@faribault.org.



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Paul J Peanasky, Parks and Recreation Director
MEETING DATE: March 4, 2025
SUBJECT: Divine Mercy Parkland Dedication Discussion

Discussion:

At the Wednesday, February 26, 2025, Parks and Recreation Advisory Board meeting, a discussion was held with members from Divine Mercy and Workhorse Land Development. Workhorse is working with Divine Mercy on an acquisition that would result in a significant residential development and single family housing starts. One issue is the amount of acres required as a parkland dedication dating back to a 2007 subdivision agreement. This agreement requires 12.5 acres for the entire area; phase one was developed without providing any land for the total amount. Workforce asked the City to consider a lesser amount of acreage in order to allow for more developable area in their plans. City staff are open to a reduced number based on the use as a neighborhood park. The meeting with the Parks and Recreation Advisory Board was the first step in getting a recommendation to bring to the City Council to consider.

Discussion took place regarding the parkland dedication for this development. Conversation began regarding the two sections of parkland in the February 18 drawing. Paul Peanasky and the board did not like the idea of the drainage swale separating the two parks. The Board also saw no benefit to the parkland being proposed behind the triplexes on the east side. Workhorse staff did state that it would make a nice trail from the proposed senior living facility. The Parks and Recreation Board did not feel this would be a good use of parkland dedication and rejected that part of the concept plan. The February 18, 2025, concept plan was discussed with several possible alternatives, such as a deeper storm water pond at the north end of development and maybe being able to reduce or eliminate one pond. Without the developer doing more studies, this could be determined at this time.

The Parks and Recreation Board also reminded everyone that in the master plan the parkland was identified as being located in the northeast section of the property. It appears that there was a communication issue between

Divine Mercy and Workhorse in providing this information to each other. The Board did acknowledge that Faribault needs housing, but that parkland is a very important part of every development.

The vote that was taken by the Parks and Recreation Advisory Board supported the February 18 concept plan excluding the strip of land behind the triplexes with the condition of additional land of 4.3 acres across the road from the triplexes as proposed by Divine Mercy.

The recommendation to the City Council is to reduce the 12.5 acres to the 4.3 acres offered by Divine Mercy and the open space of 1.7 and 1.4 acres, totaling 7.4 acres.

Attachments:

1. 2024-02-18 Concept - Divine Mercy - 4.7 ac open space



Concept Plan

Divine Mercy - Residential Development

Date: 02/18/2025
City: Faribault, MN

Project By: Workhorse Land Development
651 100th St
Roberts, WI 54023

Concept Information

Unit Type(s): Single Family, Twinhomes, Triplexes, Senior Living, and Daycare Facility

Unit Count: 302 residential units
110 Single Family Lots
34 Twinhome Units
18 Triplex Units
~140 Senior Living Units

Gross Density: 4.08 units / acre

Roadway LF: 11,343 LF

Stormwater Area: 333,690 sf / 5 acres

Open Space: 4.7 acres

Site Information

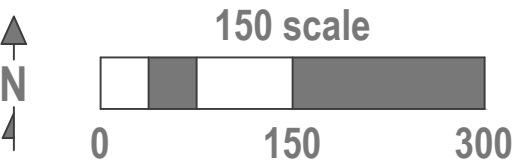
Gross Site Area: 73.91 acres

Existing Zoning: R-1 Low Density Residential

Proposed Zoning: R-2 / R-3 / R-4 Residential Districts

Zoning Requirements - R-3 / R-4 High Residential District

	SF-Detached		SF-Attached		Multi-family	
	Required	Provided	Required	Provided	Required	Provided
Min. Lot Size						
End:	6,000 sf	6,000 sf	6,000 sf	6,000 sf	10,000 sf	10,000 sf
Interior:	n/a	n/a	4,000 sf	4,000 sf	n/a	n/a
Min. Lot Width						
End:	n/a	n/a	60'	60'	100'	100'
Interior:	66'	66'	30'	30'	n/a	n/a
Min. Lot Depth:	n/a	n/a	n/a	n/a	100'	100'
Front Setback:	25'	25'	25'	25'	25'	25'
Side Setback:	15'	15'	15'	15'	15'	15'
Corner Setback:	25'	25'	25'	25'	25'	25'
Rear Setback:	15'	15'	25'	25'	25'	25'





Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Kevin Bushard, Human Resources Director
MEETING DATE: March 4, 2025
SUBJECT: City Administrator Review Process

Discussion:

Staff are looking for guidance on the performance review process for the City Administrator. In the last City Administrator review process on October 1, 2024, City Council gave their evaluation of the City Administrator. One of the points of discussion in that review process was doing a 360-degree evaluation with direct reports to the City Administrator for the next evaluation.

City Administrator, Jessica Kinser, is due for her performance evaluation on April 1, 2025. Staff will begin sending out performance evaluations to the City Council after this work session. However, staff are looking for guidance on whether City Council is still seeking a 360-degree evaluation, from direct reports to the City Administrator.

Attachments:

1. 2025 - 360 City Administrator Evaluation

City Administrator 360 Evaluation

April 1, 2025

Employee
City Administrator

1 Year

Date

October 1, 2024

Title

Time in Present Position

Date of Last Review

Scoring

EXCEEDS
71-90

MEETS
41-70

**NEEDS
IMPROVEMENT**
0-40

GENERAL

	Exceeds	Meets	N.I.
1. Accountability - Accepts responsibility for actions, answerable to consequences	3	2	1
2. Punctuality & Attendance - Is rarely absent, arrives punctually, works required hours	3	2	1
3. Cooperation - Has ability to get along with customers, staff and City Council	3	2	1
4. Attitude/Respectfulness - Shows initiative, optimism, and politeness	3	2	1
5. Accepts Criticism - Has ability to learn from suggestions and change behavior	3	2	1
6. Flexibility - Has capacity to respond to changing situations and expectations	3	2	1
7. Policy & Procedures - Understands regulations and performs tasks appropriately	3	2	1
8. Completion of Assignments - Successfully completes tasks and meets all deadlines	3	2	1
9. Confidentiality - Handles staff, City Council and customers information confidentiality when needed	3	2	1
10. Quality of Work - Is thorough, accurate and produces very beneficial work	3	2	1
11. Willingness to Develop Skills - Desires to take on challenges and learn new techniques	3	2	1
12. Communication Skills - Conveys information effectively and efficiently	3	2	1
13. Organizational Skills - Has capacity to stay on track and use time effectively	3	2	1
14. Technology - Utilizes and is capable to work with all software and technology available	3	2	1
15. Community Engagement - Seeks information and listens to members of the community	3	2	1
16. Strategic Planning - Implementation of strategic initiatives, council goals and vision	3	2	1
17. Conflict Resolution - Seeks constructive approaches to resolving workplace issues	3	2	1
18. Safety - Contributes to a safe and secure environment by following established procedures	3	2	1

19. Job Knowledge – Demonstrates the ability and know how to do the City Administrator position	3	2	1
20. Intergovernmental Relations – Collaborates with other local agencies and represents the city	3	2	1
21. Expense Management - Operates and uses supplies to maximize cost efficiency	3	2	1
22. Legal Matters – Manages City's risk management and litigation	3	2	1
23. Availability – Is available to work with Staff and City Council	3	2	1

TOTAL SCORE GENERAL (MAXIMUM 69)

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Leadership/Supervisory

	Exceeds	Meets	N.I.
24. Leadership Ability - Ability to get employees to do duties and tasks assigned well, with proper support and direction given	3	2	1
25. Appraisal and Development of People – Demonstrates ability to select, train and provide opportunities for development of employees by recognizing and improving their abilities. Consider ability to exhibit fairness and impartialness with employees in assignment of duties and objectively appraising work performance	3	2	1
26. Planning and Organization – Sets effective goals, plans ahead and sets priorities, effective use of time, facilities, material, equipment, employee's skills and or abilities	3	2	1
27. Management Skills – Able to complete tasks through effective communication and direction to staff	3	2	1
28. Supervision – Knows what is going on in departments and encourages initiative in Department Heads	3	2	1
28. Budget Management – Able to prepare and administer budgets effectively and manage year to date revenues and expenses	3	2	1
29. Council Relations – Responds promptly to City Council inquiries, assists in resolving problems administratively to avoid unnecessary action at meetings and deals with Council as a whole on policy issues	3	2	1

TOTAL SCORE LEADERSHIP/SUPERVISORY (MAXIMUM 21)

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TOTAL OVERALL SCORE (MAXIMUM 87)

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Area's of Greatest Accomplishment

Specific Development Plan/Goals

Other Comments

SALARY REVIEW

Current Wage per Hour _____ New Wage Per Hour _____

Reviewer (Confidential – HR use only) _____ Date _____



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: March 4, 2025
SUBJECT: Finance Department Organizational Structure

Discussion:

The Finance Department has been without a Director for 7 month and has experienced significant turnover in other positions during this same period. Of the six positions, three are currently vacant. The Accounting Technician position for Accounts Payable is posted, closing mid-March, and I do not believe we will have an issue filling this position. The Finance Director position remains posted, and the Assistant Finance Director position has not been posted. I have hesitated to take away the ability of a future Finance Director to adjust the department to best meet the needs of the duties required. However, we have reached a time when staffing as many positions as possible is necessary. Therefore, I am proposing changes for the Finance Director and Assistant Finance Department to organize the department to meet current and future work needs.

Past and Current State

The Finance Department consists of six total positions. The previous Finance Director operated a department where the only direct report was the Assistant Finance Director. The remaining four positions reported directly to the Assistant Finance Director. When the job description was rewritten and posted in September 2024, the supervisory responsibilities were divided more equally, with the Finance Director having three direct reports (Assistant, UB, and Administrative Assistant) and the Assistant Finance Director having two direct reports (Senior Accountant and Accounts Payable). This is what is currently in the job description posted today.

The difficulty in having multiple supervisors in a department of 6 total is the span of control being one of the smallest in the organization. As we look at better utilizing a management structure that is not top-heavy/costly, increasing the span of control of the Finance Director is one way in which the same functions/activities can be carried out while operating in a cost-effective way.

Proposed Future State

The proposed structure (and subsequent job description changes) are based on a structure where the Finance Director has all five employees directly reporting to that position. Five is an appropriate span of control for any department head position. A revised job description reflecting this change is included with this memo.

By putting all personnel management in the top position, the job description for the Assistant Finance Director needs to be amended as well. Removing the supervisory duties from the position still leaves a significant amount of higher level accounting work. In working with Abdo, they recommended that we give a new title to the revised position that does not have the words manager or supervisor or imply any sort of personnel experience. Therefore, the title of Senior Financial Analyst is what has been attached to the revised job description (attached).

There are a few things about this change to a Senior Financial Analyst that I see as beneficial. First, without the requirement of supervisory responsibilities, there is a larger pool of qualified individuals that will likely be available. As you will recall, it took many months before an applicant for the Assistant Finance Director position was hired, and it was the first interview that had been done as part of that recruitment process. The second impact is an unknown cost savings. The Assistant position was at a grade M in the scale, which was likely mostly due to supervisory duties. This job description will be scored by Carlson Dettman, and I would expect the position to drop at least one grade. But it would still be a position that pays well for the duties assigned.

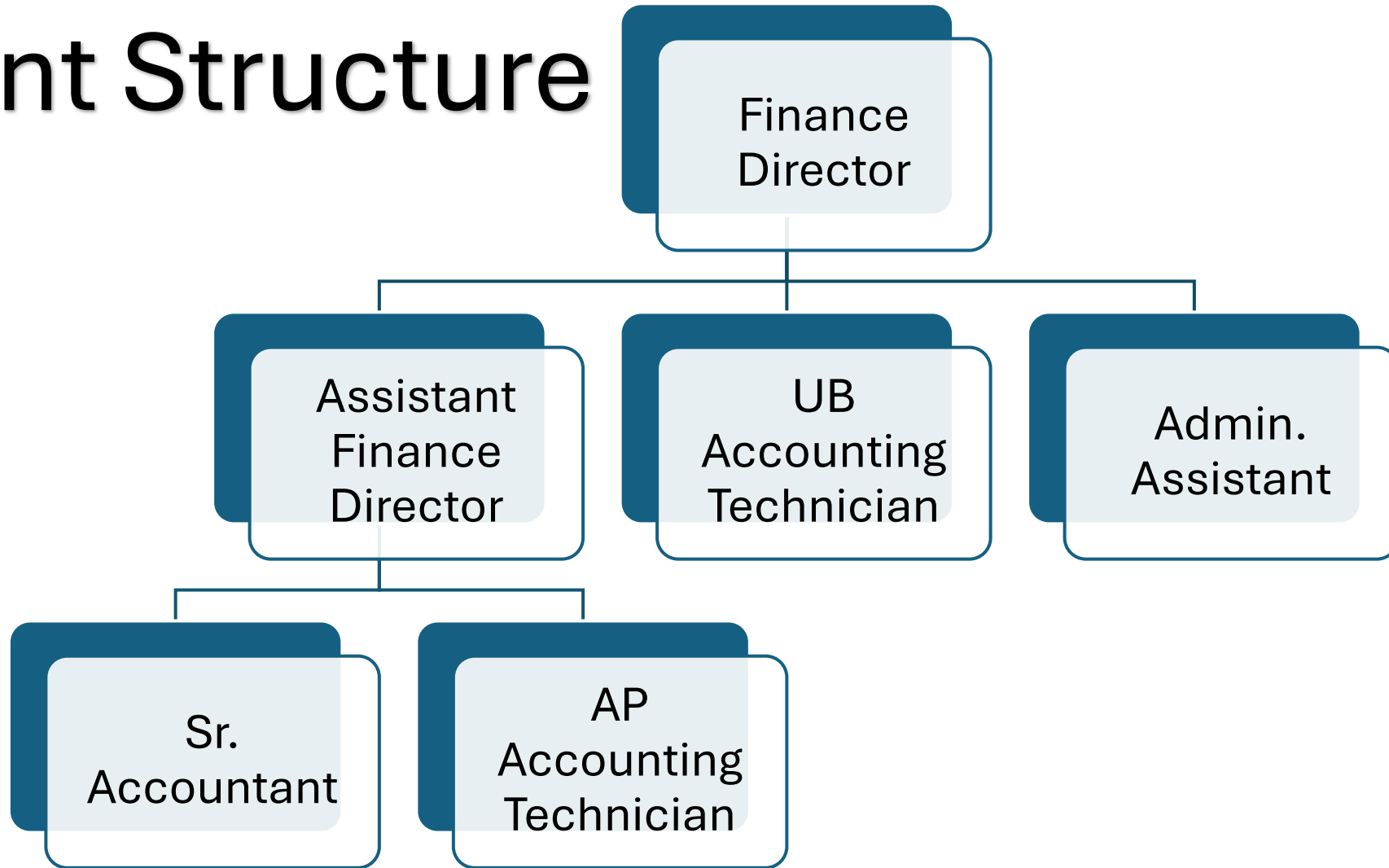
Attachments:

1. Finance Structure Charts
2. Finance Director Job Description 2025 A
3. Senior Analyst - Job Description 2025 A

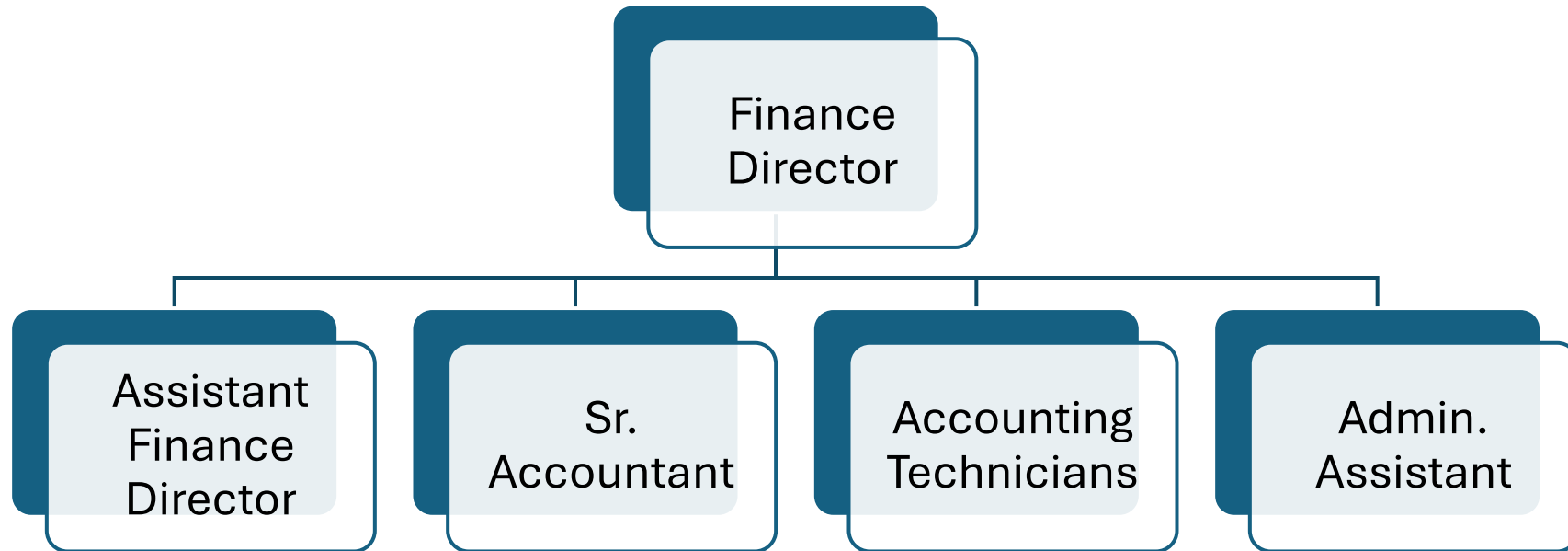
Prior to September 2024



Current Structure



Proposed Structure



CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Finance Director
Department: Finance
Reports to: City Administrator
Date: March 5, 2025

PRIMARY OBJECTIVE OF POSITION

The objective of the Finance Director position is to provide strategic financial leadership and management for the City, ensuring the efficient and effective administration of all financial policies, practices, and functions. The Finance Director is responsible for safeguarding public funds, optimizing financial resources, and maintaining the financial integrity of the City. This role involves performing a wide range of complex supervisory, professional, administrative, and technical accounting and financial functions in maintaining the City's fiscal records and financial systems.

KEY DUTIES AND RESPONSIBILITIES

Financial Reporting and Analysis

- Develops comprehensive financial studies, strategic plans, and policies.
- Prepares resolutions and detailed reports for the City Council.
- Prepares utility rate studies.
- Prepares financial forecasts and estimates to evaluate the City's financial condition ensuring long-term financial stability.
- Reviews and submits all required state and federal reports ensuring compliance with regulatory standards.

Budget Management

Budget

- Oversees the preparation of the annual City budget, collaborating with the City Administrator and City Council to establish budget priorities and direction.
- Works closely with departments to ensure timely completion of budget-related tasks and requests.
- Presents the budget to the City Council and communicates budget-related information to the general public, employees, and other stakeholders.
- Proposes and reviews budget amendments, and monitors budget usage throughout the year to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Capital Improvement Plan

- Oversees the development and management of the five and ten-year Capital Improvement Plan (CIP), coordinating with departments to input and maintain data in the Plan-It software.
- Presents the CIP as part of the annual budget process.

Audit and Compliance

- Leads the preparation of the Annual Comprehensive Financial Report for external and internal stakeholders, ensuring compliance with generally accepted accounting procedures (GAAP) as established by the Government Accounting Standards Board.
- Oversees the creation of audit work papers and manages work paper preparation tasks to staff.
- Establishes and maintains internal control procedures, overseeing the general ledger to ensure adherence to state and national accounting standards.
- Responsible for the City's risk management program, including property and casualty insurance.

General Ledger and Reconciliation

- Maintains the general ledger accounting and financial reporting systems, ensuring compliance with state reporting and regulatory requirements including system securities.
- Maintains the chart of accounts in accordance with state reporting and regulatory requirements.
- Ensure user maintenance and access to the financial software.
- Approves Financial Analyst journal entries.

Functional Areas

Utility Billing

- Oversees the utility billing process, ensuring timely monthly billing, collections on past due accounts, and customer relations.
- Annually updates the rate model for the utility funds to ensure rates meet operating and planning needs.
- Participates in the Development Review Committee as it pertains to utility access and billing.

Tax Increment Financing/Tax Abatement

- Provides financial management for the City's TIF districts and agreements and tax abatement agreements.
- Coordinates annual reports with the City's consultant, ensuring agreements are correctly processed and internal loans documents are maintained.

Debt Management

- Manages the City's existing debt and work with the City's financial advisor on new debt issuances, preparation of official statements, and other aspects of the City's debt.

Cash Management

- Oversees the investment of the City's funds to achieve the highest interest rate earnings.
- Monitor cash flow and ensure accounts have adequate funds to pay for ongoing expenses.

Additional Duties

Supervision

- Directly supervises all five positions within the Finance Department.
- Plan, prioritizes, and assigns tasks and projects.
- Monitors staff work and progress.
- Plans and coordinates professional development activities.
- Participates in the selection and hiring process.
- Evaluates employee performance.
- Implements corrective actions when necessary.

Department Management

- Provides leadership and strategic direction for setting short and long-term goals for the department.
- Ensures the Finance Departments operates efficiently and effectively.
- Reviews, prepares, and ensures adherence to financial policies and procedures.
- Prepares and manages the Finance Department's budget.
- Conducts regular staff meetings to maintain communication and alignment.
- Oversees accounts payable processing, accounts receivable and general ledger administration.

EDUCATION AND EXPERIENCE

Required

- Bachelor's degree in accounting, finance, or a closely related field from an accredited four-year college or university.
- Seven (7) years of progressively responsible experience in finance administration or accounting, including a minimum of three (3) years in a supervisory capacity.
- Equivalent combination of education and experience may be accepted.
- Valid state driver's license

Desired

- Municipal government or private consulting experience with local governments preferred.
- Master's degree in accounting, CPA license, or Certified Public Finance Officer (CPFO) designation preferred.
- Experience with Tyler Technologies ERP Enterprise software preferred.
- Membership in GFOA and adherence to the GFOA Code of Ethics preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive understanding of modern governmental accounting theory, principles, and practices.
- In-depth knowledge of applicable Federal, State and local laws, rules, and regulations.
- Proficient in internal control procedures.
- Extensive understanding of public finance and fiscal planning.
- In-depth knowledge of payroll and accounts payable functions.
- Proficient in budgetary, accounting, and reporting systems, GAAFR, GAAP, and GASB.
- Proven capability to prepare and analyze complex financial reports and to maintain efficient and effective financial systems and procedures.
- Effective supervisory skills with the ability to establish and maintain productive working relationships with employees and city officials.
- Strong communication skills, both verbal and in written.
- Adept at displaying tact and professional decorum when interacting with public officials.
- Possess the personal and professional confidence to allow supervisors the latitude to focus on departmental goals and objectives.
- Highly collaborative, with a team approach to problem-solving.

WORKING CONDITIONS

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

Work takes place in an indoor environment that is well-lit, ventilated, and heated, requiring standard precautions. The noise level in the workplace typically ranges from quiet to moderate.

TOOLS AND EQUIPMENT USED

- Personal computer (e.g., desktop, laptop)
- Word processing, spreadsheet, and database software, numerous financial program applications
- Calculator
- Phone
- Copy machine
- Scanner
- Fax machine

PHYSICAL DEMANDS

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

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

The employee is occasionally required to lift and move objects weighing up to 25 pounds. This position also requires specific vision abilities, including close vision and the ability to adjust focus.

ADDITIONAL INFORMATION

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

The City of Faribault does not discriminate on the basis of race, color, natural origin, sex, religion, age, or handicap status in the employment or the provision of services.

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

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Senior Financial Analyst
Department: Finance
Reports to: Finance Director
Date: March 5, 2025

PRIMARY OBJECTIVE OF POSITION

The objective of the Senior Financial Analyst position is to manage the highly technical and detailed accounting tasks related to the overall City, including the Economic Development Authority (EDA) and the Housing Redevelopment Authority (HRA). This professional-level role involves performing advanced general accounting duties and handling complex accounting functions.

KEY DUTIES AND RESPONSIBILITIES

Financial Reporting and Analysis

- Oversees the creation of various financial reports for external organizations (e.g. State Auditor, State Finance Department, Rice County, insurance companies, and HUD).
- Supports departments with their financial reporting requirements and collaborate to resolve any issues related to financial reporting.

Budget Management

Budget

- Assists the Finance Director in preparing the annual budget.
- Thoroughly reviews departmental revenue and expenditures.
- Develop budgets for funds/functions that are prepared by Finance.
- Monitors the budget throughout the year and compares to actual.
- Recommends budget amendments and provides budget assessments to departments.

Capital Improvement Plan

- Evaluates projects submissions and updates from departments during the annual budget process, identifying revenue shortfalls.
- Creates projects and contracts in the financial system to ensure comprehensive tracking of expenses and revenues.

Audit and Compliance

- Supports the Finance Director in preparing of the Annual Comprehensive Finance Report.

- Assists the Senior Accountant in audit preparation as needed including management of construction in progress and contracts payable, inventory, receivables, utility billing, revenue and any other areas as needed. Review and oversee all workpapers, schedules, exhibits, and tables.
- Ensure compliance with federal, state, and local laws and regulations.

General Ledger and Reconciliation

- Prepares general ledger journal entries for the Finance Director's review.
- Reviews general ledger journal entries prepared by the Senior Accountant.
- Reviews general ledger reconciliations.

Functional Areas

Accounts Payable

- Prepares claims for reimbursement council report.

Special Assessments

- Prepares and maintains various accounting and engineering schedules for projects, including special assessments and delinquent utility bills.
- Oversees the annual certification process to the county.

EDA/HRA

- Provides assistance to staff and EDA/HRA boards regarding financial status and updates.
- Manages loan and grant programs.
- Manages tax increment financing and tax abatement projections and reporting.

Special Projects and Additional Duties

- Conducts financial, statistical, and analytical studies, including cost and rate analysis.
- Monitors timely recording of all transactional activity.
- Prepares financial and regulatory reports and statements, according to established guidelines.
- Reviews and reconciles fund balances.
- Researches and analyzes financial data for internal and external customers.
- Researches and reviews process improvements for any financial functions as needed or requested.
- Provides backup support for the Finance Director as needed.
- Provides backup support to other office functions in the absence of the Senior Accountant or as needed.
- Assists in coordinating and managing other finance projects as assigned or apparent.

EDUCATION AND EXPERIENCE

Required

- Bachelor's degree in accounting, finance, or a closely related field from an accredited four-year college or university.
- Four (4) or more years of progressively responsible experience in a government finance department or as a governmental auditor.
- Equivalent combination of education and experience may be accepted.

Desired

- Experience with and understanding of municipal fund accounting.
- Experience with governmental account principles and Annual Comprehensive Financial Reports.
- Experience with Tax Increment Financing (TIF) District reporting.
- Experience or knowledge of Public Housing Agency or HRA financial processes.
- Experience with an ERP system.
- Extensive knowledge of GAAP and GASB.

Licenses/Certificates

- Valid state driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Capable of working independently and prioritizing tasks effectively.
- Skilled at performing detailed work accurately.
- Effective and professional communication skills, with the ability to establish and maintain good working relationships with colleagues and the public.
- Strong communication skills, both verbal and in written.
- Strong organizational abilities.
- Proficient with Microsoft Office applications and spreadsheets.
- Ability to analyze and interpret fiscal and accounting records, prepare comprehensive financial statements and reports, and recommend and administer general controlling policies.
- Strong analytical, problem solving, and decision-making skills.

WORKING CONDITIONS

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

Work takes place in an indoor environment that is well-lit, ventilated, and heated, requiring standard precautions. However, some outdoor work may be required such as at infrastructure maintenance activities, construction sites, or other operational sites.

The noise level in the workplace typically ranges from quiet to moderate.

TOOLS AND EQUIPMENT USED

- Personal computer (e.g., desktop, laptop)
- Word processing, spreadsheet, and database software, numerous financial program applications
- Calculator
- Phone
- Copy machine
- Scanner
- Fax machine
- Motor vehicle

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, talk, hear, or read; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands or arms. Hand-eye coordination is necessary to operator computers and various pieces of office equipment. The employee is required to walk, traverse stairs, and move about various types of environmental and geographic settings. The employee must be able to drive a car locally and for long distances.

Lifting, pushing, pulling, or carrying objects up to twenty-five (25) pounds is sometimes required. Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performing this position, including the ability to regularly communicate with other department staff, other agencies, consulting firms, and the public.

ADDITIONAL INFORMATION

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

The City of Faribault does not discriminate on the basis of race, color, natural origin, sex, religion, age, or handicap status in the employment or the provision of services.

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



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: March 4, 2025
SUBJECT: Parks and Recreation Director Position

Discussion:

Paul Peanasky has announced his retirement on May 16, 2025, so we begin the process of hiring a new person for the position. The first step before posting the position is to review the job description for changes. The current job description was last updated in 2012 (attached for your reference) and is significantly out of date. Therefore, I have drafted a new job description that best reflects the responsibilities and requirements of the position moving forward, which is also attached.

There is one significant change in what Paul does now versus the job description that is proposed: facilities management. The Parks and Recreation Director manages all city facilities currently and not just those associated with parks and recreation. The director also oversees the three staff members associated with city facility cleaning and maintenance. In a new recruitment, I would not expect someone with a parks and recreation background to have the facilities management experience to be able to take on that role for the City of Faribault. I believe we have other options, and I am presenting a job description that has that language and associated duties removed.

Since the job description has changed significantly, this would need to go through Carlson-Dettman to ensure that it is appropriately classified on the non-union compensation scale. This would need to be completed before we can post the position, so it will probably take upwards of two weeks before the position is ready to post.

I do not want to leave the facilities piece unresolved for long, and would propose coming back to the Council at the March 18th work session with a plan. I have not had a chance to discuss anything in detail with the leadership team and impacted employees, and I want to be thorough in hearing all suggestions and concern before moving forward.

Attachments:

1. Parks and Recreation Director2025
2. Parks and Recreation Director 2012 Version

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Parks and Recreation Director
Department: Parks and Recreation
Reports to: City Administrator
Date: March 5, 2025

PRIMARY OBJECTIVE OF POSITION

The Parks and Recreation Director provides executive leadership to the Parks and Recreation Department and oversees the planning, development, implementation and maintenance of the parks and recreation system. The Parks and Recreation Director serves as the City contact for community events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Community Engagement

- Encourage innovative marketing efforts to promote the City's parks and recreational programs and review and approve all communications materials produced by subordinate staff.
- Serves as the liaison for community and special events and use of City locations, street closures and other requests related to events and coordinates with internal departments on events and requests.
- Investigate and resolve complex or sensitive citizen issues or concerns.
- Provide staff support to the Parks and Recreation Advisory Board, Ice Arena Board, Alexander Park Board, and Soccer Maintenance Committee.
- Represent the City on community boards as requested.

Parks and Recreation Planning

- Participate in the development, planning, designs and implementation of capital projects including improvements to existing park and recreation facilities.
- Plan, develop, and evaluate comprehensive recreation programs and services.
- Coordinate with the School District on the shared use of facilities and capital improvements of said facilities.
- Apply for grants that support the ongoing programming of the department.
- Develop/review and implement policies and procedures that promote parks and recreation as available and accessible to the entire community.

Financial Management

- Develop, prepare and administer the department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending capital improvements and monitoring and controlling expenditures.
- Evaluate park and recreation fee schedules and make recommendations.

Department Management

- Provides leadership and strategic direction for setting short and long-term goals for the department.
- Ensures the Parks and Recreation Department operates efficiently and effectively.
- Reviews, prepares, and ensures adherence to organizational and departmental policies and procedures.
- Prepares and manages the Parks and Recreation Department's budget.
- Conducts regular staff meetings to maintain communication and alignment.
- Ensures safety and risk management policies and procedures are followed.

Supervision

- Directly supervises 5 positions within the Parks and Recreation Department, including the Parks Superintendent, Recreation Superintendent, Administrative Coordinator, Recreation Coordinator (Fitness Instructor), and Administrative Assistant I.
- Plan, prioritizes, and assigns tasks and projects.
- Monitors staff work and progress.
- Plans and coordinates professional development activities.
- Participates in the selection and hiring process.
- Evaluates employee performance.
- Implements corrective actions when necessary.

Performs other job-related functions as assigned.

EDUCATION AND EXPERIENCE**Required**

- Graduation from an accredited four-year college or university with a bachelor's degree in public administration, recreation, or a closely related field.
- Seven (7) years of progressively responsible parks and recreation administration or related experience with at least four (4) years in a supervisory capacity.
- An equivalent combination of education and experience may be accepted.
- Valid state driver's license

Desired

- Master's degree in related field
- Ten (10) years of relevant experience including supervisory responsibility
- Facility development experience
- Certified Pool Operator

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of federal, state, county and city laws, codes, regulations and guidelines affecting parks and recreation activities.
- Knowledge of human resources management, supervision, training and performance evaluation.
- Knowledge of the recreational, social and cultural needs of the community.
- Strong communication skills, both verbal and written.
- Possess the personal and professional confidence to allow supervisors the latitude to focus on departmental goals and objectives.
- Skill in operation of listed tools and equipment.
- Ability to accurately record and maintain records.
- Ability to prepare numerical and narrative reports.
- Analytical skills to effectively review operations and prepare numerical and narrative reports.
- Adept at displaying tact and professional decorum when interacting with public officials.
- Highly collaborative, with a team approach to problem solving.
- Work effectively under pressure and deadlines consistent with interruptions.

TOOLS AND EQUIPMENT USED

Personal computer (desktop and/or laptop), including word processing, spreadsheet, and database software, as well as department-specific program applications; calculator; phone; copy machine; scanner; fax machine.

PHYSICAL DEMANDS

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

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

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

Repetitive movements of the hands are sometimes required. Audio, visual, and verbal function is essential function to performing this position, including the ability to regularly communicate and make presentations to the public.

WORK ENVIRONMENT

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

The noise level in the environment is usually quiet but can get very loud.

OTHER

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

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

CITY OF FARIBAULT POSITION DESCRIPTION

Position Title: Parks and Recreation Director
Department: Parks and Recreation
Reports to: City Administrator
Date: December 28, 2012

PRIMARY OBJECTIVE OF POSITION

The Parks and Recreation Director performs complex supervisory, administrative and professional work in parks and recreation programming, facilities maintenance for all City Facilities and library services. The Parks and Recreation Director serves as the City liaison with the public for community events. This position currently serves as the Deputy City Administrator.

SUPERVISION RECEIVED

Works under the supervision of the City Administrator.

SUPERVISION EXERCISED

Library Director and Library full-time staff, General Government Buildings staff, Parks Superintendent, Recreation Supervisors, and Community Center staff and MIS department staff. Work with staff from all City Facilities on facility improvements and repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage and supervise employees to provide primary and incidental services related to the objectives of the Community Center, Parks, General Government Buildings and library functions.

- Hire and retain qualified employees to staff the departments.
- Provide appropriate training for employees.
- Supervise the department superintendent/supervisors, Department Secretaries, Facility custodians for all city buildings.
- Supervise staff of MIS Department
- Assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- Communication with employees.
- Evaluate performance of employees.

Develop and implement departmental operating policies to ensure coordination of activities and meet stated objectives of the various departments.

- Meet and confer with the City Administrator and other City department heads.
- Direct all departmental functions through administrative, supervisory, and professional personnel.
- Plan, organize, coordinate, and evaluate programs, services, staffing, equipment and facilities.

- Supervise all activities of the various departments.

Attend decision-making meetings and contribute professional recommendations and advice to the City Administrator, City Council, Park Board, and other various board, commissions, and committees.

- Prepare reports and special materials.
- Provide professional expertise to the City Council and various board, commissions, and committees.
- Attend City Council meetings and present information to assist the City Council in consideration of requests for action and making of informed decisions.

Develop and administer departmental budgets to maintain fiscal control.

- Prepare annual budgets with the assistance of the supervisory staff.
- Supervise and administer funds for all operational activities and projects.
- Approval all requests for disbursement of the various departments.

Communicates official plans, programs, policies and procedures to staff and the general public.

- Answer citizen questions and requests for materials and information.
- Follow up on inquiries.
- Maintain good public relations with the City Council, other governmental agencies, businesses and the general public.
- Attend meetings of civic organizations, schools, and other public functions to promote the programs and activities of the Community Center and parks.
- Coordinate all community festivals and events with police department to ensure proper authorization for all events.
- Maintain a work schedule permitting easy access for the public.

Performs other job related functions.

- Perform special duties as assigned by the City Administrator. e.i. Deputy City Administrator

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a bachelor's degree in public administration, recreation, or a closely related field, and
- (B) A minimum of six (6) years of professional experience in recreation, public administrator, or related field with at least four (4) in a supervisory capacity; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of applicable City policies, laws, and regulations affective department activities.
- (B) Ability to communicate effectively, orally and in writing, with the general public, City officials, employees, consultants, and other governmental agency representatives.
- (C) Skill in operation of listed tools and equipment.
- (D) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- (E) Ability to communicate effectively verbally and in writing.
- (F) Ability to prepare numerical and narrative reports with and without the use of computer applications.
- (G) To be active in professional organizations.

Required Licenses, Certification, and Registrations

- Possession of a Minnesota driver's license or ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers, including work processing, spreadsheets, database, and presentation software, as well as program applications. Software for monitoring and controlling all building HVAC units and pool chemicals.

Motor vehicle, calculator; telephone, copy machine and fax machine.

PHYSICAL DEMANDS

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

- While performing the duties of this position, the employee is frequently required to sit, talk, hear, read, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands or arms. The employee is occasionally required to walk and drive a car.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
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WORK ENVIRONMENT

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

The noise level in the environment is usually quiet but can get very loud.

OTHER

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

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