



**City Council Work Session
Tuesday, April 5, 2022 at 6:00 PM
Public Meeting Room**

AGENDA

1. Call to Order

2. Items for Discussion

- A. 2021 Annual Report Presentation
- B. Discuss Community Garden Location
- C. Review Intersection/Geometric Layout Options for TH 60 & 3rd Street NE and TH 60 & Western Avenue
- D. City of Faribault Position Statement - Rice County Rezoning Request to Rural Industrial

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 5, 2022
SUBJECT: 2021 Annual Report Presentation

Discussion:

Administration and all departments have completed the preparation of the 2021 Annual Report, a copy of which is attached for review. The City Department Heads have also prepared summary presentations on their respective departments for this meeting, providing some background information and highlighting their activities and accomplishments in 2021. The Council is encouraged to comment and/or ask questions during the presentations.

Attachments:

1. 2021 Annual Report - Combined Copy
2. 2021 Annual Report Presentation - Combined



2021 Annual Report



2021 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, 2021.

**CITY OF FARIBAULT
2021 ANNUAL REPORT
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LEGISLATIVE

General Government

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 2021, the City budget authorized 130 permanent full-time, 49 permanent part-time, and 143 temporary/seasonal employees. The overall total expenditures budget was approximately \$48.5 million, with General Fund expenditures of approximately \$18.1 million.

2021 Faribault City Council

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

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. In March of 2021, the City Council discontinued the Joint Committee/General Affairs Committee/Finance Committee structure, moving to Work Sessions that include the full Council. At the first business meeting each year, the City Council makes appointments to the City's standing committees and other appointment positions.

As the number of COVID-19 infections declined in early 2021, the City Council resumed meeting in person starting in February; however, masks/face coverings were required. Masks/face coverings were changed to "recommended" beginning in May, but was returned to a "required" status in December through the end of the year.

For 2021, the standing City Council committees were composed of the following:

Joint Committee – Mayor and all City Council members (transitioned to "Work Session" in March)

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.

2021 Council Committee Appointments

City Council members appointed to serve on or represent the City Council on the following committees or positions in 2021 were as follows:

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

2021 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 2021 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:** Frank Ahlman, Mike Brown, Sr., (James) Carl Hooper, (Robert) Pete Johnson, Doug Nelson, William Smith and Tom Waarvik.

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.

2021 Boards and Commissions (continued)

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

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 Albers, Matthew Drevlow, Grant Forsythe, Rodney Gramse, Will Fort, 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:** Dan Behrens, Cynthia Diessner, Richard Huston, Emily Nesvold, Roger Steinkamp, Claudia Garcia 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, Lyn Rein, 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 McColley, Brendan Kennedy, Matt Steeves, 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 Froman (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, Keri Simon, Jane Spooner, and Nevaeh Weeg (Student Rep) *(one seat open for all of 2021)*.

Park & Recreation Advisory Board advises the City Council and staff on parkland development and recreation programs. **Members:** Lola Brand, Sally Kramer, Chad Kreager, Mike Ross, Elsie Slinger, Troy Temple, Jana Viscomi (Council Rep—replaced by Sara Caron in September), 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 Don Burkhartzmeyer.

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, Faysal Ali, 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:** Steve Bortz (resigned in October), David Connelly, Susan Garwood, Miki Orr, Ashley Reller, Heidi Nelson (Agency Rep) and Jon Wood (Council Rep).

2021 Boards and Commissions (continued)

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), Greg Mews, Jim Munson, Pat Rice, Pauline Schreiber, Rueben Tangren, and Mark Zentner.

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

Bethlehem Academy – Troy Marquardt

Eagles – Jon Sirek/Clayton LaCroix

Faribault Wrestling Club – Jason Tobin

River Bend Nature Center - Doug Zahn

Moose – Horace Vigasaa

Defeat of Jesse James Days – Sheila Radtke

Morristown Fire Relief - Terry Meschke/Johnathan Chmelik

American Legion – James Douda

Divine Mercy School – Daniel Moyer

Elks – Mike Donkers

Faribault Hockey Association – Rick Caron

Knights of Columbus – Peter Dodge

Rotary Youth Services – Brenda DeMars/Chad Koepke

Faribault Charter Commission

The Faribault Charter Commission met on October 14, 2021. Minutes from the September 24, 2021 Charter Commission meeting were approved. None of the appointed members terms were expiring at the end of 2021. The Commission held general discussion, but did not recommend any changes.

2021 City Council Activities – Highlights

In 2021 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 Conditional Use Permit for an Addition to Roosevelt Elementary School
- Approved Selection of Mural Artist for City-owned Wall at 25 3rd Street NW
- Approved Preliminary and Final Plats for Hofmeister Third Addition
- Approved Performing and Visual Arts Programming Agreement with the Paradise Center for the Arts

February

- Approved Contract for CivicClerk Agenda Management
- Ordered Improvements for Flood Mitigation Project at the Water Reclamation Facility
- Accepted Bids for Replacement of 2nd Avenue Bridge over Division Street

March

- Authorized Application to Host a GreenCorps Member for the 2021-2022 Program Year
- Created and Approved Appointments to a Viaduct Area Park Improvements Planning Task Force
- Authorized Submittal of Letter in Opposition to Proposed State Legislation that Limits/Restricts Local Control on Housing and Development
- Approved Letter of Support for National Register Nomination for Faribault Commercial Historic District

April

- Adopted Faribault Climate Adaptation Plan
- Deny a Request for a One Year Extension of Variance Approvals at 400 Western Avenue
- Accepted Airport Coronavirus Response Grant
- Supported a Minnesota Investment Fund Program Application and Job Creation Fund Application in Connection with Trystar, LLC

May

- Ordered Improvements for Northwest Area Water Tower and Watermain Improvements
- Approved Payment for Trained Narcotics Canine (K-9) from Performance Kennels, Inc.
- Approved LHB Proposal for Blight Analysis of Former Lockerby Property
- Approved Joint Powers Agreement with Rice County for Cooperative Transportation Planning Agreement for I-35/CSAH 9 Interchange Analysis
- Authorized Execution of a Purchase Agreement and Acquisition of Property from Faribault Foods, Inc.
- Approved the Preliminary and Final Plats of Stoneridge Third Addition

June

- Accepted the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act Funds
- Authorized Submittal of Bonding Request for Northern Link Trail
- Approved Additional Six-Month Extension for Johnston Hall Redevelopment Management Agreement to Terminate on December 10, 2021
- Accepted Bids for Picnic Shelter/Restroom Building at Fleckenstein Bluffs Park
- Revised Policy and Procedures for Non-Profit/Civic Organization Funding
- Authorized Issuance of a Taxable Revenue Obligation for the Benefit of Shattuck-St. Mary's School

July

- ***Approved Ending the Local State of Emergency in the City of Faribault, Minnesota for the COVID-19 Pandemic***
- Approved a Conditional Use Permit for Major Auto Repair in the C-2 Highway Commercial District at 1507 St Paul Avenue
- Approved a Conditional Use Permit to Establish a Self-Service Outdoor Storage Facility at 1612 7th Street NW in the Shoreland Protection District
- Approved Preliminary and Final Plat for Met Con Business Park Second Addition
- Approved Purchase Agreement and Acquisition of Property Located at Lot 3, Block 1 Met Con Business Park Second Addition (for new water tower)
- Approved Preliminary Plat and Final Plat of Thompson James Group South Division and Conditional Use Permit to Allow a Multi-Family Use in the C-2, Highway Commercial District at 924 1st Street NE
- Approved and Authorized Issuance of a RFP for the Redevelopment of the Former Lockerby Property
- Approved Final Plat of Camelot Court Estates

August

- Approved Letter of Support for Section 18 Blend Repositioning of the Faribault Public Housing
- Amended Section 4-27 of the City Code of Ordinances Regarding Hours of Operation for On-Sale Intoxicating Liquor Sales
- Approved Purchase of Property at 55 Willow Street
- Approved Preliminary Plat and Final Plat of Met Con Business Park Fourth Addition

September

- Adopted the 2022 Preliminary Property Tax Levy and Established the Budget Meeting Date
- Approved Faribault HRA and EDA Preliminary Property Tax Levies for Fiscal Year 2022
- Approved Annexing of Land Owned by the City in Wells, Warsaw, and Walcott Townships
- Approved Appeal of HPC's Denial of Certificate of Appropriateness for Building Demolition at 633 1st Street SE (Johnston Hall)

October

- Accepted Donation from the Estate of Robert L. Crandall for the Library
- Approved Loan Agreement, Mortgage Agreement, and Promissory Note with the Paradise Center for the Arts
- Amended Appendix A, Article II of the City Code of Ordinances Regarding Utility Franchise Fees and Established Franchise Fee Rebate Program
- Approved Quote to Purchase and Install Playground at Prairie Park
- Approved a Conditional Use Permit to Construct a New Storage Building at Calvary Cemetery, 3415 Calvary Drive

November

- Approved Early Retirement Incentive Program
- Approved Variances from Setback Requirements for Side Yards Regarding Buildings and Parking Lot, PUD Overlay District to Authorize Two Principal Structures on One Multi-Family Residential Lot, and Conditional Use Permit to Relocate a Previously Occupied Dwelling to 903 Spring Road
- Held Public Hearing to Consider Increase in 2022 On-Sale Intoxicating Liquor License Fees
- Declared 2022 Precinct Polling Locations

2021 City Council Activities – Highlights (continued)

- Approved MNPEA Police Support Services Labor Agreement for 2022-2024, Agreement with Law Enforcement Labor Services (Local No. 357) for 2022-2024, and the 2022-2024 Non-Union Compensation Plan
- Approved Preliminary and Final Plat of Faribault Buckham Center Addition
- Repealed and Replaced Chapter 15, Article 7 of the City's Unified Development Ordinance related to Park Dedication and Repealed Chapter 7, Article 1, Section 7-7 of the Faribault Code of Ordinances related to a Park Development Surcharge

December

- Approved Local 320 Police Department Supervisory Essential Labor Agreement 2022-2024 and Local IAFF 665 Firefighter Labor Agreement 2022-2024
- Accepted Supplemental Coronavirus Local Fiscal Recovery Funds Established Under the American Rescue Plan Act Funds
- Adopted Sidewalk and Trail Improvement Plan 2021
- Authorized Formation of the Buckham Memorial Library Special Revenue Fund
- Approve Purchase and Letter of Understanding with the Faribault Baseball Association for a new Scoreboard for Bell Field
- Approved the Memorandum of Agreement (MOA) Between the State of Minnesota and Local Governments and Authorizing Participation in National Opioid Settlements
- Approved the 2022 Budget, Tax Levies, Fee Schedule, Franchise Fees Distribution, and 2022-2026 CIP
- Extended the Deadline to File All Required Documents and to Start Construction on the Proposed Cave Creek Development Near 935 Faribault Road
- Approved a Comprehensive Plan Amendment to Guide Property Located at 1440 Willow Street to Commercial - Industrial Mixed Use and a Conditional Use Permit for Major Auto Repair in the C-2 Highway Commercial District at 1440 Willow Street
- Extended the Deadline to File all Required Documents and to Start Construction on the Proposed Cave Creek Development near 935 Faribault Road
- Ordered Improvements for Buckham Memorial Library and Community Center Roof Replacement

CITY DEPARTMENTS

General Government

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 Assistant to the City Administrator'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 2021, the department had a staff of 43 full-time employees and 3 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 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.

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 five (5) 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 Building Codes Division is responsible for inspections and functions related to building and electrical permit processing, rental housing registration program, and property maintenance code enforcement. 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.

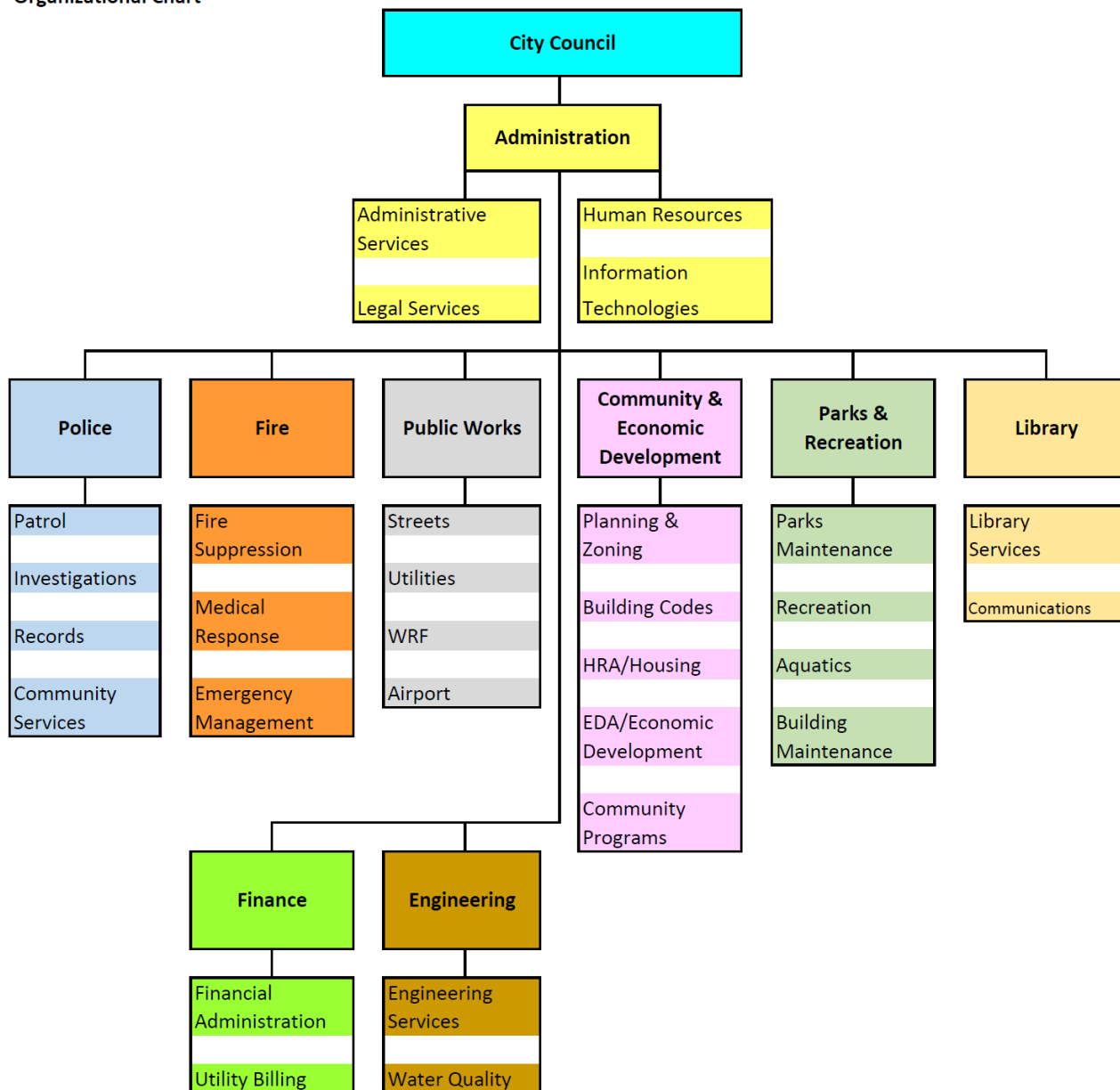
Finance provides financial support to the entire City government organization, Faribault Economic Development Authority and Faribault Housing and Redevelopment Authority. Finance also manages the areas of investments, insurance, and risk management.

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



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
- Assistant to the City Administrator Heather Slechta

HIGHLIGHTS and ACTIVITIES

- The City Council resumed in-person meetings in February of 2021, although the COVID-19 Pandemic continued in the country through the remainder of the year and into 2022. Protective measures (e.g. masking/face coverings) fluctuated as COVID case numbers moved up and down throughout the year.
- 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 2022 Budget and 2022-2026 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.
- Managed the assembly of a planning task force and the development of a concept plan for a new City park to be located on the north side of the TH 60/Viaduct Bridge, between 1st Avenue NE and the Union Pacific Railroad.
- Received a bequest from the Robert Crandall Estate in the amount of \$2.7 million. The funds were specifically designated to be used for the improvement of the City Library.
- Joined the National Opioids Settlement and executed the State-Subdivision Memorandum of Agreement regarding the distribution of the funds awarded to Minnesota.
- Reached a tentative settlement on the ACLU Lawsuit in October of 2021, subject to reaching agreement on a number of specific items and terms. The lawsuit was initiated in June of 2018. Ordinance and program changes will be made in 2022.
- Alcohol compliance checks were conducted at twenty-nine (29) establishments in December. Five (5) establishments failed and each licensee was fined in accordance with the City Code of Ordinances
- Tobacco compliance checks were conducted at nineteen (19) establishments in December.

WORKLOAD DATA

Boards and Commissions

The City of Faribault has approximately 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
2021	24	11	35
2020	26	11	39
2019	24	15	44

Number of Ordinances/Resolutions Approved

Year	Ordinances	Resolutions
2021	16	282
2020	17	231
2019	22	266

Charitable Gambling Board

The Assistant to the City Administrator 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 Fair Grounds. 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
2021	4	6	13	19	51,436.96	32,814.55
2020	3	6	12	19	29,422.81	23,573.05
2019	4	7	12	19	34,615.79	56,181.50

Licensing

The Assistant to the City Administrator 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	2021	2020	2019
Liquor (On, Off, Club, Wine, Sunday, Theater, Low Volume)	33	35	30
Malt Liquor (On, Off, Theater)	6	6	5
Temporary Liquor / Temporary Malt Liquor	13	3	11
Tobacco	24	25	28
Sale of Fireworks	4	5	5
Garbage Haulers	7	7	7
Recreational Vehicle	2	3	5
Salvage Dealers	2	2	2
Taxi/Vehicle for Hire	1	1	1
Massage Therapist	22	18	18
Solicitor/Peddler/Transient	28	25	28
Currency Exchange	1	1	1
Gambling Exemptions/Excluded Bingo/ Off-Site Gambling	13	14	14
Pawnbrokers	1	1	1
Firework Display	2	0	0

Election Statistics

The Assistant to the City Administrator 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
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
2019	Primary	N/A	N/A	N/A
	General	N/A	N/A	N/A

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

- All labor contracts were settled with the exception of the Local 70 contract, which will go to mediation in February of 2022.
- The Southeast Service Coop was able to negotiate new contracts with Medica for 2022 with a 4% decrease in rates. They were also able to get a rate cap of 7.5% for the remaining years of the contract.
- An early retirement program was offered to the employees aged 61 and older with three individuals that elected to partake in the program.
- A continued review of the payroll system took place in 2021, with many options and opportunities to improve being presented. An anticipation of making a choice of a proper provider for the City would come in 2022.
- As in 2020, 2021 saw various policies, procedures and guidelines being created to deal with the COVID pandemic. The City implemented mask mandates for employees and City building. The City also followed recommendations from the CDC and Minnesota Department of Health to further protect our employees. The City again hopes for a better 2022 and put this pandemic in the rear view mirror or at least be able to get back to a normal work atmosphere.

Recruiting and Hiring

Hiring and recruiting of key personnel in 2021 included various staff. Positions that were filled or added in 2021 include the following:

Name	Title
Arlo Unger	Accounting Technician
Brandon McCarthy	Police Officer
Kelly Struck	Water Sewer Operator

Ben Mueller	IT Technician
Cole Knoepke	Water Sewer Operator
Tyler Wilson	Police Officer
Hunter Morsching	Permit Technician
Violet Malecha	Police Officer
Stephanie Aman	Economic Development Coordinator
Amy Stadler	Accounting Technician
Roberta Blank	Accounting Technician
Chad Barman	Recreation Coordinator
Laura Baltazar	Community Services Officer
Temporary Seasonal	There were 143 seasonal workers hired in 2021

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.

	2021	2020	2019	2018	2017
Positions Filled – New Employees	14	11	21	24	17
Layoffs	0	21	0	0	0
Resignations	13	7	15	21	10
Retirements	5	1	n/a	n/a	n/a

Events

The City in-person employee events in 2021 included following:

- Walk for Wellness Program which was kicked off at North Alexander Park on May 5, 2021 and ended on August 25, 2021 at North Alexander Park.
- The City held wellness box lunches at the park on June 16, 2021 and July 7, 2021.
- Annual flu immunization clinic was held on October 7, 2021.
- Open enrollment and employee insurance meetings were held throughout various locations in the City on October 5, 2021.
- Employee interviews were held in-person with all precautions taken into account with COVID restrictions.

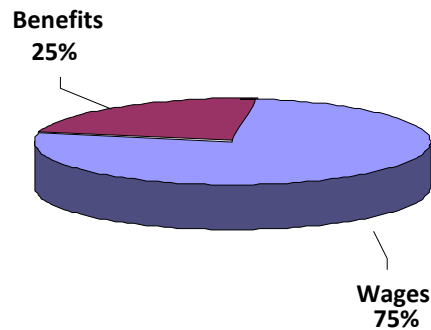
WORKLOAD DATA

Employees

	2021	2020	2019	2018	2017
Permanent Full-time	130	131	129	128	126
Permanent Part-time	49	39	38	38	32
Temp Seasonal Employees	143	161	225	219	214
TOTAL	322	331	392	385	372

Cost of Employee Services

The total cost of personnel services for the City of Faribault was \$16,091,300 for 2021. Of that, \$12,041,928 is for wages and \$4,049,371 is for benefits.



Health Insurance Costs

In 2021, 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 2021 the City contribution has three tiers as well based on percentages of the whole amount for each plan. The City contributes on a matching basis (up to \$600) 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

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

	2021	2020	2019	2018	2017
Single	57	57	63	55	51
Single + 1	23	28	25	28	29
Family	30	31	28	31	28

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. On-site compliance testing with OSHA was done on June 17, 2021. The City continues to be in compliance and 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

- Scott Whitney, IT Coordinator
- Ben Mueller, IT Technician

HIGHLIGHTS and ACTIVITIES

- In 2021, IT deployed a cyber security awareness program called KnowBe4. With this, all users are given training on how to protect themselves and the organization against cyber-attacks via phishing. This also includes monthly simulated phishing emails that allows users to demonstrate their proficiency in detecting phishing emails, and how to handle them.
- Training of new IT staff.
- Completed deployments of 40 workstations for staff.

WORKLOAD DATA

Infrastructure	2021
Workstation Deployment	10%
Workstation Support	40%
Networking	15%
Servers	35%

Helpdesk	2021
Helpdesk Tickets	1030

POLICE ADMINISTRATION

Police Department

Police administration provides vision and overall leadership and functional direction of the department. The command staff consists of the chief, three division captains, 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 23



2021 Accomplishments

2021 Fundraiser at the *Paradise Center for the Arts*

- Our newest officer, K9 Thor, started patrolling with his handler, Officer Michael Shuda in 2021. K9 Thor is a friendly, 11-month-old Golden Labrador trained in narcotics detection, area tracking and searching.
- Officer Sarah Tollefson was invited to speak at the annual Martin Luther King, Jr. Day Breakfast hosted by the Faribault Diversity Coalition. Officer Tollefson spoke of her experiences growing up and the challenges she faced in her school and community. She also spoke of her professional experiences and how she strives towards justice and equality in the community she serves and how the Faribault Police Department works to provide service to everyone without prejudice.
- The Department continues to support our military men and women. In 2021, we welcomed back Officer Lance Ulrich, a member of the Minnesota National Guard, after being deployed to Africa for nine months.
- In 2021 the Department upgraded their interview room camera system. The new system, by Axon, integrates with our body-worn and fleet cameras. The number of cameras was also increased with each interview room now having two high-definition cameras to record interviews. FPD continues to be leaders in camera technology that is simple, transparent, and easily exported to prosecutors.
- Captain Neal Pederson was recognized in 2021 by the Office of Traffic Safety and presented with a certificate and challenge coin. Captain Pederson continues to advance Toward Zero Deaths (TZD) program goals through the use of The Point After to educate the community.
- Police officers from the Benefits Association and Police Explorers not only clean up the streets from criminals but also step up within the community by collecting over 60 bags of refuse along our roadways.
- In 2021 the Department added another public service. CSO Susan Irvin completed training as a Child Car Seat Technician. CSO Irvin is available during the week to help people install and use child restraints correctly and this year we held our first free clinic to assist new parents.
- In 2021, we said good-bye to Detective Brittany Carstensen as she left us for her new career with the Minnesota Bureau of Criminal Apprehension's Homicide Unit. We are very proud of her and this was well deserved and makes FPD look great across the state as she was the only detective selected to this prestigious position.
- Officers Brandon McCarthy, Michael Shuda, Matt Shuda, Tony Larson, and Brad Arens were all honored this year with Life-Saving medals for saving members of our community!

- Finally, a grass roots effort led by the owner of C & S Vending utilized a partnership with the Paradise Center for the Arts to host a concert and fundraiser collecting over \$20,000 for future mental health and wellness needs for the department. Our local community partners are supportive and wonderful!

Department Statistics

Department-wide Employees & Vehicles	2019 Actual	2020 Actual	2021 Actual
Total FT (43) and PT Employees (3)	46	46	46
Sworn Officers	35	35	35
Reserve Officers (Volunteers)	16	16	16
Police Explorers (Volunteers)	18	18	18
Records and CSO Staff (3 part-time in 2021)	10.5	10.5	10.5

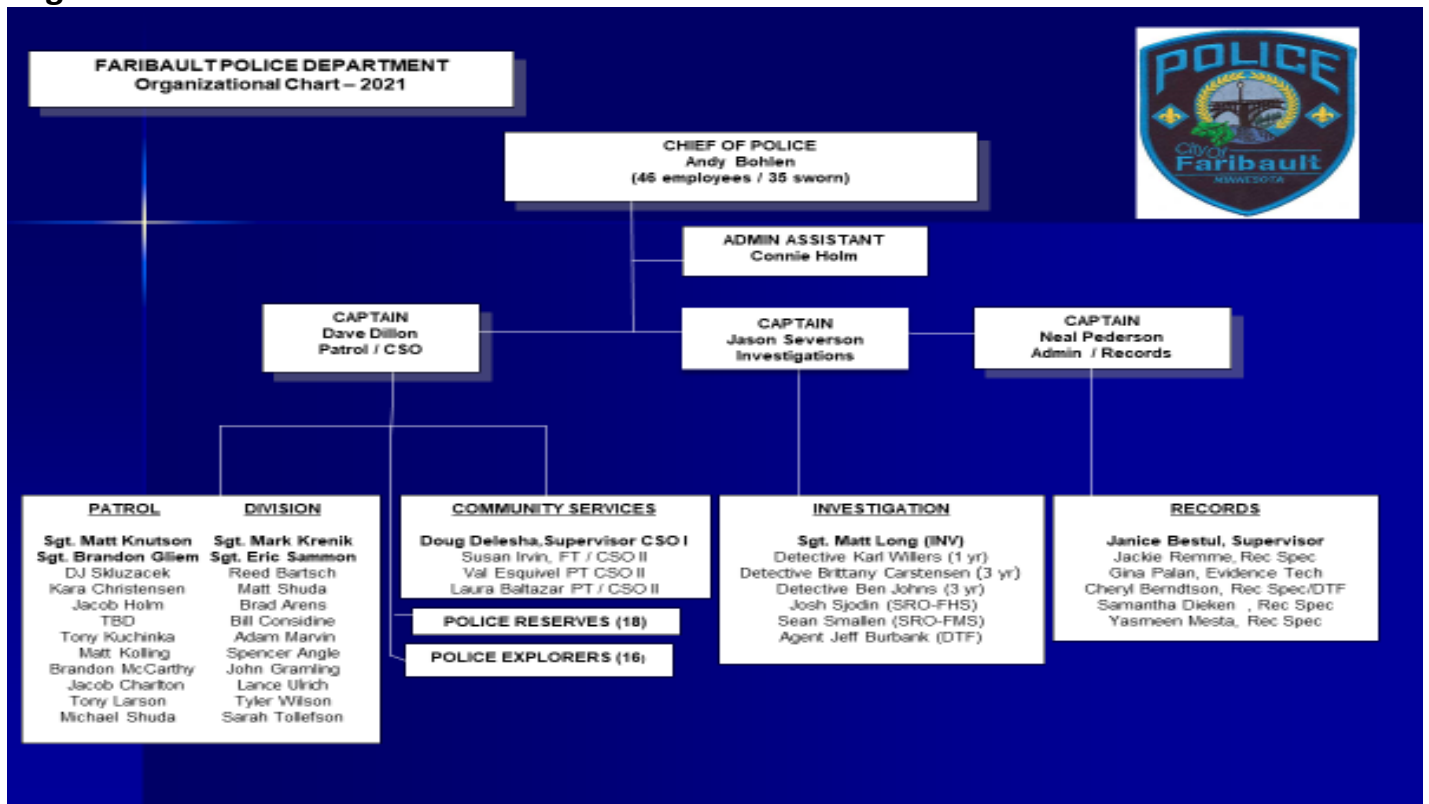
Admin Staffing Levels

Positions (FTE)	2019 Actual	2020 Actual	2021 Actual
Chief of Police	1	1	1
Captain	3	3	3
Administrative Assistant	1	1	1
Total	5	5	5



2021 Department Photo taken at Faribault's Central Park

Organization Chart 2021



CRIME RATE CHANGES

YEAR	Part I totals	Part II totals	Combined Totals	Percentage Shift	What Changed?
2010	920	1203	2123	6.3% Increase	Highest crime rate in 10 years
2011	754	1067	1821	14.2% Decrease	
2012	869	1158	2027	11.3% Increase	Chief Bohlen Started November 2012
2013	882	1028	1910	5.8% Decrease	Proactive Patrolling
2014	702	875	1577	17.4% Decrease	CRDVOTF Started mid 2014
2015	850	1022	1872	11.5% Increase	CFMH Started & CRDVOTF increased arrests
2016	594	965	1589	17% Decrease	
2017	624	893	1517	4.5% Decrease	
2018	504	877	1408	8.2% Decrease	2012-2018 over 30% drop
2019	551	917	1509	7.1% Increase	Slight Increase in 2019
2020	524	778	1302	13.7% Decrease	*FBI reporting standards changed and COVID reduced calls
2021	433	640	1073	17.6% Decrease	*COVID reduced calls continued into 2021



Gun Permits Issued by Administration –	2019	2020	2021
Approved	120	333	236
Denied	18	16	11

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 and provide assistance. In 2021, the Faribault Police Department responded to 28,973 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.



Ford Utility Patrol Vehicle

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 division is utilized when conditions and officers' schedules allow. Officers on bikes offer an excellent community policing tool by providing more opportunities for contacts with the public. The use of bicycles allow 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

	2019	2020	2021
Calls-For-Service	28,504	26,103	28,973
DWI's	58	57	120
Citations Issued	2,597	2,691	2,887

Field Training Officers (FTO)

New officers are put through an extensive 16-week, 4-phase field training and evaluation period, where they 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 Tony Kuchinka, Matt Kolling, Adam Marvin, Tony Larson, Sean Smallen, Mike Shuda, DJ Skluzacek, Karl Willers, and Brad Arens are certified as Field Training Officers for the Faribault Police Department. They are supervised by Sergeant Eric Sammon (FTO Coordinator)

K9 Division

In 2021 the Faribault Police Department continued to utilize two K-9 units. Both K-9 Cannon and Thor had a busy year by providing the community and the department with services such as apprehension, tracking, and narcotics detection all of which led to numerous arrests. They also were a favorite at many community events that occurred throughout the year in Faribault. K-9 Cannon retired in the fall of 2021.

The Department's K-9 handlers in 2021 were Officers Adam Marvin and Michael Shuda. They both participated in the National Police K-9 Association annual trials. At these trials both K-9 teams competed very well and were re-certified. Both teams scored high representing the Faribault Police Department very well.



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 of 2021, Officer Reed Bartsch was presented with an award from the TZD Safe Roads Coalition, along with a letter of commendation from Chief Bohlen for his dedication to traffic safety by removing over 50 impaired drivers from Rice County roadways.

Volunteer Programs

Police Reserves Division

The Police Reserves Division is comprised of 8 members of the community who are interested in law enforcement and desire to serve their community through volunteering. The Reserve Officers assist the department in a variety of ways from crime scene security to traffic control. Reserve Officers assist the department by providing additional patrol and park security on weekends. They provide much-needed assistance to the department for large-scale events such as parades and festivals. The division is another tool for the department to provide services to the community.



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, fireworks 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.



POLICE INVESTIGATIVE SERVICES

Police Department

The Investigative Services Division, led by Captain Jason Severson, is comprised of Investigations, 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 Brittany Carstensen, Ben Johns and Karl Willers work on general investigations. Detective Josh Sjodin is the School Resource Officer at the high school and Detective Sean Smallen is the School Resource Officer at the middle school.

2021 Accomplishments

- In May of 2021, Faribault Detectives began work on a simple theft report from a location within Faribault. The Detective discovered the suspect was a career criminal with many outstanding Felony warrants from numerous states as he was wanted across the Country. Rather than close the simple theft, Faribault Detectives continued their investigation. Multiple search warrants were executed, which eventually led to surveillance, pursuit, and apprehension of the fugitive from justice with the help of many cooperating agencies. Continued investigation after the subject's capture led to significant amounts of stolen property being recovered.
- During the summer of 2021, Faribault Detectives began an investigation into threats of harm and terror being perpetrated by a resident of the City of Faribault with potential international connections. Detectives began an extensive investigation into the parties "online fingerprint" and spent significant amounts of time working with numerous other agencies, executing search warrants and casting a wide net for assistance. The investigation culminated with an arrest for the behavior in question, and continued investigation is still moving forward.
- In 2021, Faribault Detectives received a tip that was vague in nature in regards to potential abuse being perpetrated against a juvenile victim within the City of Faribault by a familial relation. Detectives used this vague information and worked diligently to find witnesses, victims, suspects and develop the casework. Utilizing numerous search warrants and forensic scientific equipment, the investigative division built a solid case and the suspect plead guilty to over 20 years in prison for the abuse perpetrated.
- In the fall of 2020 working into 2021, a Faribault Detective led a large-scale investigation for the Cannon River Drug and Violent Offender Task Force. Through the investigation the Faribault Detective identified an upper level narcotics dealer, which later culminated in the search and seizure of six pounds of methamphetamine, 4 grams of heroin, the recovery of a stolen handgun and eventual seizure of a vehicle and \$16,000 in currency. The suspect is currently facing Federal prosecution.
- The Faribault Investigations unit continued to innovate through 2021. Through continued technical development of the agency's forensic electronic equipment, growth of the Flight (UAS) Program, surveillance and reconnaissance equipment and improvement in many other technical areas, the

Investigative division of the Faribault Police Department continues to offer high level assistance to both the City and its cooperating partners.

Department Statistics

*COVID was a reduction factor	2019	2020	2021
Part I Crime Most Serious	551	524	433
Part II Crimes	917	778	640
School Liaison Cases	315	164	201
Drug Task Force Cases	308	241	180
Investigative Cases	413	325	234

School Liaison Program

The Investigations Division coordinates two liaison officers. Detectives DJ Skluzacek and John Gramling completed their commitments as School Resource Officers and were replaced by Detective Josh Sjodin and Detective Sean Smallen, respectively in 2021. Detective Sjodin and Detective Smallen continued building the excellent relationships established by their predecessors and they truly serve as “community police officers”, being a direct connection between the Police Department and the students, faculty and staff members of the Faribault School District. In their role they address many of the same types of crimes and help fulfill 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 and suicide awareness, mental health training and Autism awareness. Both Detectives are actively involved in other areas of service as well, being integral components of the Faribault Police Investigative division. While the role in the schools continues to grow and develop through unknown and uncertain COVID protocols, the School Resource Officers continue their duties serving the youth of Faribault handling 100’s of incidents within the walls of the Faribault Public Schools.

Compliance Checks

State law requires that tobacco license holders be checked for compliance annually. The police department also checks liquor license holders annually for compliance. These checks are conducted by law enforcement personnel who supervise underage buyers while they attempt to purchase these restricted items. License holders who sell to underage buyers are subject to both criminal and civil penalties. In the fall of 2021, five local licensees failed the alcohol checks and two of 19 licensees failed the tobacco checks. These cases were forwarded for possible civil or criminal action. As the COVID 19 pandemic continues to impact our local restaurants and establishments, 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 other property and 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 County.

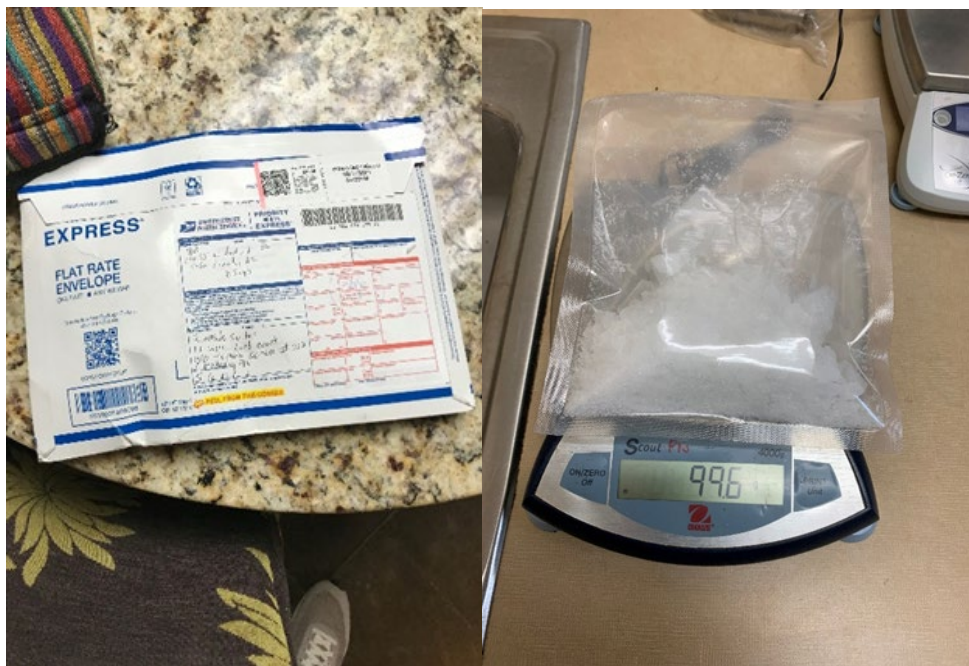
2021 CRDVOTF Accomplishments:

In February, Agents executed a search warrant in the City of Le Sueur and found the target to be in possession of methamphetamine. Agents received information from the cooperating defendant that a female was to be receiving 3 ounces of methamphetamine via mail at a hotel in the city of Mankato. Agents quickly began to corroborate information provided regarding the suspect staying at the Riverside Suites in Mankato and other reporting information.

Agents learned that the suspect was indeed staying in a room at the hotel. They also learned that she was subject of an outstanding arrest warrant. Agents spoke with hotel front desk staff and learned that the suspect actually had come down and inquired if a package had arrived yet on that date. When agents were talking with staff they showed them a package for her that had since arrived. The package was similar in size of something containing 3 ounces of meth.

Staff attempted to reach the suspect to have her come down and get the package while Agents waited in the lobby. Staff eventually made contact with her and she came down to get the package. Once she took possession of the package, Agents confronted her and placed her under arrest.

A search warrant was obtained to open the package. When searched, the contents were indeed suspected methamphetamine. A total of 99.6 grams of meth were seized. A search warrant was also executed on the suspect's hotel room which resulted in finding indicia of occupancy, indicia of sales, and smaller amounts of methamphetamine. The adult female was jailed for Aggravated 1st Degree Possession and 1st Degree Sales.



In early April, one CRDVOTF Agent took information from a cooperating defendant regarding a "DB" whom allegedly lived in the city of Cleveland. Information was that "DB" was selling meth locally in the ounce levels.

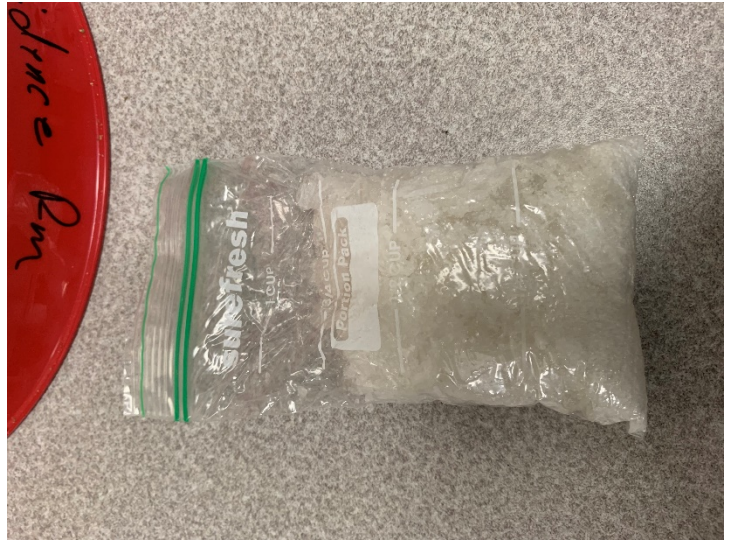
The Agent learned a possible location of where “DB” was staying and a potential vehicle he might be driving. The Agent began to look into the location further. On the evening of April 7th, while the same Agent was traveling through the city of Cleveland conducting an unrelated investigation, he observed the vehicle described as belonging to “DB” parked at the address running with the lights on. The Agent relayed information to on duty patrol deputies and a stop of the vehicle occurred once it left the location. The Agent assisted Le Sueur County Sheriff’s Office patrol with the stop and identified the driver. The Deputy could smell an odor of marijuana emanating from the vehicle and advised the suspect that he would be searching the vehicle. In further roadside interviews with him, he admitted his “stash” was behind the CD player. The Deputy ran his K9 partner through the vehicle which resulted in the alert on the area of the CD player. A subsequent search of the vehicle resulted in locating several baggies of suspected methamphetamine and a digital scale. The meth was later weighed to be nearly 72 grams. The adult male suspect was charged with 1st Degree Controlled Substance Crime and Sales. He had an extensive criminal history including law enforcement contacts in our area in the past.



On June 14th, Agents executed a search warrant in the city of Northfield off Hidden Valley Road for controlled substances. Agents were conducting an ongoing narcotics investigation at this location after receiving information from a concerned citizen of large amounts of narcotics being stored there. Northfield Patrol officers assisted with gathering information and drafting a search warrant to be executed by NPD and CRDVOTF. On June 14th, Agents executed the search warrant and made contact with three persons at the apartment. The subsequent search resulted in numerous drugs and drug items being located. During the search Agents located and seized the following amounts of narcotics: 266.77 grams of raw marijuana, .42 grams of Cocaine, 123 THC cartridges, 50.97 grams of Psilocybin mushrooms, and 7,977.7 grams of THC edibles. Agents arrested an adult female for 1st Degree Controlled Substance Sales.



During the month of July, Agents conducted an investigation involving a subject whom was believed to be selling methamphetamine. The investigation led to Agents placing a GPS tracker on the suspect's vehicle. After some time, Agents coordinated a traffic stop of the suspect in his vehicle traveling back from St. Paul to Faribault. The traffic stop yielded a seizure of 139 grams of methamphetamine. Agents completed a follow up search warrant at the suspect's residence. The search warrant resulted in locating another .8 grams of methamphetamine and meth paraphernalia stored in the presence of a child. The suspect's vehicle and suspected drug cash were seized for forfeiture. An adult male suspect was jailed for aggravated 1st Degree Controlled Substance Crimes.



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 vehicles and noxious weeds and enforcement of the Crime Free Multi-Housing ordinance and associated programs.



CSO Supervisor Doug Delesha CSO Val Esquivel CSO Sue Irvin



CSO Esquivel enforcing downtown parking

2021 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 8,000 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 5,000 nuisance complaints, mailed violation notices, and billing of over 30 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.

Department Statistics

	2019	2020	2021
Animal Complaints	842	767	684

Nuisance Complaints	5,449	5,723	5,596
Parking Tickets Issued	1,137	356	558
Animals Impounded	121	96	88
Animals Claimed	101	78	75
Animal Boarding Days	335	236	224
Other	2,696	1,857	2,748

Staffing Levels

Positions (FTE)	2019	2020	2021
Community Service Supervisor	1	1	1
Community Service Officer (Full Time)	1	1	1
Community Service Officer (Part-Time)	1.25	1.25	1.25
Total	3.25	3.25	3.25

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, evidence, and transcription services for the Police Department.

Department Statistics

	2019	2020	2021
FPD Calls for Service	28,504	26,103	28,973
Reports processed	5,310	4,523	4,311
Drugs Disposed of (lbs)	1,163	376*	1,085
Evidence Processed	3,989	3,695	2,972

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

Staffing Levels

Positions (FTE)	2019	2020	2021
Records Supervisor	1.0	1.0	1.0
Record Specialists	3.5	3.5	3.5
Evidence Tech	1.0	1.0	1.0
Total	5.5	5.5	5.5

Budget Summary

The budget remains stable. One full-time records specialist salary and benefits are paid 100% by the Cannon River Drug & Violent Offender Task Force in combination with State grant funds.

2021 Accomplishments

- Interview room cameras and DVRs upgraded to Axon system. This will integrate with BWC and Fleet video systems, eliminating the need to purchase, store and duplicate DVDs.
- Axon body cameras were upgraded from Body 2 to Body 3.
- Continued to address suspense files by locating persons to update their information.
- New personnel underwent intensive training and specialists are cross-trained to be able to perform all tasks.



Admin. Assist. Connie Holm, Specialist Cheryl Berndtson, Captain Neal Pederson, Supervisor Janice Bestul, Evidence Technician Gina Palan
Specialist Samantha Dieken, Specialist Yasmeen Mesta, (not pictured: Specialist Jackie Remme).

FIRE ADMINISTRATION

Fire Department

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 (22)



HIGHLIGHTS and ACTIVITIES

Staff

The staffing at the Faribault Fire Department remained relatively the same. We had one paid-on-call firefighter (POCFF) leave our department. This is not unusual as lives change regularly and take people in other directions. We plan to hire another class of POCFF during the winter months to fill vacant positions and hopefully have a list to choose from if someone else leaves.



Inspection Program

In 2021 our fire inspection program was limited because of the pandemic. Prior to the pandemic, our fire inspector left to work for another municipality, leaving us without an inspector. There are no plans at this point to hire an inspector. 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 on 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 was greatly impacted by COVID19. Initially, training was postponed at all levels. As the year progressed we found ways to continue to train and continue the process of staying up-to-date in our profession.

The Chief attended many virtual training sessions and conferences to keep himself educated and to bring back knowledge acquired to strengthen our City's Safety Program, Multi-Hazard Emergency Plan, Fire Inspections, and Fire Department operations.

Training Reimbursement

The department qualified for \$4,620 (\$140 per firefighter*) in training reimbursement through the Minnesota Board of Firefighter Training and Education. These funds are used to offset the cost of firefighter training occurring between July 1, 2021 and June 30, 2022. **The training reimbursement of \$140 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 2021.*

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. This year our meetings were limited due to the pandemic but we did meet virtually to ensure that safety is still being addressed.

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 even during a pandemic. Safety was not put on the back burner by either the City or by OSHA. Our training program had to adapt to some new guidelines but the trainings were still held (virtually) to ensure that the City not only met OSHA standard but that employees were operating safely.

We were able to complete our OSHA Consultation visit that we originally planned to do in 2020. As in 2015, we invited the Consultation branch of OSHA in to complete inspections of our highest hazard facilities. This is a very

desirable thing to do as it shows a history of trying to keep our employees safe while they are at work. It was a very positive experience and some improvements to facilities were noted and corrected per the inspections.

FIRE SUPPRESSION

Fire Department

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

Typically, training is a large portion of what fire departments do throughout the year in order to be prepared for the myriad of incidents and emergencies that we can be called to. Due to the COVID19 pandemic, our training program was derailed. To keep firefighters safe from the virus and ensure that we maintained a force healthy enough, at any given time, to respond to calls, we drastically changed our training program. Initially we cancelled some trainings. We then started training in groups of five firefighters to keep exposure limited while continuing training on the basics. It is important to train the same way as we operate. We rarely operate in groups of five so this limited us in many ways. We were blessed to be able to utilize the old Lockerby site for training. This site was valuable in that it removed firefighters from our station, kept social distancing intact, and allowed firefighters the chance to do more hands-on training which is so necessary.

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 threw a wrench into our usual renewal process. We were able to pivot and utilize an online program to complete our EMT license renewal. We discovered that we actually benefited in many ways from the new online program and will continue to use this program in the future.



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

- All 32 Firefighters are certified in CPR

Firefighters are continually trained in the following:

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

CALLS FOR SERVICE OVERVIEW

In 2021 the Department responded to 2,953 calls for emergency and non-emergency service. Below is the breakdown of the types of calls received in 2021; the total calls are for both city and rural area combined:

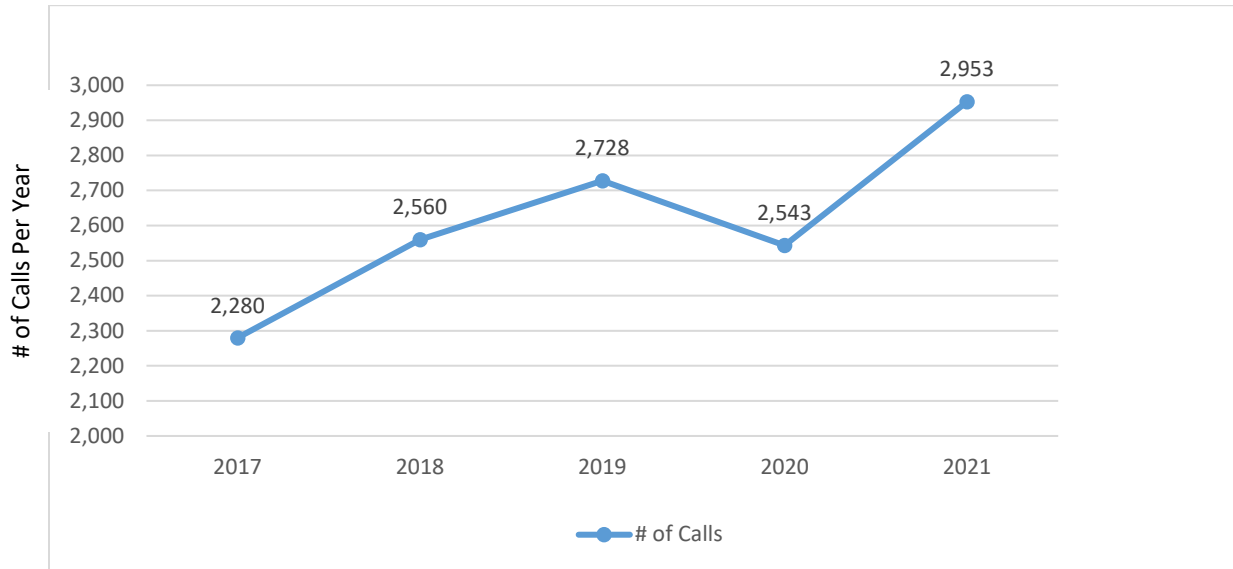
Type of Call	# of Calls	Percentage of Total
Fire	300	10.16
Rescue	155	5.25
Medical	1,904	64.48
Hazard	36	1.22
Public Assist	160	5.42
Carbon Monoxide	24	0.81
Gas Leak	40	1.35
Cancelled by Dispatch	334	11.31
TOTAL CALLS	2,953	100%

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	2017	2018	2019	2020	2021
Structure Fires	59	60	66	77	59
Alarms	113	134	132	119	163
Vehicle Fires	14	10	18	15	18
Grass/Brush Fires	17	17	13	21	27
All Other Fire Calls	18	23	16	21	33
Hazard	35	58	48	26	36
Carbon Monoxide	17	28	26	24	24
Gas Leak	33	31	26	41	40
Medical	1,546	1,644	1,747	1,672	1,904
Rescue	113	161	167	143	155

Public Assist	110	113	113	89	160
Cancelled by Dispatch	205	281	356	295	334
Mutual Aid	6	4	3	7	13
TOTAL CALLS	2,280	2,560	2,728	2,543	2,953

CALLS PER YEAR – 2017 to 2021



The data presented reflects an increase of 29.5% in total annual call volume between 2017 and 2021.

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 minus the Fire Inspector's wage. A five-year contract was signed in 2018 and is in effect from January 1, 2019 through December 31, 2023.

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 2021, 92.08% were within the City of Faribault and 7.92% were in the rural area. The following illustrates the breakdown of calls for service in the city and rural area:



Total Calls for Service by Year and Type – 2017 to 2021:

Type of Call	City Response	Rural Response
Fire	273	27
Rescue	118	37
Medical	1,796	108
Hazard	32	4
Public Assist	151	9
Carbon Monoxide	20	4
Gas Leak	34	6
Cancelled by Dispatch	295	39
TOTAL CALLS	2,719	234



CITY Calls for Service by Year and Type - 2017 to 2021:

Year	Fire	Medical	Rescue	All Others	Cancelled	Total
2017	191	1,434	84	164	175	2,048
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

RURAL Calls for Service by Year and Type - 2017 to 2021:

Year	Fire	Medical	Rescue	All Others	Cancelled	Total
2017	30	112	29	31	30	232
2018	30	116	42	22	51	261
2019	26	114	41	24	47	252
2020	33	107	45	18	58	261
2021	27	108	37	23	39	234

WORKLOAD DATA

Personnel

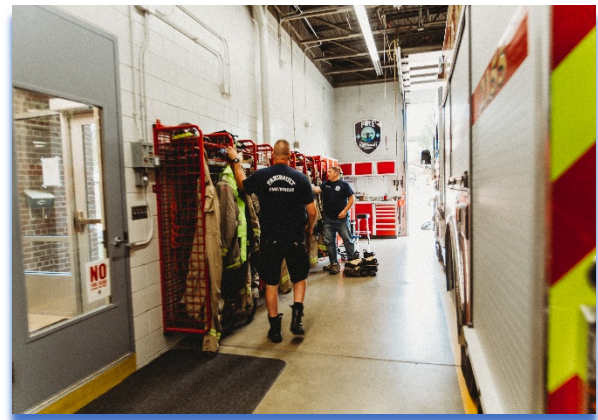
The Fire Suppression Division is authorized to have thirty-five employees; three captains, six full-time firefighters and twenty-six part-time firefighters. The part-time personnel are split into two different shifts: Red Shift and White Shift. Red Shift is assigned to the A-Shift Captain and White Shift 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 manning. 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:** notifies all off-duty full-time and half of the part-time personnel.
- **All Call Page:** notifies 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 – 2017 to 2021:

Year	Total Calls	All Call	Shift Page	Call Back 1	Call Back 2	Total Pages
2017	2,280	28	15	9	37	89
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
Average	2612.8	17.6	13	8.4	27.6	66.6

Overlapping Incidents

Overlapping incidents occur when we receive two or more calls for service at the same time. In 2021, there were 348 instances where calls for service overlapped. That is an average of 6.7 times per week 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 2021, the department responded to a total of 2,953 calls for service, with an average of 8.09 calls per day. Below is a comparison from 2017 to 2021:

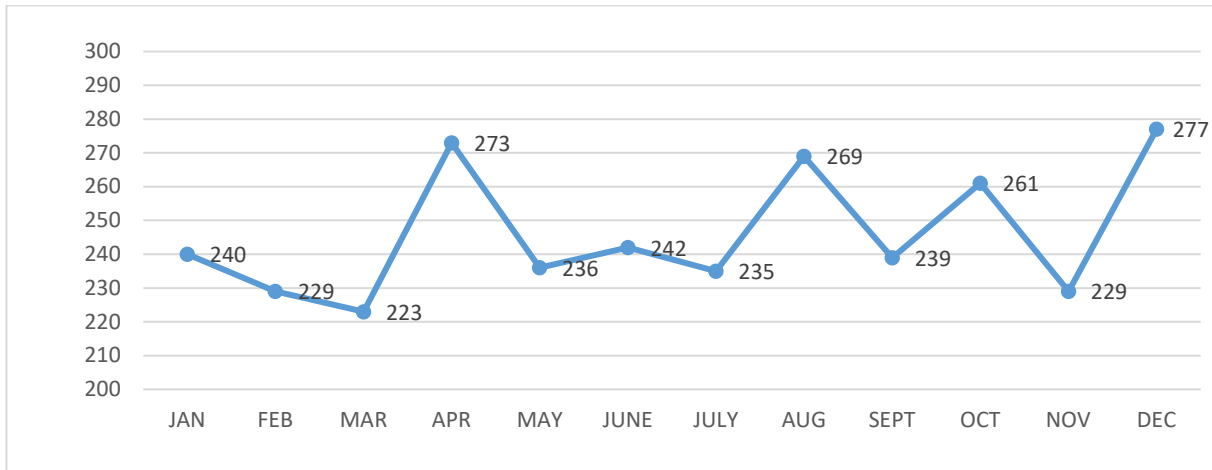
Year	Number of Calls	Average Calls Per Day
2017	2,280	6.25
2018	2,560	7.01
2019	2,728	7.47
2020	2,543	6.97
2021	2,953	8.09

In 2021 the average number of calls per day was 8.09. 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 in a Day	# of Days in 2019	# of Days in 2020	# of Days in 2021
1	0	3	3
2	7	6	2
3	17	21	17
4	26	39	20
5	48	46	31
6	44	59	43
7	61	60	51
8	45	31	46
9	38	33	36
10	24	20	43
11	21	19	22
12	13	17	18
13	6	8	17
14	8	2	7
15	4	1	4
16	2	0	3
17	1	0	0
18	0	0	0
19	0	0	1
20	0	0	1
TOTAL DAYS	365	365	365

Number of Calls per Month

The Fire Department responded to an average of 246.08 calls per month in 2021. 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	\$5,850	\$450,000
FEB	\$47,001	\$0
MAR	\$150,500	\$0
APR	\$21,010	\$40,000
MAY	\$40,000	\$63,300
JUN	\$1,200	\$353,000
JUL	\$10,050	\$0
AUG	\$35,000	\$10,000
SEP	\$300	\$0
OCT	\$10,500	\$600
NOV	\$230,000	\$0
DEC	\$50,100	\$0
	\$601,511	\$916,900
Total Loss	\$1,518,411	



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.

Paperless vehicle and equipment maintenance record-keeping began in 2010. These records aid in decision-making for replacement of vehicles and equipment and help identify potential issues early.

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.

Training

As stated earlier in this report, the Fire Department's training program was greatly impacted by the COVID19 pandemic. Trainings were cancelled, postponed and rescheduled throughout the year. We were able to conduct more trainings this year than last and we are learning how to meet the training requirements that we have in this new COVID world. 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 23 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 fourteen 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 I-Pads. 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 5th 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 occurring we needed to find new ways to deliver our message. 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. These educational interactions were limited this year due to the pandemic.

After a one-year hiatus because of the pandemic, we strategically held our Annual Open House at the Fire Station in October. We kept everything outside and in the open apparatus bay and we wore masks to set a good example to residents that mask wearing is a good mitigation measure even if it isn't mandatory.

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.



EMERGENCY MANAGEMENT AND CIVIL DEFENSE

Fire Department

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.

Our plan also is intertwined with the Rice County Plan and has been utilized in this global pandemic. I foresee the current Pandemic Influenza Plan being updated once we are on the other side of this pandemic. This update will have to be done collaboratively with the County as they are the Responsible agency for this type of an emergency.

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 on-going plan which designates school buildings as severe weather shelters for mobile home parks in 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. As has been stated repeatedly, the pandemic has affected training adversely. Very little in-person training happened this year and all conferences were cancelled. Some virtual training was attended but the pandemic forced all hands on deck to deal with the emergency.

Training of our Community Emergency Response Team (CERT) was put on hold but we did meet to talk about recruitment of more volunteers this winter. I continued to keep them in the loop on upcoming events such as vaccination clinics, however, we will not be meeting again until the team is needed.



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PUBLIC WORKS ADMINISTRATION

Public Works Department

PRIMARY SERVICES

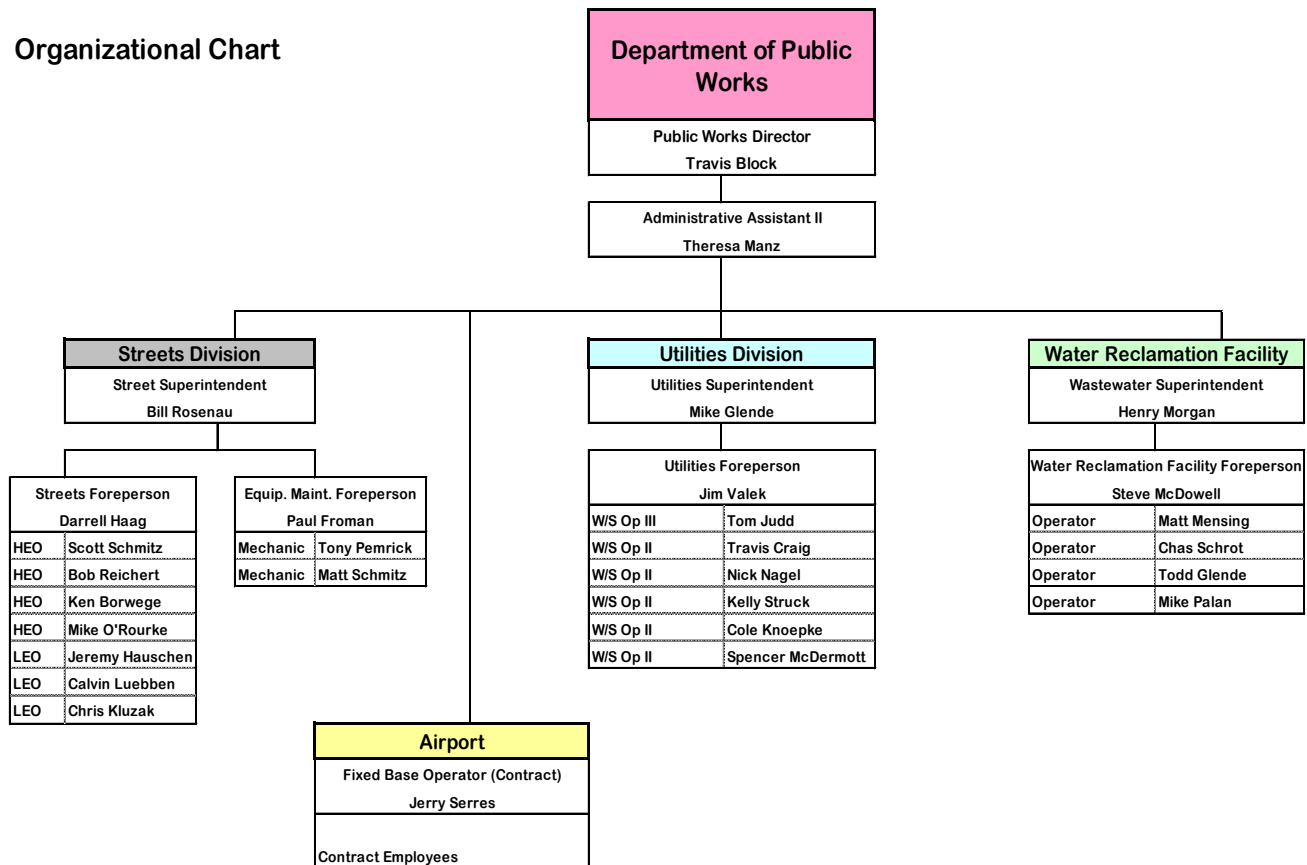
Under the direction of the Public Works Director, the primary services provided by the administrative staff for the department are:

- 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

Water Treatment Plant and Water Tower

The seven (7) million gallon per day (MGD) pressure treatment facility to remove iron and manganese was put online and full operation in January of 2021. There are a couple items on the punch list yet to be completed in 2022 before closing out the contract. Funding for the new water treatment plant was provided by a \$10M low interest loan from the Public Facilities Authority (PFA).

Flood Mitigation Measures/River Bank Stabilization

Outside funding was secured for the Flood Mitigation and River Bank Stabilization project at the Water Reclamation Facility. The project was eligible for Department of Natural Resources (DNR) Flood Hazard Mitigation Grant Assistance Program. The project had a total cost of \$3.40M with \$1.70M of State funding.

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 55.

HIGHLIGHTS and ACTIVITIES

- Plowed 46.5" of snow Staff time: 3,176 hours
- Paved Basketball Court Wapacuta Park 180 Ton..... Staff time: 112 hours
- Overlay Bike Path
County Road 45 to Glynview Trail 2525 Ton Staff time: 64 hours
- Haul Spoil Pile from Treatment Plant 923 Ton.....Staff time: 110 hours
- Base Parking Lot at Nature Center.....Staff time: 61 hours
- Haul Roughly 18,000 Ton from North Side of Shop to
Race Track and Maple Lawn Park.....Staff time: 600 hours
- Sealcoat Program – 55 city blocks

Crack filling.....Staff time: 416 hours
Sealcoating.....Staff time: 482 hours
Sealcoating oil32,525 gallons
Rock 1,105 tons

WORKLOAD/BUDGET DATA

2017 - 2021 TOTALS – STAFFING HOURS

JOB CATEGORY	2021 TOTAL	2020 TOTAL	2019 TOTAL	2018 TOTAL	2017 TOTAL
Building Maintenance	118	252	220	N/A	N/A
Compost	109	314	280	N/A	N/A
Crack Filling	416	325	294	N/A	N/A
Equip. Maintenance	375	310	288	N/A	N/A
Festival Events	61.5	0	76	N/A	N/A
General Sweeping	421	350	300	N/A	N/A
Gravel Maintenance	368	431	460	N/A	N/A
Leaf Sweeping	740	723	800	N/A	N/A
Miscellaneous	962	N/A	N/A	N/A	N/A
Mixing Sand	74	28	60	N/A	N/A
Office	1,500	1,500	1,500	N/A	N/A
Painting	1,067	788	567	N/A	N/A
Park Projects	191	201	196	N/A	N/A
Patching	2,097	2,149	2,625	N/A	N/A
Sanding	212	244	346	N/A	N/A
Seal Coating	396	502	360	N/A	N/A
Sign Maintenance	1,239	710	305	N/A	N/A
Sign Making	444	621	464	N/A	N/A
Snow Blowing	704	444	198	N/A	N/A
Snow Plowing	3,176	3,516	3,334	N/A	N/A
Spring Sweeping	768	723	800	N/A	N/A
Training	111	68	120	N/A	N/A
Tree Trimming	826	408	448	N/A	N/A
Water Main Breaks	315	181	60	N/A	N/A
Weed Mowing	439	450	450	N/A	N/A
ANNUAL TOTAL	17,128	15,238	14,551	N/A	N/A

*Partial hours were rounded up or down.

N/A = Data was no provided

2021 EQUIPMENT MAINTENANCE SUMMARY

DEPARTMENT/DIVISION	WORK ORDERS	TOTAL HOURS
Streets Division	266	104
Utilities Division	85	290
Storm Water	8	31
Water Reclamation Facility	24	141
Engineering Division	10	22
PW Maintenance Shop	790	4,834
Parks & Recreation	144	294

Public Safety	181	312
Community Development	2	3
Building Codes	3	9
Airport	8	28
Other Activities/Miscellaneous		64
PWP Bldg. Maintenance & Repairs		71
Training/Safety Meetings		72
General Office		289

*Partial hours were rounded up or down.

PUBLIC WORKS MAINTENANCE SHOP	TOTAL HOURS
Building Maintenance	71
Training	81
Street Repairs	1944
Street Fabrication	196
Public Safety	340
Park Repair	434
Park Fabrication	298
Utilities	411
Airport	28
Shop	32
Building & Codes	6
Parks & Recreation	13
Treatment Plant Repair	61
Treatment Plant Fabrication	21
Engineering	18
Community Development	3
Seal Coating	87
Fire Department	135
Miscellaneous	201
Storm Water	29
Plow Snow	189
TOTAL	4598

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 2-two million gallon reservoirs and 1-150,000 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 eleven (11) lift stations.
- Maintenance and repair of the storm water drainage system of 89.46 miles of pipe, including storm water management ponds. Ensures City complies with applicable storm water regulations.
- This division works closely with the Engineering Division on municipal utility improvement projects, and is also responsible for City utility locates under the Gopher State One Call system.

STAFFING

- See Organizational Chart on page 55.

HIGHLIGHTS and ACTIVITIES

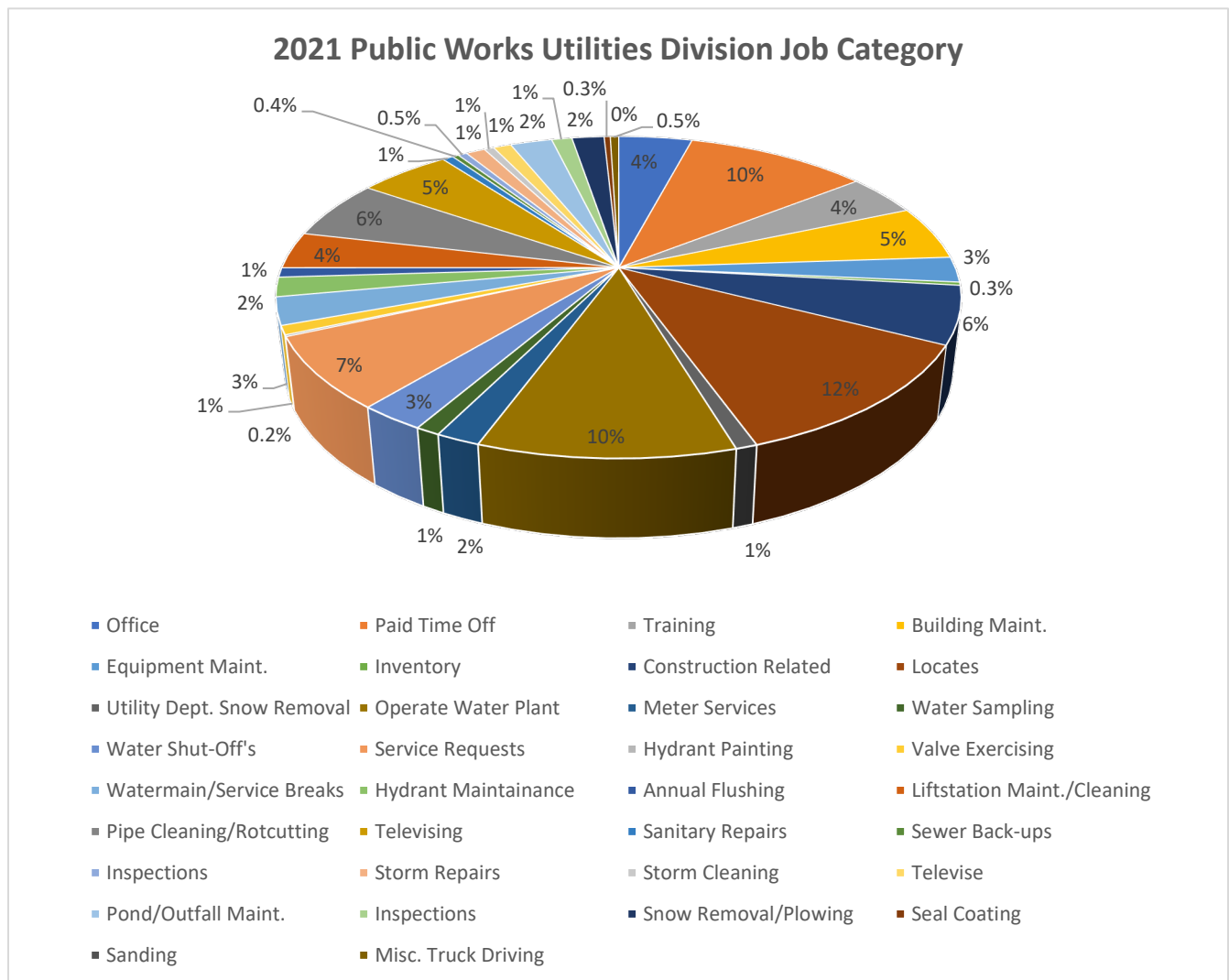
- The Stormwater Division completed 960 inspections for the 30 permits that were active in 2021. Contractors received 8 Verbal Warnings throughout the year due to repeated non-compliance. The Division also issued 6 new NPDES permits in 2020 along with 30 City Grading Permits.
- In 2021, an intense focus on cleaning and root cutting all clay sanitary mains occurred in an attempt to minimize sewer backups in the system. Reports from 2020 compared to reports from 2021 show less feet in root cutting and more in televising. This is due to the combination of televising and root cutting together, being able to pinpoint the areas needed as the cutting is taking place. Televising all clay mains to get a better idea for lining contracts or reconstructions, 2,500 feet of clay mains lined in areas not scheduled for reconstructions.
- The new water treatment filtration plant was put online in January of 2021. Faribault's water has high levels of iron and manganese that will be filtered out with this new filtration process. Faribault's water also has been showing raising levels of radium that sometimes exceeds the maximum contaminant level (mcl) requirements of the MDH. This new filtration system will also remove the radium.
- Rehabilitation of wells 1, 3, 6 & 7 are complete. A new building to house well 5 was awarded in September of 2021 with the project starting in December of 2021.
- Watermains were installed for the start of the construction of a new 750,000 gallon water tower to be built in 2022.

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)
- Storm Water 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.



	2021	2020	2019	2018	2017
GENERAL UTILITIES					
Locates	2,722	2,850	2,847	N/A	N/A
Work Orders (Public Works)	407	330	364	N/A	N/A
Service Request (City Hall)	446	352	358	N/A	N/A
WATER SUPPLY/DISTRIBUTION SYSTEMS					
Watermain Breaks	15	11	12	N/A	N/A
Private Service Breaks	16	14	30	N/A	N/V
Hydrants Painted	1	61	284	N/A	N/A
Hydrants Repaired / Replaced	10	27	21	N/A	N/A
Valve Operating	56	116	28	N/A	N/A
Valves Repaired / Replaced	8	2	4	N/A	N/A
Meters Repaired/Replaced	65	82	55	N/A	N/A
Radio's Replaced	152	153	117	N/A	N/A
New Residential Meter Accounts Installed	26	26	30	N/A	N/A
New Commercial Meter Accounts Installed	1	6	5	N/A	N/A
PUMP STATION/WATER PUMPED					
Total Water Pumped for Year (BG)	1.354200	1.289056	1.267467	1.347196	1.28249
Maximum Daily Pumped (MG)	5,895,600	5.302	5.450	7.307	6.155
Minimum Daily Pumped (MG)	1,196,000	1.223	1.601	1.446	.600
SANITARY SEWER COLLECTION SYSTEM					
Sewer Cleaning (Miles) (Zone 3)	39	50.25	51	N/A	N/A
Sanitary Mains Televised (Miles)	5	8.84	5.23	N/A	N/A
Sewer Main Repairs	3	1	1	N/A	N/A
Manhole Structure Repair	6	6	4	N/A	N/A
Root Cutting / Chemical Application (Feet)	7,500	24,404	26,400	N/A	N/A
Total Back-Up Calls	8	15	16	N/A	N/A
Actual City Backups	1				
STORMWATER COLLECTION SYSTEM					
Storm Sewer Cleaned (Miles)	1				
Storm Sewer Televised (Miles)	0.40	0.38	2	N/A	N/A
Structure Repair	9	9	7	N/A	N/A
City Ponds Inspected (Each)	15	10	74	N/A	N/A
Private Ponds Inspected (Each)	0	0	1	N/A	N/A

2021 CHEMICAL USAGE – WATER TREATMENT				
Chemical	Amount Used	Unit Cost	Annual Cost	Daily Cost
Chlorine	46,035 lbs.	\$677.00/2000 lbs.	\$ 15,582.85	\$42.69
Ammonia	3,650 lbs.	\$250.00/140 lbs.	\$ 6,517.86	\$17.86
Fluoride	3,159 gallons	\$2.99/gallon	\$9,445.41	\$25.87
Sodium Silicate	22,556 gallons	\$5.86/gallon	\$132,178.16	\$362.13

Sodium Permanganate	1,219 gallons	\$11.67/gallon	\$14,225.73	\$38.97
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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 55. Currently the WRF has three class A licensed operators and three class C licensed operators.

HIGHLIGHTS and ACTIVITIES

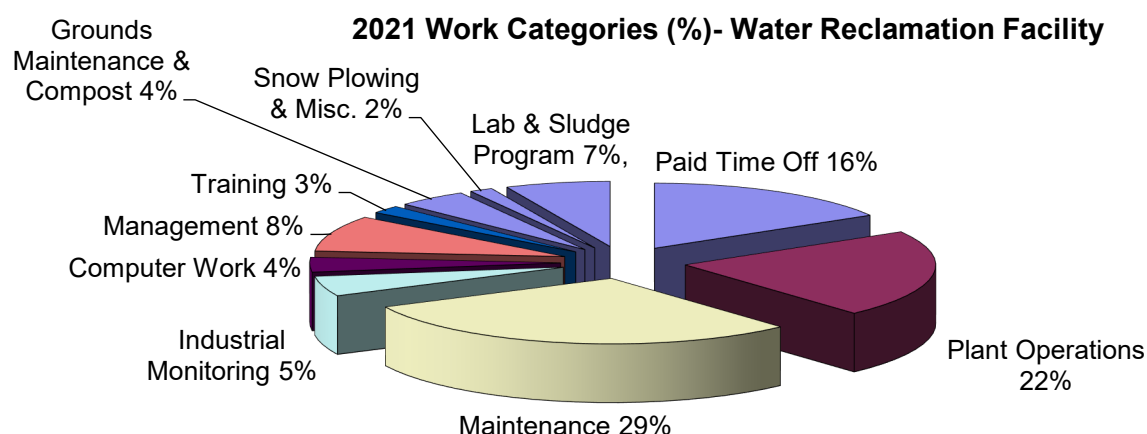
- The greatest highlight of 2021 was the completion of the flood control wall. WRF and other City staff assisted in completion of this project, including project planning and staging, site restoration, and removal of contaminated soil found during the project.

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.



	2017	2018	2019	2020	2021	Average
Total Flow (MG)	131.0	129.5	148.4	134.3	115.9	136
Max. Daily Flow (MG)	5.20	5.36	6.28	5.31	4.85	6
Min. Daily Flow (MG)	2.97	2.72	3.33	3.03	2.50	3
Ave. Daily Flow (MG)	4.31	4.28	4.87	4.40	3.88	4
Max. Influent CBOD (mg/L)	425	492	590	690	910	502
Ave. Influent CBOD (mg/L)	293	349	350	412	551	331
Ave. Influent CBOD (lb/day)	10458	12397	14115	15052	17834	12323
Max. Effluent CBOD (mg/L)	11	15	18	21	16	15
Ave. Effluent CBOD (mg/L)	6	7	8	11	8	7
Ave. Effluent CBOD (lb/day)	201	244	323	389	256	256
Ave. % removal	97.9%	98.0%	97.5%	97.3%	98.5%	98%
Max. Influent TSS (mg/L)	258	241	317	518	572	272
Ave. Influent TSS (mg/L)	160	164	173	189	313	166
Ave. Influent TSS (lb/day)	5729	5869	7006	6850	10154	6201
Max. Effluent TSS (mg/L)	25.2	21.2	35.3	27.3	26.0	27
Ave. Effluent TSS (mg/L)	14	13	16	15	14	14
Ave. Effluent TSS (lb/day)	513	453	659	561	445	541
Ave. % removal	90.0%	91.7%	89.6%	90.6%	95.7%	90%

The WRF has seen an increase in both hydraulic and waste loads from the significant industrial users (SIUs). The above table shows that the average CBOD load for the facility in 2021 was 17,834 pounds per day, which is almost 5,000 pounds per day over the permitted design of the facility.

SIU Overview - City of Faribault 2017-2021

	2017	2018	2019	2020	2021	Reduction	Increase
Swiss Valley Farms							
Flow	9,512	8,363	15,751	13,362	12,362	7.5%	
CBOD	537	562	803	809	850		4.8%
TSS	48	51	74	68	77		12%
Total Phos.	9.5	8.2	12.3	10.4	11.3		8%
NH3	1	1	1	1	1		

MN Corr. Facility							
Flow	238,000	238,000	256,000	243,000	242,000		
CBOD	447	449	645	557	541	3%	
TSS	634	605	846	904	612	32%	
Total Phos.	13	11	12.8	13.4	12	10%	
NH3	51	45.6	47.3	48	45.6	5%	

MN Munic. Power							
Flow	70,000	78,000	80,800	78,000	88,500		12%
CBOD	1.4	2	1.5	1.3	2.3		43%
TSS	4.8	5.4	5.8	4.8	8.6		44%
Total Phos.	1	1	1	1	1		
NH3	0	0	0	0	0		

Jennio Turkey							
Flow	772,000	802,250	817,000	872,000	902,500		3%
CBOD	5029	6,200	6,610	7,098	7,095		
TSS	901	1,100	1,200	1,250	1,103		12%
Total Phos.	106	116	114	117	134		13%
NH3	81	80	90.5	114	124		8%

Faribault Foods Park							
Flow	137,000	292,750	428,000	457,000	427,500	6%	
CBOD	1,097	3,069	6,102	7,082	4,886	31%	
TSS	220	885	1819	1,443	1,764		18%
Total Phos.	12	27	41	45	56		20%
NH3	6	9.3	13.6	24	79		70%

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, who 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	Appointed	Term	Expiration
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
William Smith	02/12/19	3 yrs.	1/31/2022
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

HIGHLIGHTS and ACTIVITIES

Airfield Construction Activity

Storm damage recovery efforts caused by the tornado of 2018 has been completed. Activity on the airfield has returned to a pre-storm state with parties expressing interest in building hangars. One private hangar build was completed.

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 typical used in general aviation.

	2017	2018	2019	2020	2021
Hangar Leases	25	25	25	32	33
Land Leases	32	25*	32	34	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.

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COMMUNITY & ECONOMIC DEVELOPMENT

Community & Economic Development Department

PRIMARY SERVICES

The Community & Economic Development Department is comprised of five (5) separate Divisions that ultimately touch every aspect of development within the City of Faribault. Under the leadership of the Director of Community and Economic Development, the Divisions work together to collectively develop and implement community plans and programs, support investment into the community through housing development of business expansions, coordinate initiatives with other departments, enforce ordinances and regulations, and strengthen community relations, partnerships, and opportunities. The five (5) Divisions include:

- Building Codes and Rental Licensing
- Community Development
- Economic Development
- Housing
- Planning & Zoning

STAFFING

- Stephanie Aman, Economic Development Coordinator
- Kari Casper, Administrative Assistant II
- Hunter Morsching, Building Permit Technician
- Deanna Kuennen, Community and Economic Development Director
- Joshua Lawrenz, Building Inspector
- Dan Peterson, Housing Maintenance Specialist
- John Rued, Building Official
- Marty Smith, Rental Housing Technician
- Connie Springer, Community Development Specialist
- Peter Waldock, Planning Coordinator
- David Wanberg, City Planner
- *Vacant*, Community Development Coordinator

HIGHLIGHTS and ACTIVITIES

The Department administers a wide range of programs within its five Divisions and provides staffing/technical support to many City boards and commission. The boards and commissions that the Department supports includes:

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

Summary of Key Program Activities for each Division in 2021

- Building Codes and Rental Licensing
 - Conducted Rental License Inspections on 580 properties/licenses.
 - Issued 1,281 building permits, with a valuation of \$28.5m and a revenue of \$322,783.
 - Conducted 265 plan reviews and 2,837 field inspections.
 - Launched the online permitting software in mid-June to streamline and automate the building permit process.
 - Hosted first Contractor's Forum to introduce the new online permitting software and open lines of communication between the Building Division Team and the contractor community.
- Community Development
 - Worked with Allina Health regarding the deteriorated/hazardous condition of Johnston Hall. Unfortunately, the condition of the structure was a hazard resulting in safety issues. A Certificate of Appropriateness was issued for the demolition of this historic structure.
 - Managed the mural project on the City-owned wall at 25 3rd Street NW. Jordyn Brennan was selected as mural artist. A ribbon cutting ceremony was held and the mural has received much press.



- Initiated a Request for Proposal (RFP) process for the Lockerby/VP Online/South Viaduct Area redevelopment site.
- Economic Development
 - Developed and funded a new economic development tool, the Economic Development Incentive Fund (EDIF), which focuses on targeted industries (advanced manufacturing, food processing, warehousing & distribution, and avionics), based on job creation and business investment. The EDA has committed \$200,000 to this program and made one award to support the 75,000 SF expansion of Trystar.
 - Continued to administer a downtown commercial exterior improvement program, providing nearly \$700,000 in awards and leveraging almost \$1.2m in investment since inception.
 - Reviewed and updated the economic development marketing materials, with an eye toward more enhancements in 2022.
 - Coordinated with the Faribault Main Street organization to administer another year of micro-grants in the downtown (third year) – allocating \$25,000 to qualifying small business owners.
 - Provided funding for the Upstairs Downtown Digital experience that focuses on a key economic development factor – Housing.
 - Provided a business incentive package to a local company, Trystar, that allowed the company the ability to add 20 jobs and expand their new facility by over 75,000 square feet.
 - Prepared, in conjunction with the City Engineer, a Business Development Public Infrastructure grant application for the NW Water Tower project and associated mains. The application was awarded a \$2m grant – the largest grant possible through the program.
- Housing
 - Managed both the Public Housing and Robinwood Manor, HUD funded/regulated programs.

- Implemented capital improvements at all public housing units and at Robinwood Manor, following the approved CIP plans to ensure longevity of the units. 2021 included the reconstruction and expansion of the Robinwood parking lot.
- Continued to modify and implemented 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.
- Kicked-off the RAD/Repositioning process for the Public Housing program.
- Participated on the Chamber Housing Task Force meeting. The purpose of this group is to talk about the housing shortage and work to identify ideas to address the housing demand.
- Worked with Maxfield Research on a Rental Housing Needs Analysis (January 2021).
- Planning and Zoning
 - Processed subdivision, variance, PUD, annexation, and CUP requests.
 - Conducted many 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 Meetings

Economic Development Authority (EDA)	10
Elderly Housing Corporation (EHC)	1
Environmental Commission (ENV)	11
Housing & Redevelopment Authority (HRA)	12
Historic Preservation Commission (HPC)	13
Planning Commission (PC)	<u>19</u>
Total Number of Board Meetings	66

Property Management

Applications received	35
Applications removed	<u>143</u>
Total Applications Processed	178
Properties Managed	101
Work Orders Processed	615
Unit Turnovers	13
Mobile Home Buyout Program	0

Design Reviews

HPC Design Reviews Conducted	12
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Loan Activity/Loan Administration

EDA Loans	11
Total Loans Administered	11

Inspections

Building Inspections	2,837
Rental Housing Inspections	580 properties

Planning & Zoning Cases

P&Z Applications Processed	52
DRC Reviews	55

ECONOMIC DEVELOPMENT DIVISION

Community & Economic Development Department

PRIMARY SERVICES

The Economic Development Division is responsible for staffing the Economic Development Authority (EDA) and ensuring the implementation of the EDA's approved work plan. The core focus areas of the EDA include:

- Available Land – *identifying underutilized land, identifying infill and “catalyst site” opportunities, and land assembly*
- Gateways – *identifying threats/opportunities along major gateways, clearing hurdles for redevelopment, developing programs to encourage visual enhancements*
- Regionalism – *defining Faribault's place in the region, marketing Faribault to a broader audience, positioning Faribault as a global economy*
- Workforce Data & Analysis – *working with businesses to find solutions, developing relationships with those in the workforce space*
- Ongoing Operations

STAFFING

- Stephanie Aman, Economic Development Coordinator (new hire – Summer 2021)
- Deanna Kuennen, Community and Economic Development Director

HIGHLIGHTS and ACTIVITIES

FARIBAULT ECONOMIC DEVELOPMENT AUTHORITY

Economic Development Division works to support the Economic Development Authority in a wide range of economic development activities. At its core, the Economic Development Authority provides technical and financial assistance to existing and prospective businesses in the Faribault community – working to provide effective and efficient services to prolong and encourage the growth and longevity for businesses in our growing community. Partnerships are the key to success in economic development, providing a multitude of programs available to businesses – collaborating closely with the Faribault City Council Faribault Area Chamber of Commerce and Main Street Program, Steele Waseca Electric Cooperative, Great River Energy, Southern Minnesota Initiative Foundation, Minnesota Department of Employment and Economic Development, and Rice County.

Annually the EDA approves a work plan, in conjunction with their budget, which identifies the economic development priorities for the year and directs energies and funding towards accomplishing those goals. In addition to the work plan, Staff continually seeks opportunities to leverage resources and share Faribault's economic development narrative. In recent years Faribault has received awards for these efforts, and has seen significant growth and investment in the business community.

Recently, the focus of economic development has had to shift due to the lack of available workforce to fill existing job openings. Workforce and housing were issues prior to COVID-19, and these topics continued to be the primary concern for our existing employers. The 2021 work plan included:

2021 EDA WORK / ACTION PLAN	
AVAILABLE LAND	- Identify underutilized parcels - Identify infill development opportunities - Be prepared to assemble and acquire land if/when appropriate - Proactively identify "highly-visible/catalyst" sites for development/redevelopment - Start discussions with business owners about expansion/land needs - 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 - 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 - 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 - Continue investments into the downtown - Map areas with highest traffic patterns (foot/bike/vehicle) - Develop priority scoring and funding system to deploy funds to have biggest impact - Partner with City/HRA/HPC/Others on downtown initiatives (example: mural)
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 - Destination Medical Center / Greater MSP - State of MN Trade Office / Foreign Direct Investment
WORKFORCE & DATA ANALYSIS	- Actively engage with SCC on workforce training programs - 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
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.

2021 Economic Development Program Fund Activities

The Economic Development Authority manages a number of financial incentive programs designed to assist businesses and property owners in Faribault. The EDA was also involved in supporting and recommending the use of Tax Abatement/Tax Increment Financing to support business (and housing) growth, attraction, development, and retention. Summaries for each of these programs in 2021 are included below.

DOWNTOWN COMMERCIAL REHABILITATION AND EXTERIOR IMPROVEMENT PROGRAM

- Number of Applications 2
- Total Funds Awarded \$37,418.40
- Total Project Costs \$205,912.00

DOWNTOWN MICRO GRANT

- Number of Applications 9
- Total Funds Awarded \$24,050.00

TAX INCREMENT FINANCE DISTRICT(S)

- Number of Applications 0

TAX ABATEMENT

- Number of Applications 1
- Project Assisted Trystar

ECONOMIC DEVELOPMENT INCENTIVE PROGRAM (new in 2021)

- Number of Applications 1

Summary of Key Program Activities for 2021

- Coordinated with local partners to help business navigate the various programs available through the Federal, State, and Local COVID-19 recovery programs.
- Conducted Business Retention & Expansion (BRE) visits, both in person and on the phone with current businesses to ensure we are meeting their needs now and in the future.
- Was selected to participate in a series of virtual roundtables with DEED representatives and the Site Selector Guild members.
- Fostered a more robust conversation and partnership with South Central College, focusing on enhanced information sharing, supporting the talent-pipeline training happening and planned at the college, and roles and responsibilities associated with future initiatives.
- Participated in live Community Venture Network (CVN) sessions, to learn more about businesses relocating and expanding outside of the metro area. This resulted in numerous business site visits and follow on conversations.
- Hosted a representative from the Japan External Trade Organization (JETRO), providing a venue and opportunity to reiterate Faribault's commitment to Foreign Direct Investment (FDI) opportunities. This meeting led to an invitation to participate in an online seminar with JETRO and another of their partners, and the exploration of combined initiatives with SCC.
- Continued to build a regional marketing campaign with partners along the I-35 corridor. Regionalism is important in economic development, and Staff will continue to refine and enhance marketing efforts that share Faribault's economic development narrative.



Interstate 35
Driven to Succeed
in Southern
Minnesota!

Deanna Kuennen
Community & Economic
Development Director
City of Faribault

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Southern MINNESOTA Interstate 35 Corridor









**Faribault | Owatonna
Minnesota**

**SQUARE
FOOTAGE**



**4.4 MILLION
SQUARE FEET**

**JOB
CREATION**



**OVER 2,000
EMPLOYEES**

**KEY
PROJECTS**



Faribault Foods
SageGlass
Daikin Applied
Viracon
Costco Depot

**TOTAL
INVESTMENT**



**\$590 MILLION
MORE THAN 1/2
BILLION DOLLARS**

Greg Kruschke
Community Development
Manager
City of Owatonna

507.774.7317
greg.kruschke@ci.owatonna.mn.us



HOUSING DIVISION

Community & Economic Development Department

PRIMARY SERVICES

The Housing Division provides a wide range of services that address all types of housing and housing needs within the community. On a daily basis, the Housing Division:

- Provides Staff Support to the Faribault Housing and Redevelopment Authority (HRA)
- Manages City Owned Residential Property (over time the portfolio of city rental properties has decreased)
- Administers the ACC Contract for the Public Housing Program (49 units)
- Provides all Property Management Services for Robinwood – a 51-unit Subsidized Senior and Handicapped Apartment Building
- Conducts Special Studies and Reports on Housing Matters in the City
- Manages Redevelopment Projects throughout the community
- Works with and recruits housing developers to the City, to increase the housing supply

STAFFING

- *Vacant*, Community Development Coordinator
- Connie Springer, Community Development Specialist
- Dan Peterson, Housing Maintenance Specialist
- Deanna Kuennen, Community and Economic Development Director

HIGHLIGHTS and ACTIVITIES

FARIBAULT HOUSING AND REDEVELOPMENT AUTHORITY (HRA)

The Housing Division provides Staff support for the HRA. The mission of the HRA is to provide adequate, decent housing for all in the community. To support the HRA, Staff prepared monthly reports for all HRA programs (including Public Housing and Robinwood), is responsible for program development and implementation, and prepares and manages the HRA budgets. Annually, as part of their budget preparation process, the HRA identifies goals and priorities providing dedicated funding for different initiatives and special projects. In 2021, the HRA programs, responsibilities, and initiatives included:

PUBLIC HOUSING

Forty-nine (49) units of HRA-owned rental units are available to very low-income households through the US Department of Housing and Urban Development (HUD) – Public Housing Program. Families pay thirty percent (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 wait list, home visits, and property maintenance and turnovers.

In 2021:

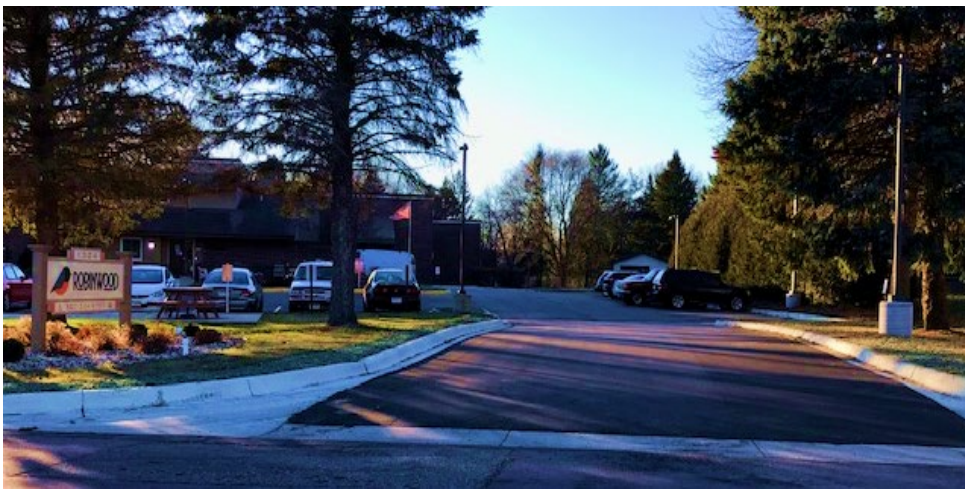
- Occupancy rate of 98-percent was maintained throughout the year with 10 units turning over during the year. Even with the pandemic, rent collections remained normal and only one tenant ended the year behind on their rent.
- 91 Recertifications were conducted safely using remote meetings, masking, social distancing and plexiglass barriers. Recertifications are conducted on all households on an annual basis and when income or household composition changes to ensure the rent paid is accurate based on current circumstances.
- Capital improvements included the parking lot resurface/repair at the Western Avenue and 1st Street SW units.
- The RAD/Repositioning process was started.
- The HRA adopted numerous program waivers (authorized by HUD) to streamline program management during the COVID pandemic. Numerous letters and safety guidelines were sent to tenants in English, Spanish and Somali. To staff's knowledge, there were no widespread COVID outbreaks in the public housing units.

<i>Fast Facts:</i>	<i>Public Housing Program</i>		
	2019	2020	2021
<i>Average income:</i>	<i>\$34,201</i>	<i>\$40,605</i>	<i>\$36,355</i>
<i>Average rent:</i>	<i>\$449</i>	<i>\$495</i>	<i>\$398</i>
<i>Disabled Households:</i>	<i>7 (15%)</i>	<i>8 (16%)</i>	<i>8 (16%)</i>
<i>Minority Households:</i>	<i>33 (69%)</i>	<i>33 (69%)</i>	<i>32 (65%)</i>

ROBINWOOD MANOR APARTMENTS

Robinwood Manor Apartments is a 51-unit apartment building located at 1324 Prairie Avenue that provides subsidized rental units for individuals 62 years of age or older and/or handicapped/disabled persons. Rents are based upon thirty percent (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. In 2021:

- Occupancy rate of 98-percent was maintained throughout the year.
- The parking lot was completed redone and expanded in 2021, including curbing, paving, stripping, moving the existing garage, lighting, and seed.
- New Community Room furniture built by MNCor was installed along with other decorations from Faribault Interiors.
- Wi-Fi was installed in the building to upgrade the camera system and telephone system.



Fast Facts:

Robinwood Manor Apartments

	2016	2017	2018	2019	2020	2021
<i>Average Income:</i>	\$12,317	\$11,629	\$12,539	\$12,027	\$12,648	\$13,669
<i>Average Rent:</i>	\$256	\$256	\$280	\$258	\$283	\$306

HOUSING PROGRAMS

The HRA has developed and implemented different housing programs to address local housing needs. These programs include:

- Mobile Home Buyout Program – this is a voluntary program designed to help eliminate blight. The program provides up to \$2000 to purchase and demolish/remove substandard mobile home units from one of the four manufactured home parks.
- Mobile Home Heat Tape Program – this program provides funding to provide heat tape installation for manufactured homes within the four manufactured home parks, with the goal of increasing the safety

and habitability of the units, reducing water consumption, preventing froze pipes, and preserving affordable housing options for residents.

- NEW Rental Housing Rehabilitation program. Program guidelines developed with the goal of program launch in 2022.

Summary of Key Program Activities for 2021

In addition to developing and administering HRA program, the Housing Division also accomplished the following special projects and initiatives in 2021:

- Continued to provide all management services for the city-rental property portfolio
- Based on a conditions analysis by ISG, decided to demolish the house at 1116 2nd Street NW. The HRA then worked with the adjacent property owner, conducted a public hearing, and is in the process of selling the land. The new owner will build a new house on the site and has entered into an agreement with the HRA to lease their existing home to an income-qualified tenant.
- The HRA began the process of converting the Public Housing portfolio to a voucher program – known as repositioning. The RAD/Repositioning process will take nearly one-year. Multiple tenant meetings occurred, waivers were applied for (and received) from HUD, and now the financial plan is being prepared.
- The HRA hired Maxfield Research & Consulting to prepare a Rental Housing Needs Analysis for Faribault. The analysis examined the current rental housing market condition and provided detailed recommendations for rental housing types in the short- and long-term.

PLANNING AND ZONING DIVISION

Community & Economic Development Department

PRIMARY SERVICES

The Planning and Zoning Division is responsible for both short-term and long-term planning initiatives. Short-term responsibilities involve review of planning applications, and long-term include comprehensive and master planning efforts. The Planning and Zoning Division is also responsible for the implementation and application of the Unified Development Ordinance. 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 home owners, builders, contractors, and businesses seeking to do work inside the city limits.

STAFFING

- David Wanberg, City Planner
- Peter Waldock, Planning Coordinator
- Kari Casper, Administrative Assistant II
- Deanna Kuennen, Community and Economic Development Director

HIGHLIGHTS and ACTIVITIES

In 2021, the Planning and Zoning Division continued to perform daily planning activities that include site plan review, issuance of zoning certificates, variance requests, and platting subdivision review. Some of the projects to note:

Subdivisions

- Processed the preliminary and final plat of CAMELOT COURT ESTATES – a 13-lot single-family residential development in southwest Faribault (Note: The Developer did not record the final plat, but the subdivision may move forward with a different developer in the future.)
- Processed the preliminary and final plat of THOMPSON JAMES GROUP SOUTH DIVISION – a 34-unit residential development at 924 1st NE (Note: The Developer intends to move forward with recording the plat in 2022.)
- Completed and recorded the final plat of the former Faribault Foods site - the completed plat will help facilitate the sale and reuse of the site.

- Completed and recorded the MET CON BUSINESS PARK SECOND ADDITION – the new City water tower site and Met Con Business Park expansion.
- Completed and recorded MET CON BUSINESS PARK FOURTH ADDITION for the Trystar expansion
- Processed the preliminary and final plat of community center site – the final plat will be recorded in 2022
- Finalized and recorded the final plat for the Daikin 24th Street NW site
- Continued to work with John Cameron on finalizing the FARIBAULT PLACE plat
- Completed and recorded final plat of STONERIDGE THIRD ADDITION

Pre-Application Efforts related to Potential Development

- Worked extensively with the owners on the redevelopment of the former Farmer Seed and Nursery site – Staff anticipates planning and zoning applications in 2022
- Worked with several developers on the potential redevelopment of the former O'Reilly site at 1233 Hwy 60 West
- Worked with several developers on potential development of the Ron McDonough property at 2300 Airtech Drive
- Worked with two different developers on proposed residential care facilities that are likely to be developed in 2022
- Worked with the owner of the former Genova site on potential redevelopment options

Development and Redevelopment Projects

- Processed the redevelopment of the former Family Dollar Store at 720 4th Street NW for a NAPA store, which will open in 2022
- Processed the redevelopment of the former Northern Liquors Store at 1930 2nd Avenue NW for a new retail use
- Worked with Randy's Foods at 1910 5th Street NW to facilitate the development of an addition
- Worked with Mike Graham of Heavy Metals to redevelop 1507 St. Paul Avenue
- Processed an addition to the Met Con building at 3105 Industrial Drive
- Processed a new cold storage building at 1308 Willow Street
- Processed the redevelopment of the former Land O' Lakes building at 1617 7th Street NW into an indoor and outdoor storage facility
- Processed site plan approval of the Trystar expansion
- Processed a conditional use permit and PUD for two, four-plexes at 905 Spring Road
- Processed site plan approval of an addition to the Xcel Energy building at 2763 1st Avenue NW
- Processed applications associated with Mad Chasis at 1440 Willow Street

Enforcement

- Resolved outdoor shed display and storage issues at 3701 Highway 60 West
- Worked to resolve many zoning enforcement issues throughout the city

Other Planning and Zoning Efforts

- Processed annexation of City-owned property adjacent to the airport
- Provided comments on the Rice County Comprehensive Plan – discussed the City's staged growth plan with the County and surrounding townships
- Worked with Parks and Recreation to amend the park dedication requirements
- Participated in the viaduct park planning process
- Conducted Planning Commission work sessions to implement the Comprehensive Plan

Environmental Commission

- Prepared a Climate Adaption Plan with the help of a MPCA grant
- Coordinated with Northfield to develop a solar group buy program to benefit residents and small businesses – Faribault and Northfield will promote the program in 2022
- Prepared a tall grass and weed ordinance for Council action in 2022
- Applied for and was awarded a Minnesota GreenCorps member for 2021-22
- Applied for and was awarded a Regional Sustainable Development Partnership grant to promote broad-based energy efficiency actions
- Applied for and was awarded a grant through Minnesota Clean Energy Research Teams to promote energy efficiency in two manufactured home communities – Growing Up Healthy administers the grant
- Prepare a tree preservation and replacement ordinance for Council action in 2022
- Conducted an inventory and analysis of downtown trees
- Prepared a newspaper article promoting programs to help pay energy bills and promote energy conservation
- Hosted a resilient communities forum with state commissioners
- Worked on possible development of onsite solar at the City's water plant



Trystar Office Expansion

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. All requests for conditional use permits, variances, rezoning, ordinance text amendments, plats or land subdivisions, public right-of-way and easement vacations, and appeals are heard by the Planning Commission. Land use plans and policies, annexations, and tax increment financing plans are also reviewed by the Planning Commission.

The following identifies the total number of applications processed by the Planning and Zoning Division, and reviewed by the Planning Commission, with a breakdown of type of application:

Planning Commission Applications	2021
Annexations	3
Appeals	0
Comp Plan Amendments	2
Conditional Use Permits	7
Environmental Assessment Worksheets	0
Final Plats	6
Interim Use Permits	0
Master Plan Review	1
Text Amendments	1
Planned Unit Developments	2
Planned Unit Development Amendment	0
Planned Unit Development Concept Plan	0
Preliminary Plats	6
Rezonings	3
Right of Way/Easement Vacations	1
Subdivision Waivers	0
Variances	3
Total Applications:	35

DEVELOPMENT REVIEW COMMITTEE

Planning Division staff and members of the Development Review Committee (DRC) provide input and support through bi-weekly meetings and daily interaction. The DRC generally meets twice a month to review concept plans, administrative reviews, site plans, ordinance interpretations, and policy recommendations. The DRC reviews all applications scheduled for consideration by the Planning Commission and may review projects at several stages.

The following table provides a snapshot of the activities of the DRC in 2021:

DRC Projects	2021
Planning Commission Applications	35
Admin. Reviews and Site Plans	50
Policy Recommendation & Interpretations	6
Total DRC Projects:	81

BUILDING CODES DIVISION

Community & Economic Development Department

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
- Hunter Morsching, Building Permit Technician
- Marty Smith, Planning/Rental Housing Technician

HIGHLIGHTS and ACTIVITIES

BUILDING PERMITS

Permit activity remained fairly consistent with 2020. The valuation of projects was lower, primarily due to less large-scale projects (multi-family and industrial) activity. The following summary illustrates permit trends:

2021 Summary	2020 Summary	2019 Summary	2018 Summary
1,281 Total Permits - 471 Online Permits (Launched June 2021)	1,294 Permits	1,429 Permits	1,244 Permits
265 Plan Reviews	309 Plan Reviews	167 Plan Reviews	140 Plan Reviews
2,837 Field Inspections (Bldg., Plbg, Htg, El, Gas, S&W)	2,791 Field Inspections <i>Does not include Zoom, FaceTime, or Photograph inspections*</i>	2,855 Field Inspections (Bldg, Plbg, Htg, El., Gas, S&W)	2,998 Field Inspections

\$28,532,763 Total Valuation	\$58,930,505 Total Valuation	\$49,142,522 Total Valuation	\$36,406,457 Valuation
30 New SF Home Starts	24 New SF Home Starts 3 New MF Starts	17 New Home Starts	27 New Home Starts

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

- City Laundering Addition
- Northern Tool Remodel
- 3101 Industrial Drive Fastenal New Shop
- Multiple Tenant Buildouts at 1328 Willow St.
- South Central College Re-Roof
- 1308 Willow St. – New Building (Lays Terminal)
- Randy's Food Cooler Addition
- Faribault Storage Buildout (Land O'Lakes)
- Xcel Energy Storage Addition
- New Hangar #351 at Airport
- McDonald's Interior Remodel
- Straight River Park Shelter
- NAPA Tenant Buildout
- Trystar Footings & Foundation
- Jandro Storage Building
- City Well House #5

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

- Straight River Apartments
- Cashin Apartments
- Evergreen Knoll Apartments
- Absolute Air
- Trystar



Absolute Air construction

RENTAL LICENSE PROGRAM

The Building Codes Division is also responsible for the administration of the Rental Licensing Program. Marty Smith, Rental Housing Technician is the solo Staff assigned to the program. The purpose of the Rental Licensing Program is to ensure that the rental housing in the City of Faribault is decent, safe, and 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.

2021 RENTAL LICENSING PROGRAM

RENTAL LIC.	Insp. TYPE		01	02	03	04	05	06	07	08	09	10	11	12	YTD
Insp.	Initial Insps.	40	5	88	79	42	69	42	66	43	32	97	7	10	580
	Re-Insp.	11	0	0	3	1	9	6	7	2	4	2	4	0	38
	Complaint Insps.	3	3	0	1	1	2	3	3	3	2	0	3	1	22
Total:		54	8	88	83	44	80	51	76	48	38	99	14	11	640

Notes about the 2021 Rental Program/Inspections:

- In light of COVID-19, violation complaints were handled via occupants providing photo documentation of the complaint.
- Most complaints (no noted in report) have been resolved through communication to the owner and verification of compliance by the occupant.
- Inspections not conducted in 2021 due to COVID-19 will be scheduled along with the regular 2022 license renewal and new license inspections.

PROPERTY MAINTENANCE AND FIRE INSPECTION PROGRAM

In March of 2019 the City Council approved a Downtown Property Maintenance and Fire Inspection Program. The purpose of the program was to ensure that our downtown buildings are safe, preserve and protect the historic assets in the downtown, and achieve compliance by building owners as it relates to exterior property maintenance and fire codes.

After the first phase of the program, the City Council opted to discontinue the program beyond the downtown at that time. The Property Maintenance and Fire Inspector position was not filled following the resignation of the Inspector, and the Department has resorted to conducting property maintenance inspections on an as-requested/complaint-based system.

In 2021, two (2) property maintenance violations were reported to the prosecuting attorneys due to lack of compliance.

HERITAGE PRESERVATION (Part of Community Development Division)

Community & Economic Development Department

PRIMARY SERVICES

Heritage Preservation is one of the functions of the Community Development Division. Staff supports this activity by providing the following:

- Staff Support to the Heritage Preservation Commission (HPC)
- Design Reviews for Projects within the Heritage Preservation District
- Special Projects and Studies on Historic Preservation Matters
- Nominations to the National Register of Historic Places

STAFFING

- Peter Waldock, Planning Coordinator
- Kari Casper, Administrative Assistant II
- Deanna Kuennen, Community and Economic Development Director

HIGHLIGHTS and ACTIVITIES

The Heritage Preservation Commission is responsible for the protection, enhancement, and promotion of the community's historical, architectural and cultural resources. The Commission, with the assistance of the Community and Economic Development Department, conducts design reviews, offers technical support on public and private projects affecting historically and architecturally significant properties, participates in selected economic and housing development efforts, and assists in numerous education and outreach projects.

WORKLOAD DATA

- 12 HPC Design Reviews Conducted – issuing and/or denying Certificate of Appropriateness. This included the denial of the Certificate of Appropriateness for Johnston Hall (appealed to City Council) and the issuance of a Certificate of Appropriateness for the partial demolition of the Farmer Seed Building.
- 13 Heritage Preservation Commission Meetings Conducted
- One commissioner and Staff attended the Virtual State Historic Preservation Conference
- Provided funds for architectural plans for Johnston Hall
- Provided input into the sign regulations in the Historic District
- Worked with a website development company to revive the HPC webpages.

PARKS AND RECREATION ADMINISTRATION

Parks and Recreation Department

PRIMARY SERVICES

Under the direction of the Parks & Recreation Director, the primary services provided by this division are:

- 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
David Pribbenow	Adult Program Coordinator	1998 (retired 7/31/21)
Chad Barman	Adult Program Coordinator	2021 (hired 9/26/21)
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
Paul Caron	Light Duty Custodian	2009
Mona Gjerde	Light Duty Custodian	2015
Jon Myrick	Part-Time Light Duty Custodian	2019
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

PARKS AND RECREATION ADVISORY BOARD

MEMBER

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

TERM EXPIRATION

2023
 2022
 2023
 2022
 2024
 2022
 2022
 2022 (left in Sept.)
 2023 (joined in Sept.)

COMMUNITY CENTER MEMBERSHIP DATA

Insurance Memberships	2020	2021
Silver Sneakers/Prime	354	442
Active & Fit	12	13
Silver & Fit	13*	17
\$20 Reimbursement	19	8
Renew Active	13	32
Total	411	512
Blue Cross/Blue Shield of Minnesota moved from Silver & Fit to Silver Sneakers in 2020		

Non-Insurance Memberships	2020	2021
All-Around	146	355
Fitness Room	168	223
Virtual Memberships	32	--

Rentals/Reservations	2020	2021
Picnic Shelters	144	358
CC Gym	204	311
Peterson Room	63	113
Indoor Pool	791	650
Washington Rooms	100	336
Armory	149	106
Washington Gym	252	237

TOMMY ALLEN ENDOWMENT FUND

Parks and Recreation Department

Tommy Allen Endowment Fund	2020	2021
Total Scholarships Issued	\$422.50	\$681
Total Scholarships	18	42
Total Youth	14	36
Spikefest Fundraiser (revenue)	\$2,100	(0) COVID

Program	Uses	Grade	Uses
Swimming Lesson	16	Pre-school	7
Fun Center	4	Kindergarten	0
Flag Football	4	1st	3
Tackle Football	1	2nd	5
Tennis	2	3rd	3
Tee Pee Baseball	4	4th	6
Jefferson	6	5th	2
Babysitting	3	6th	7
Bitty	1	7th	1
Ice Skating	1	8th	2
		9th	1
Total	42	Total	37

YOUTH PROGRAMMING

Parks and Recreation Department

PRIMARY SERVICES

Under the direction of the Parks and Recreation Director, 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	2020	2021
Floor Hockey (gr. K-3)	(0) COVID	(0) COVID
T-League (gr. Pre-K)	20	61
Softpitch (gr. K-1)	30	34
Mid-League (gr. 2-3)	5	32
Track & Field (age 5-13)	(0) COVID	72
Spirit Team	6	12
Volleyball (gr. 3-4)	(0) COVID	63
Volleyball Clinic (gr. 5-6)	32	(0) COVID
Bitty Basketball (gr. k-2)	55	(0) COVID
Pickleball	7	14
Sports Sampler (age 4-5)	(0) COVID	12
Gym Time afterschool (age 4-6)	(0) COVID	(0) COVID
Winter pickleball	(0) COVID	--
Youth Basketball Clinic (gr. 3-6)	(0) COVID	--
VOLLEYBALL TOURNEY	2020	2021
12U	--	6 teams
14U	--	16 teams
16U	--	9 teams
18U	--	10 teams

RECREATION	2020	2021
Fun Center (age 6-12)	42	189
Schools Out Event	(0) COVID	--
Preschool Summer Camps	(0) COVID	22
Washington Summer Camps (5-7)	(0) COVID	48
Safety Camp	(0) COVID	40
Pet Parade (approximate)	Drive-by event	250
Winter Swim & Gym	27	(0) COVID
Father Daughter Dance	128	(0) COVID
Neon Night	75	(0) COVID
Pet Parade Float Building	(0) COVID	14
Jr. Leader Mentoring Program	(0) COVID	(0) COVID
Muddy Mile	(0) COVID	68
Frostival	--	23 families

GROUP FITNESS

- Classes for 2021 were offered in the fall due to COVID. Several instructors resigned after COVID which left us with only 2 instructors. These two instructors offered 6 classes per week offering 108 hours of group fitness classes with participation being 712.

Staff:

- 2

YOUTH PROGRAM HIGHLIGHTS

- We were back to full programming for spring, summer and fall 2021.
- New programming included a family event called FROSTIVAL, which we held at North Alexander Park to celebrate winter in Minnesota and our beautiful park. Activities included horse wagon rides, bonfires, crafts, a variety of snow games, ice golf and scavenger hunts. Faribault Fire, River Bend Nature Center were also represented at event.
- Youth volleyball tournaments were another new offering since many club teams were unable to use school facilities to run their events. We offered 3 full weekends of organizing and staffing tournaments for youth 11U-18U. Teams came from Faribault Public Schools, Bethlehem Academy, Owatonna, Kenyon, Waterville, Red Wing, Mable-Canton, Albert Lea, Cannon Falls and Northfield.
- The youth pre-k to age 8 camps held at Washington were full for each session. A great variety of themes were used and daily attendance was solid.

ADULT PROGRAMMING

Parks and Recreation Department

PRIMARY SERVICES

The City of Faribault 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 are part-time staff that work the whole year at the Washington Recreation Center and Community Center Front Desk.
- 46 staff are seasonal part-time staff throughout the year.

Adult Summer Softball		
	2020	2021
Men (Teams)	10	11
Women (Teams)	5	5
Church (Teams)	7	7
Total Teams	22	23
Players	382	380

Adult Fall Softball		
	2020	2021
Men (Teams)	6	--
Co-Rec (Teams)	5	--
Total Teams	11	--
Players	193	--

Winter Adult Volleyball		
	2020	2021
Men	0 (COVID)	5
Women	0 (COVID)	15
Co-Rec	0 (COVID)	12
Total	0 (COVID)	32

Players	0 (COVID)	310
Fall Adult Volleyball		
	2020	2021
Men	4	--
Women	42	18
Co-Rec	17	10
Total	63	128
Players	552	280

Boy's Baseball - Grade 3/4		
	2020	2021
Teams	2	3
Youth	22	32
Boy's Baseball - Grade 5/6		
	2020	2021
Teams	2	3
Youth	22	28
Boy's Baseball - Grade 7/8		
	2020	2021
Teams	2	2
Youth	16	19

Cub Football		
	2020	2021
Teams	9 (6v6)	4
Youth	65	86

Flag Football		
	2020	2021
Teams	3	4
Youth	27	43

Tennis		
	2020	2021
People	0 (COVID)	20

Golf		
	2020	2021
People	0 (COVID)	31

Ice Skating		
	2020	2021
Arena Skaters	1601 (no Dec. hours)	1416
Outdoor Rink Days	62	42

Lessons	0 (COVID)	--
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ADULT PROGRAMMING HIGHLIGHTS

Adult Sports

- Adult Softball and Volleyball had COVID-19 affect its participation numbers. Teams were down in both sports. Fall softball was not held due to low enrollment. This was the first time the fall program has not been offered.

Youth Sports

- All Summer Youth Sports saw an increase in participation compared to 2020. Numbers have not fully rebounded from pre-COVID participation.

Facilities

- Rentals increased in 2021 after being shut down in 2020 due to COVID. The Community Center began with rentals in the spring of 2021, and Washington and the Armed Forces Reserve Center reopened in the fall of 2021. Participation has been increasing steadily at all facilities.

ENRICHMENT PROGRAMMING

Parks and Recreation Department

PRIMARY SERVICES

Under the direction of the Parks and Recreation Director, the City of Faribault 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.

Youth fishing clinics, summer art classes, American Sign Language, tours and music classes are just some of the activities offered.

Concerts in Central 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 - and respected - the series, and welcomed the continued changes such as social distancing to ensure it could continue throughout the summer. This series continues to thrive through donations from businesses and private individuals solicited by Parks & Recreation.

STAFFING

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

Enrichment Classes	2020	2021
ASL	0 (COVID)	7
Ballroom Dance	13	2
Firearm Safety	0 (COVID)	22
Tuneful Tots	15	0 (COVID)
Art in the Park	12	19
Harmonica Lessons	7	0 (COVID)
Guitar Lessons	--	2
Starwatch Party	0 (COVID)	24
Racquetball Tournament	12	0 (COVID)
Racquetball League	14	14
Indoor Fish Camp	112	0 (COVID)
Letters From Santa	12	13
Mandarin Chinese	13	7

Mind & Body	2021
4-punch cards	18
8-punch cards	327
Total Check-ins	1,934
2021 Concert Bands	
Back Up & Push	
Gold Star Band	
Little Chicago	
Tony Rook Band	
Roe Family Singers	
Everett Smithson	
Eclipse	
Dee Miller Band	
Bend in the River Big Band	
Kids Dance	
Jivin' Ivan and the Kings of Swing	
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 Buckham Center agencies included in the Buckham Bulletin are: Buckham West, Buckham Library, River Bend Nature Center, Paradise Art Center, and many smaller area nonprofits. The 20-page newsletter is created quarterly and is mailed to everyone in the Faribault School District boundary. The current publication is printed primarily in black and white, with the covers and inside cover pages being printed in color. The Fall edition of the Bulletin was the first one to be printed in nearly a year after doing a digital-only version during the heart of the pandemic.

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.

Printed materials including brochures, fliers, and posters 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.

Communications

Developed and brought forward a social media policy for elected officials. Led a LMC Elected Officials media training.

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.

AQUATICS

Parks and Recreation Department

PRIMARY SERVICES

Under the direction of the Parks and Recreation Director, the primary services provided by this division are full operation of both the Community Center Pool, the Faribault Family Aquatic Center and Pickleball. Primary services 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:

- 75 employees (June-August)
- 30 employees (Jan. - May, Sept. - Dec.)

Indoor Pool Numbers		
	2020	2021
Water Exercise	6,874	11,670
Swim Lessons	318	453
Open swim	1,128	491
Lap swim	4,600	7,326
Rentals	800	650
In-service	125	200
Totals	13,845	20,790

Faribault Family Aquatic Center Revenues (\$)		
	2020	2021
Admissions	--	\$122,187
Concessions	--	\$67,195
Scholarship Funds	--	\$1,072
Misc.	--	\$1,388
Total	--	\$190,771

Faribault Family Aquatic Center Expenses (\$)		
	2020	2021
Personnel	15,438.99	188,325
Supplies	3,720.48	65,430
Others Services & Charges	27,216.43	57,396
Total	61,045.33	311,152
Old Tickets Used	Closed due to COVID	596 (19-20 tix accepted)
Faribault Family Aquatic Center Numbers		
	2020	2021
Days of Operation	Closed due to COVID	78
Daily Admissions	Closed due to COVID	17,428
Season Pass Holders	Closed due to COVID	658
Total Participation	Closed due to COVID	18,086

Faribault Family Aquatic Center Weather Report - 2021		
Month	Mean Temperature	Rain (Inches)
June	84	3.5
July	83	1.25
August	80	5

Enrichment Classes Participation		
	2020	2021
Babysitter Training	18	37
Red Cross CPR First Aid	0 (COVID)	10
Red Cross CPR	0 (COVID)	--
SCUBA	0 (COVID)	--

Pickleball Participation		
	2020	
Pickleball Daily Fee	293	143
Pickleball Punchcard Check-Ins*	--	1,065 *All-Around, Insurance Memberships and Pickleball punchcards all allow play.

PARKS MAINTENANCE DIVISION

Parks and Recreation Department

PRIMARY SERVICES

Under the direction of the Parks and Recreation Director, 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 & Rec. Administration)

Seasonal Staff:

- 6 employees (May-September)

HIGHLIGHTS and ACTIVITIES

Major Projects or Improvements (2021)

1. Father Slevin Park shelter went under construction of a new roof, soffit, fascia, ceiling, electrical service and upgraded lightening.
2. Construction of an elevated archery tower was completed and added to the archery range in Teepee Tonka Park.
3. Wapacuta restroom facility received a new roof, soffit and fascia.
4. A double basketball court was constructed at Wapacuta Park.
5. Construction of trails through Prairie Park, along with tree planting.
6. Construction of Fleckenstein Bluffs Park began. Sidewalk, parking lot and playground are in.
7. Additional fencing was added at Teepee Tonka Park allowing traffic back to the archery range with an addition of a parking lot.
8. A park shelter was added to Teepee Tonka Park.
9. Father Slevin parking lot was repaved.
10. Paving was done at the Faribault Nature Center. This included the upper gravel parking lot being redesigned with concrete curbing/gutter and an asphalt base. The trail head by the interpretive center was repaved including a base for their restroom.
11. The section of trail between Willow Street and Glynview Trail was overlaid.
12. The gravel area west of ballfield #2 at North Alexander Park was dug out, filled, seeded and turned to green space.
13. The old playground area at Windsor Park was landscaped and turned into turf.
14. The steep wooded hillside along the south entrance into Wapacuta Park was filled in and made into a mow able turf area.
15. Bell Field improvements continued, readying for the state tournament. This included work in the concessions area, press box (stainless rollup windows), dugouts and gate installations.
16. Irrigation was also added out front of the facility.
17. Local veterans were honored with the addition of new banners.

18. Seventy-three trees were planted within the parks this year.

Major Projects or Improvements (2021) Continued

19. An irrigation system was added at City Hall.
20. Cleaned up and re-mulched all City flower bed areas.
21. The bridge area on the trail behind the Faribault Middle School was redone with new culverts and asphalt overlay.
22. All twinkle lights on Central Ave. were replaced.
23. Crockers Creek between Hwy. 60 and 7th St. NW. was cleaned up by removing all undesirable brush and trees.

Goals for 2022

1. Continued development of Fleckenstein Bluffs Park. This is to include construction of a restroom facility and a scenic overlook pier.
2. Continued construction at Prairie Park. Disking and leveling of turf area and installation of a playground.
3. New playground equipment at Wapacuta Park.
4. Continue the trail at Heritage Bluff south past the viaduct and into Tee-Pee Tonka Park.
5. Replacement of our seasonal decorations. Snowflakes and banners.
6. Continued trail improvements. Seal coatings, crack filling and overlays as needed.
7. Construction of a large chair for one of our parks.
8. Continue to work on bringing all playground areas up to the standards set forth by the NRPA with additional equipment.
9. Continue with ongoing training and education courses in park related subjects.
10. Continued tree plantings of various species within the parks system.
11. Strive to provide and maintain beautiful parks, picnic facilities, trails, and ball fields that can be enjoyed safely by all.
12. Add concrete seating areas behind foul line fences at Bellfield.
13. New scoreboard at Bell Field.
14. Continual planning for the Park's master plan and implementations where possible.
15. Try to maintain with the infestation of EAB

Parks Department Continuing Education (2021)

1. All employees attended an underground utility conference put on by Gopher State One Call.
2. All full-time and seasonal employees had appropriate monthly safety trainings.
3. Keith W., Dustin H., Mike T., Keith S. & Matt V. were re-licensed as MnDNR tree inspectors.
4. Mike T. & Keith S. attended a recertification workshop for their pesticide applicators license
5. The entire Park's crew attended an electrical recertification course.

WORKLOAD DATA

Park Maintenance	2020	2021
Parks Maintained	46	47
Acres Maintained	390	403
Acres Mowed	322	335
Mowing Hours	2,479	1,712
Trimming Hours	427	309
Fertilized Acres	148	150
Broad-leaf Spraying (Acres)	101	111
Over-seeding (Acres)	27	19
Leaf mulching (Acres)	62	335
Boulevard Sweeping (Blocks)	25	25
Aeration (Acres)	67	67
Irrigation Systems serviced	7	9

Athletic Field Maintenance	2020	2021
Drag and Line Preparation Hours	473	381
Ag Lime Applied – North Alexander	100.24 tons (Bell Field warning track)	100 tons
Ag Lime Applied – Teepee Tonka	--	50

Outdoor Ice Rink Maintenance	2019/2020 Dec. 16-March 2	2020/2021 Dec. 20 - March 2
Man Hours	289	312
Hockey Rinks Maintained	2	2
General Rinks Maintained	2 (includes Crooked Pint)	3
Warming Houses	1	1
Water for Base (gallons)	84,000	96,000
Water for Resurfacing (gallons)	78,000	88,000

Other Maintenance	2020	2021
Trash/Garbage Disposal	378	353
Playgrounds Maintained	20	20
Engineered Wood Fiber Applied	320 (Meadows and Windsor)	300 (Village, Kinder, Westwood)

Snow Removal/Ice Control	2020	2021
Annual Snowfall	--	46 inches
Man Hours	1,167	1,119

Areas Maintained	2020	2021
Alleys	18	18
Sidewalk (Blocks)	87	88
Walk Trails (Miles)	8	9
Parking Lots	27	28
Sets of Steps	5	5

Seasonal Decorations/Banners	2020*	2021
Man Hours	573	612
Pole Units	199	203
Snow Flakes	85	89
Garland Pole Wraps	95	95
Christmas Banners	57	45
Angel Display	1	1
Manger Display	1	1
Radiant Star Display	1	1
Central Twinkle Lights	18 trees	18 trees
Wreaths	4	4
*2020 totals don't include Division Street, which was under construction		

Tree Work	2020	2021
Man Hours	466	626
Larger Trees Planted in Parks	62	73
Larger Trees Planted in Boulevard	18	--
Young Trees Pruned	93	112
Mature Trees Trimmed	117	87
Mature Trees Removed	30	58 (includes Crocker Creek)
Tree Watering (gallons)	24,000	170,000

Special Event Assistance	2021 (in hours)
Arbor Day Tree Plantings	3
Car Cruise events	8
Rice County Fair	6
Corkey's Softball Tourney	83
Heritage Days	62
Safety Camp	18
BMX Tourney	8
Muddy Mile	9
Night to Unite	10
Relay for Life	8
Pet Parade	10
Blue Collar BBQ	26
Crockers Creek Cleanup	157
Fall Fesitval	3
Bats Bones and Bonfires at RBNC	9
Frostival	17
Winter Fest	18

New Maintenance Equipment	
Broom Bucket	
Slit Seeder	
Bobcat V-Plow	

Major Projects	
Father Slevin Park - Roofing, ceiling and lighting	
Tee Pee Tonka Park - Archery tower construction	
Wapacuta Park - New roof, soffit and fascia	
Wapacuta Park - Construction of new, double basketball court	
Prairie Park - Initial construction begins and hiking trail	
Fleckenstein Bluffs Park - Initial construction begins and playground	
Tee Pee Tonka Park - Fencing to archery range	
Tee Pee Tonka Park - New shelter	

BUCKHAM MEMORIAL LIBRARY

Library Services Department

PRIMARY SERVICES

Under the direction of the Library and Communications 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

Overdrive Digital Magazines

Patrons can now access more than 3,000 digital magazine subscriptions from SELCO's Overdrive collection. These digital magazines are available instantly with no waiting lists or circulation caps. Previously, Buckham Library had collaborated with a handful of other regional libraries to offer a collection of several dozen magazines. The recent acquisition of Zinio (our former vendor) by Overdrive (SELCO's eBook and eAudiobook vendor) made this great increase to the region's digital magazine collection possible. Digital magazines available in this collection include US Weekly, National Geographic, Good Housekeeping, Vanity Fair, Rolling Stone and thousands more. Patrons can access this digital magazine collection from the library's webpage.

Futures School Library Cohort

Children's Librarian Deni Buendorf and Library Director Delane James participated in a library cohort of Futures School on April 6th - 8th. During the three-day workshop, Delane and Deni learned how to use a strategic foresight framework to create scenarios for a more resilient future. The cohort was sponsored by Minnesota State Library Services and the Connecticut State Library.

Mobile Hotspots

At their June meeting, the Library Advisory Board approved the new Mobile Hotspot Policy. As a pilot project, the library is circulating 9 mobile hotspots and is reserving 1 hotspot for programming usage. Patrons must be at least 18 years old to check out a hotspot. Hotspots can be checked out for 1 week. When a hotspot becomes overdue, the device is deactivated and a lost fee is placed on the patron's account. Patrons are limited to one hotspot per household.

Fine Free

After the fine free discussion with City Council during the July 20th Work Session, staff began preparing to eliminate late fines in 2022. Staff worked closely with the SELCO Regional Library system to make the necessary changes to the ILS system. Also, staff prepared a marketing program to announce the change and encourage new and former patrons to visit the library.

Marketing Audit

Margot Barry, a St. Kate's Master of Library and Information Science Candidate, conducted a marketing audit for Buckham Memorial Library as a semester-long independent study during the fall semester of 2021. Ms. Barry graduated from Shattuck in the 1980's and still has connections with Faribault. Upon completion of the project, the library received a final report, including data collected, analysis of SWOT results, and recommendations. Information from this audit will help guide future marketing decisions. Data from the surveys will be used when the new strategic plan is created in 2022.



Friends' Library Plaza Project

The first phase of the Library Plaza project is near completion. Some touch-up surface work to the front face of the social steps is planned for the spring of 2022. In 2021, the Friends of Buckham Memorial Library donated an additional \$24,100 to cover the cost of a change order for the coating that was applied to the concrete on the entire plaza area. Also, in 2021, the lighting, railings, trees and sod were installed. The Friends purchased furniture for the Plaza that was delivered in October and is being stored in the old Lockerby building. The furniture will be

installed in the spring of 2022. The Friends are currently planning the next phase of the project and are looking at working with community partners to add shade structures and planters to the plaza.

The Friends of Buckham Memorial Library hosted a successful dedication celebration for the Library Plaza on Sunday, August 22nd. The celebration included speakers and a ribbon cutting. Approximately 150 people enjoyed the festivities and music by the Pan Handlers Steel Drum Band and the Longtime Gone Blue Grass Band. The Friends provided cake and bottled water and food was available to purchase.

Outdoor improvements

As part of the Community Center parking lot project, the downspouts near the main entrance of the library were re-routed and connected to the storm sewer system. This will help prevent ice buildup and slippery conditions near the library's entrance during the winter months.

A new concrete pad was poured and book-shaped bike racks were installed near the library plaza and front entrance.

A new hood for the outdoor book return was fabricated and installed by the Public Works Department.

Storywalk on Central Completed

After road construction was completed, the remaining 4 storywalk enclosures were installed on the first block of Central Avenue. Staff are rotating new books in the storywalk every few months.

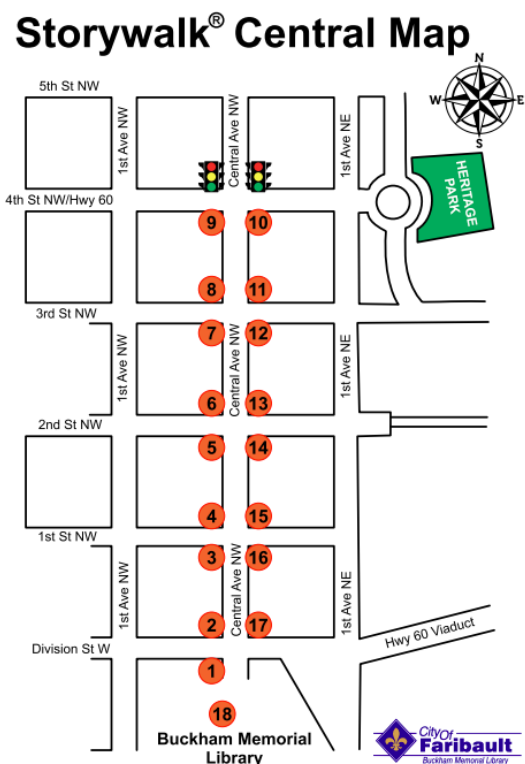
Buckham Memorial Library's Storywalk on Central was featured by the Association of Bookmobile and Outreach Services during their first ever Storywalk Week, November 15-19, 2021. The Association of Bookmobile and Outreach Services is a nonprofit organization that serves to support and encourage bookmobile and library outreach services worldwide.

Faribault Reads

Children's Librarian Deni Buendorf and Library Director Delane James worked with Faribault Cradle to Career community partners on a city-wide campaign, Faribault Reads. This initiative's goal is to create a community of readers and develop a love of reading in every child. The campaign launched July 1st and included lawn signs, social media posts, posters, events, activities and a website with information about how everyone can help foster a love of reading in Faribault.

Sustainable Options for Library Discards

The Library Advisory Board updated the Collection Development policy to allow for more sustainable options when disposing of discarded materials including expanded seller options, giving to non-profit organizations and giving away unsalable items to the public.



Robert L. Crandall Estate

Proceeds from the Estate of Robert L. Crandall, valued at \$2.7 million, were distributed to the City of Faribault for the benefit of Buckham Memorial Library. The use of these gift funds is undesignated. According to his obituary, Mr. Crandall spent many hours at the Buckham Memorial Library studying and reading books on investing. The City Council, the Library Advisory Board, and staff will work together to ensure that these gift funds are used to make a positive and lasting impact for the citizens of Faribault.



At their December 14, 2021 regular meeting, Council adopted a resolution to create a Special Revenue fund for safe keeping and investing the money from the Crandall Bequest. The money will stay in the Special Revenue fund for an 18-month planning period. During the planning period, the Library Advisory Board, staff and City Council will create a spending and investment policy and a first project proposal. After the initial planning period, a permanent fund will be created for the Crandall bequest money.

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 (2021)
Library Receptionists	Marlene Sammon (1993), Paula Hildebrandt (1999), Julie Bruessel (2012), Derek Herauf (2014), Lisa Stadler (2017)
Circulation Aides	Julia Arnold (2021), David Gulland (2021), Jody Wunderlich (2021), Henry Lu (2021)
Processor/Mending Aide	Linda Turgeon (2018)
Pages	Brenda Neuman (2002), Isaac Alcala (2021), Teagan Watkins (2020), Katie Johannsen (2020)

Total Full-Time Equivalent Library Staff

11.54

2021 Library Advisory Board: Travis Davidson, Chair, Jayne Spooner, Vice Chair, Melissa Kuhl, Crystal Bauer, Keri Simon, Isabell O'Connor, Nevaeh Weeg, Student Board Member

SELCO Board Representative: Jayne Spooner

2021 Friends of Buckham Memorial Library Board: Brianna Bauernfeind, President, Greg Thibodeau, Treasurer/Secretary, Stephanie Tywater-Christiansen, Vice President, Kathy Sandberg, Past President, Mary Kubes, Elizabeth Daniels, Micki O'Flynn, Pat Raftery, Sue LeMieux, Bethany Schweisthal, Shari VanDerVeen, Angie Ramirez, Damian Pinada.



WORKLOAD DATA

	2019	2020	2021
Total Library Circulation (# Items)	160,404	79,727	92,181
Physical Circulation-Faribault City	88,287	34,731	43,017
Physical Circulation-Rural Rice County	33,778	15,613	19,173
Physical Circulation-Outside Rice County	17,895	5,000	8,986
Digital Circulation	20,444	24,383	21,005*
Interlibrary Loan (# Items)	27,902	16,286	23,795
Reference Questions	12,310	9,627	8,858
Internet Use (# People)	13,440	2,622	2,782
Public Wireless Use (# Sessions)	16,194	5,125	4,963
Program Attendance (# People)	20,536	23,114	20,932
Visits	139,393	35,148	52,502
Active Borrowers	18,426	16,171	14,818**

*Does not include 4,115 eBooks and eAudiobooks Faribault patrons checked out from Rochester Public Library's Overdrive collection through a reciprocal borrowing agreement.

** Additionally, 369 Faribault residents without physical library cards received access to Overdrive with an instant digital card.

ADDITIONAL SERVICE DATA RELATED TO THE COVID-19 PANDEMIC

Minimal Contact Pickups

- Lobby Pickup continued until May 14, 2021 when self-service Hold Shelf Pickup began inside the library near the entrance.
- Hold Shelf Pickup is popular and the library has continued offering this service.

Month	2020	2021
January	-	780
February	-	782
March	-	859
April	-	718
May	64	568
June	144	691
July	214	654
August	218	656
September	237	728
October	300	684
November	566	652
December	795	584
Total Minimal Contact Pickups	2,538	8,356



Browsing Visits

- After dialing back in-person services in mid-November of 2020, Browsing Visits resumed when the library reopened to the public on January 19, 2021.
- Browsing Visits were phased out on May 14, 2021 when the library stopped tracking those visits.

Month	2020	2021
January	-	149
February	-	320
March	-	640
April	-	820
May	-	605
June	128	-
July	506	-
August	618	-
September	486	-
October	458	-
November	252	-
Total Browsing Appointments	2,448	2,534



Circulation and Online Resources

In 2021:

- 10,732 borrowers lived inside the Faribault city limits.
- 3,126 borrowers lived in rural Rice County, Northfield and Lonsdale.
- 960 borrowers lived in other parts of Minnesota (mostly in Steele, Le Sueur, Hennepin, Dakota and Goodhue Counties)
- 43,017 physical items were checked out by Faribault residents.
- 19,173 physical items were checked out by rural Rice County, Northfield and Lonsdale residents.
- 8,986 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.



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 2021, our patrons borrowed 572 items outside of the SELCO region. The Library loaned 967 items to borrowers of outside 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, 2021. 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 \$3,172.08.

Reference and Information

Questions come to the Information Desk and the Children's and Youth Information Desk via email, telephone, mail and in person. In 2020, a good deal of reference work was performed via email, online form and over the phone. 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 2021, staff performed 18 research requests related to genealogy and historical newspaper articles from people living outside of Minnesota. Also, Faribault patrons used the microfilm reader 60 times in 2021.

Technical Services

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

In 2021:

- The Library's physical collection contained 89,753 items including 75,238 books, 1,138 periodicals, 52 pieces of equipment and 13,325 audiovisual items.
- The library also maintained 153 magazine subscriptions and 10 newspaper subscriptions.
- Staff ordered, cataloged and processed 7,094 new books, DVDs, music CDs, audiobooks, magazines and other materials.
- Staff performed a continuous inventory of the Library's collection.

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 is a free wireless hotspot with access on each of the Library's three floors.

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 2021, patrons enjoyed ukulele, gardening, sewing and paper crafting kits.

**Adult Services**

In 2021, the Library offered a variety of educational opportunities for adults. Programs were delivered in-person, online or remotely. Total participation for Adult programming was 7,614 at 148 programs.

Program Type	# of Programs	Participants
Electronic Literacy Programs	12	91
Kits Given	23	506
Online Library Programs	68	6,401
In-Person Library Programs	22	559
Tours	4	10
3D Printing Instruction	9	29
Obit/Research Service	10	18
Total	148	7614



Children's and Youth Services

In 2021, the library offered 351 educational programs for young people and their families with a total of 13,318 participants. Children's and youth programs were delivered in-person, online or remotely.

Program Type	# of Programs	Participants
Baby Bags Distributed	1	50
B&B and P&P Mixer	2	21
Books & Brownies	8	34
Dungeons and Dragons	10	65
Fairy Tale Fridays	44	1507
Other Programs	42	1651
Outreach/Visits to Schools/ Presentations	23	540
Pizza and Pages	8	38
Storytime	142	7676
Summer Performer Programs	15	695
Summer Reading Sign-up	4	282
Summer Reading Prizes Given	3	185
Teen Advisory Board (TAB)	12	52
The Weekly Read	37	522
Total	351	13,318

Outreach

Outreach includes delivery and programs to care facilities and 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 collaborations.

In 2021:

- The Library processed 78 requests for Minnesota Correctional Facility and Rice County Jail inmates.
- The Library used the meeting room & the Makerspace 40 times for a total of 233 users.
- The community used the meeting room 23 times for a total of 216 users.



Collaboration and Community Outreach

The Library strives to reach people who may not be aware of the services the Library offers. In 2021, 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)	Healthy Communities Initiative
Big Brothers Big Sisters (BBBS)	Jefferson Elementary School
Cannon River Mobile Home Park	Kaleidoscope
Cannon River STEM School	Kevin Strauss
Cannon River Watershed Partnership	Knollwood Courts Mobile Home Park
City of Faribault	Lincoln Elementary School
David Borka (Santa)	Lalo’s Lunchbox
Dazzling Dave	Llewellyn Worldwide
District One Hospital	Margo Barry, St. Kate’s MLIS Candidate

Divine Mercy Catholic School	McKinley Early Childhood Family Ed. Center
Evergreen Estates	Milestone Senior Living
Fareway Foods	Minnesota Braille and Talking Book Library
Faribault Area Chamber of Commerce	Minnesota Children's Museum
Faribault Community School	Minnesota Department of Education
Faribault Cradle to Career	Minnesota Library Association
Faribault Daily News	National Eagle Center
Faribault Diversity Coalition	Nerstrand Elementary School
Faribault Education Center	Papa Murphy's Pizza
Faribault Engineering Department	Pleasantview Estates
Faribault Fire Department	Rice County Chemical Health Coalition
Faribault Food Shelf	Rice County Public Health
Faribault High School	River Bend Nature Center
Faribault Lutheran School	Roosevelt Elementary School
Faribault Middle School	Science Tellers
Faribault Parks & Recreation	SELCO
Faribault Public Works Department	Seed Savers
Faribault Senior Center – Buckham West	Siama's Music of the Congo
Faribault Youth Investment	State Library Services – MN
FCTV	Talewise, fka ScienceTellers
Randall Ferguson	Tuey Wilson, Comic Stunt Juggler
Four Seasons Apartment Complex	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

- Established a 150th Anniversary Logo for the commemoration of the City's Incorporation with feedback from the City Council.
- Presented for the first time to the City Council during its annual retreat the Social Media for Elected Officials guidelines as identified and individualized by the League of Minnesota Cities.
- Resumed printing of the Buckham Bulletin in the Fall of 2021 after going strictly digital for much of the pandemic.



- Partnered with the IT Department to install, on-board and publicize the video of the new Mural located across the street from City Hall.
- Partnered with Assistant to the City Administrator to establish and make web changes for the unveiling of CivicClerk.
- Continued efforts – with substantial help from CivicClerk – to ensure the City's website is ADA accessible.

- Led the accessibility training at the Minnesota Clerks Association conference to educate about the importance of complying with ADA laws.
- Built out a new webpage for Parks and Recreation as part of its transition to CivicRec.

WORKLOAD DATA

	2019	2020	2021
Communication Team Meetings	30	41	38
Staff and Council Trainings	2	1	1
Social Media Accounts Administered	13	13	16
Social Media Following: City of Faribault Facebook Page Likes/Follows	1,452	1,805	2,503
Website Page Visits	235,612	272,262	282,855
Website Page Views	371,453	411,298	463,102
Website Unique Page Views	290,002	318,931	364,878
Website Downloads	1,162,240	607,384	358,498
Website Unique Downloads	941,754	463,016	277,657*

**Due to updated software, CivicClerk, there was a large decrease in downloads, and that will likely continue. With our previous process for meeting packets, through Agenda Center, the most user-friendly way to access meeting documents was to download the packet, or each individual memos/items. Now, all of the documents uploaded/built in CivicClerk are web-based, and as such, don't need to be downloaded.*

STAFF

Brad Phenow, Communications Coordinator, Parks and Recreation
 Delane James, Library & Communications 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), & 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
- Ann Remold, Accounting Supervisor
- Jamie Walburn, Senior Accountant
- Amy Stadler, Accounting Technician
- Bobbi Blank, Accounting Technician
- Gina Carlson, Administrative Assistant

During 2021, several staffing changes occurred in the Finance Department. The Utility Billing Accounting Technician position has turned over twice, and Kim Lang retired from the Accounts Payable Accounting Technician position. This position was then reduced to part time as internal efficiencies were created with a Laserfiche workflow that was created. Training has been a top priority within the department having the Senior Accountant position being new at the end of 2020 as well. The Payroll Benefit Specialist was split 50/50 with Human Resources. In June 2021 this was transitioned to 100% Human Resources. With all these changes, job responsibilities in the department were also shifted between positions and are currently being evaluated for their effectiveness. Training and a learning curve are where the department is as a whole and the stability of long-term employees 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 2022 goals. The 2022 citywide budget is \$50,643,340, compared to the 2021 budget of \$48,476,945. The major difference being capital project variances such as the Community Center/Library roof project and the three Storm Water construction projects including the Airtech Court Pond. The 2022 City budget also included a net levy of \$10,559,078, compared to 2021 levy of \$10,162,266.

Capital Improvement Plan

The 2022-2026 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 2022-2026 CIP totals \$13,487,462 for 2022, whereas the 2021-2025 CIP totals \$14,458,530 for 2021.

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 1.00%. The City has \$34,670,795 in bonds outstanding as of December 31, 2021, in ten different issuances. In 2021, the City issued \$1,505,000 in municipal state aid bonds, and refunded two bond issues for a savings of \$270,643.67. 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 2019

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 comprehensive annual 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 2019 and has applied again in 2021 for the 2020 Comprehensive Annual Financial Report (CAFR) and anticipates to submit the 2021 CAFR in 2022 as well. This award was first received in 1991 by the City of Faribault and has continued to be received annually. Only 136 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, totaling approximately \$900,000 each month. 1,474 of these bills are sent electronically, 257 of these still 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 1,330 customers utilize direct debit. The department processes approximately 625 on-line 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	2021	2020	2019
Utility Bills - Paper	84,391	86,668	88,747
Utility Bills - Electronic	11,869	7,805	5,536
Utility Billing Revenue	\$10,880,228	\$10,600,113	\$10,245,214
Mail, Drop Box & Counter Payments	33,194	36,336	40,927
On-Line Credit Card Payments	24,939	21,925	17,962
Direct ACH Payments	16,125	15,191	14,064
On-Line Bank Payments	7,244	7,952	8,079
Interactive Voice Response (IVR) Payments*	2,116	250	NA
*Implimented in October 2020			

Accounts Payable

Finance oversees all City, HRA, & 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 bank reconciliation. 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. These efficiencies have been very beneficial as we have worked through COVID as well as allowed us to reduce the Account Technician from full-time to part-time.

Accounts Payable	2021	2020	2019
Checks Issued	3,298	3,512	3,534
ACH Payments Processed	1,315	826	1,309
Total Invoices Processed	9,466	10,822	11,406
Claims Paid	\$35,144,798	\$37,583,603	\$40,841,758
Regular Check Runs	24	24	24
Special Check Runs	25	22	28
1099s Issued	118	313	117

Payroll

The payroll function along with the Payroll Benefit Specialist has been transitioned from 50/50 Finance/Human Resources to 100% Human Resources as of June 30, 2021. Finance still processes the ACH clearing house batch for payroll through the bank as the Treasury Management function remains with Finance.

Accounts Receivable

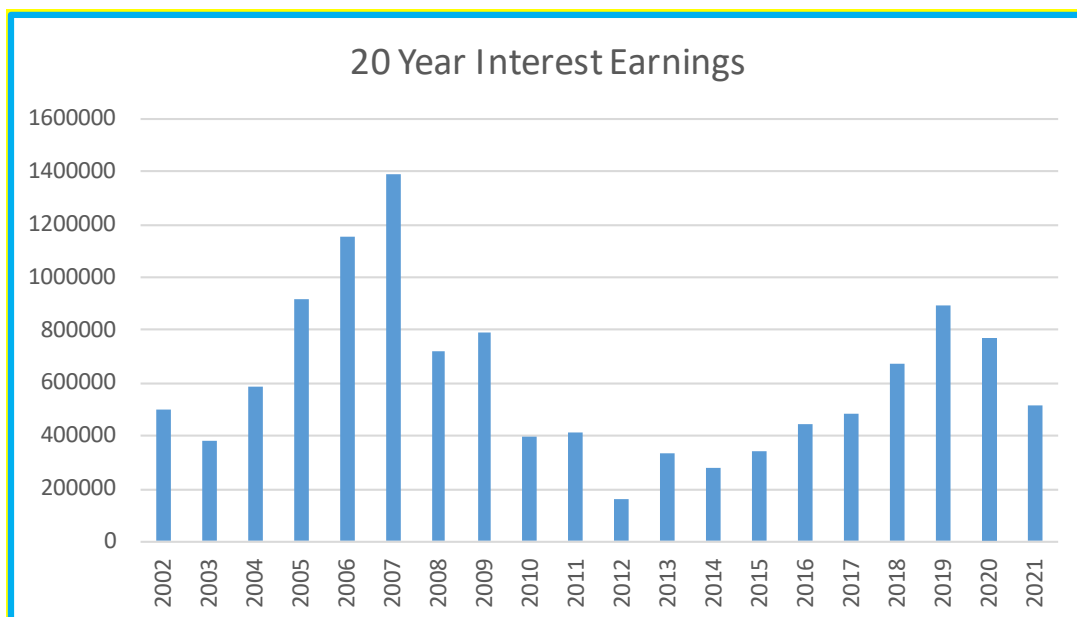
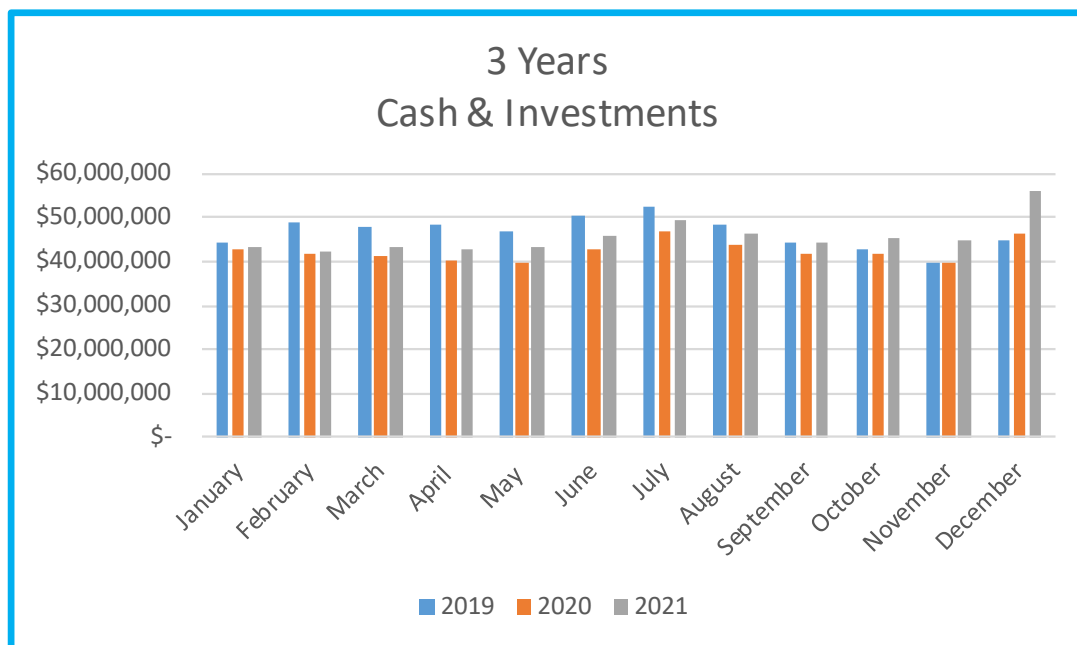
Finance oversees all invoices due to the City. All City, HRA, and EDA revenue is collected, coded, receipted, and deposited daily. The City also utilizes ACH for direct debit of miscellaneous accounts receivable payments including hangar rents, liquor licenses, and COBRA payments.

Accounts Receivable	2021	2020	2019
Invoices Issued	951	1,193	951
Invoices Issued Value	\$ 1,278,549	\$ 174,318	\$ 100,763
ACH Invoices Processed	151	146	116
Outstanding Invoices #	103	48	113
Aged Invoices 30-60 days \$	\$ 210,721	\$ 4,413	\$ 1,183
Aged Invoices 60-90 days \$	\$ 7,811	\$ 2,937	\$ 3,603
Aged Invoices 90+ days \$	\$ 14,002	\$ 25,929	\$ 22,403

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			
Par Value (\$000):	\$ 51,359	Number of Investments:	105
Market Value (\$000):	\$ 51,261	YTD Number of Acquisitions:	31
Weighted Average Interest Rate:	1.414%	YTD Number of Maturities:	20
Unrealized Gain/(Loss) (\$000):	\$ (98)	YTD Number of Calls:	-
12 Month Cash Flow (\$000)	\$ 18,315	YTD Interest Earnings (\$000)	\$ 516
% of Portfolio Callable:	7.62%	Average Weighted Yield:	1.757%
Average Years:	3.231		



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 are being 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	2021	2020	2019
Outstanding Assessment Rolls	44	45	43
Outstanding Parcels	1,115	1,074	1,077
Outstanding Assessments Value	2,333,022	2,173,862	2,178,771
Deferred Assessment Parcels	19	21	26
New Assessment Parcels	242	285	401
Prepaid Assessment Parcels	247	288	280
Special Assessment Searches	483	541	396

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 needs 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 & EDA. As of January 2021, there were 7,312 assets valuing \$171,811,653 recorded in various funds, compared to 7,349 assets valuing \$163,112,845 January 2020.

Capital Assets	2020	2019	2018
Capital Assets #	7,312	7,349	7,270
Capital Assets Value \$	266,692,732	252,371,421	239,320,637
Capital Assets Depreciation Value \$	94,881,079	89,258,576	83,675,626
New Assets #	80	62	unavailable
New Assets \$	16,119,716	8,599,747	12,018,671
Disposed Assets #	61	67	unavailable
Disposed Assets \$	9,458,912	7,170,184	3,255,895
Component Unit Capital Assets #	66	66	66
Component Unit Capital Assets \$	4,491,131	3,865,520	3,452,802
Component Unit CA Depreciation \$	1,968,969	1,896,802	1,825,592

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 District 11 for Mike's Garage was decertified in 2021 with no increment returned to the County.

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	12/31/2027

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 5 active tax abatements which are administered within Finance. Based on the current market values and the details of the various agreements the chart below indicates anticipated captured amounts to be remitted.

	2020	2021	2022	2023	2024	2025	2026	2027
Mill City	\$ 38,151	\$ 38,940	\$ 27,049	\$ -	\$ -	\$ -	\$ -	\$ -
Sage	\$ 83,434	\$164,046	\$161,423	\$161,623	\$161,623	\$ 45,109	\$ -	\$ -
Stein Air	\$ 2,427	\$ 6,759	\$ 8,670	\$ 8,676	\$ 8,676	\$ 8,676	\$ 8,676	\$ 5,152
Daikin	\$ 47,749	\$122,366	\$149,234	\$149,234	\$149,234	\$149,234	\$149,234	\$55,665
Trystar	\$ -	\$ 23,316	\$ 46,632	\$ 46,632	\$ 46,632	\$ 46,632	\$ 46,632	\$ 5,241
Total	\$171,761	\$355,427	\$393,009	\$366,166	\$366,166	\$249,651	\$204,542	\$66,058

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 January 1, 2006 per Ordinances 2005-20 and 2005-21. Ordinance 2018-09 established the 2019 & 2020 rates of a 10% increase each year. 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 2021 Franchise Fees distributions.

2021 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	\$237,281	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 237,281
Electric & Gas Utilities	\$ -	\$ 51,500	\$ 400,000	\$ 257,650	\$ 75,000	\$162,000	\$ 946,150
Water & Sewer Utilities	\$ -	\$ 25,000	\$ 250,000	\$ 25,000	\$ -	\$ -	\$ 300,000
Total	\$237,281	\$ 76,500	\$ 650,000	\$ 282,650	\$ 75,000	\$162,000	\$1,483,431

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

There were no staffing changes in 2021 in the Engineering Department.

Staffing for the department at the end of 2021 was as follows:

Mark DuChene	Director of Engineering (City Engineer)
Glenn Cunningham	Engineering Supervisor
Dale Drentlaw	Engineering Technician III
Jeff Lang	Engineering Technician III
Tyler Quale	Engineering Technician III
Tylor Schwarz	GIS Coordinator
Theresa Manz	Administrative Assistant (Public Works)

HIGHLIGHTS and ACTIVITIES

Besides construction projects, 2021 saw the Engineering Department lead the adoption of multiple comprehensive plan policy updates. These included the adoption of updated sidewalk and trails plan, comprehensive sanitary sewer & watermain plans, which provide long term planning for these critical infrastructure components based on the land use and future growth areas shown in the City's Journey to 2040 Comprehensive Plan. Additionally, 2021 saw the adoption of updated policies and practices in the City's Community Management Plan related to the City's use of special assessments and also saw the adoption of a franchise fee rebate program which was tied to the Council's adoption of increased franchise fees on gas and electric utility customers within the City to pay for pavement management program improvements such as mill and overlay and street reconstruction projects in lieu of utilizing special assessments. The Engineering Department also moved to an online bidding process for construction projects in 2021. This move to online bidding provides greater contractor access to the City projects and greater flexibility for contractors to submit bids and should lead to more competitive bid prices.

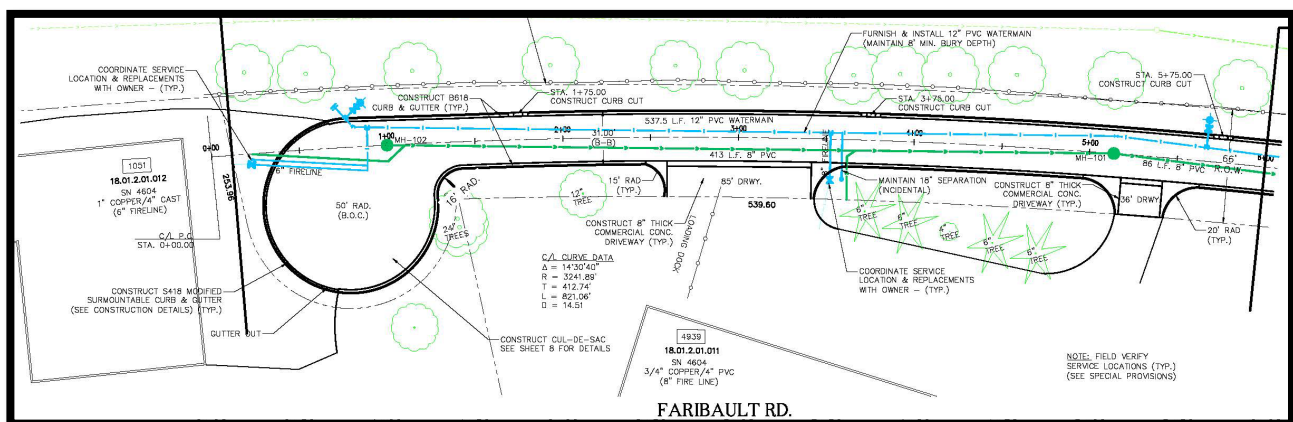
2nd Avenue Bridge Over Division Street

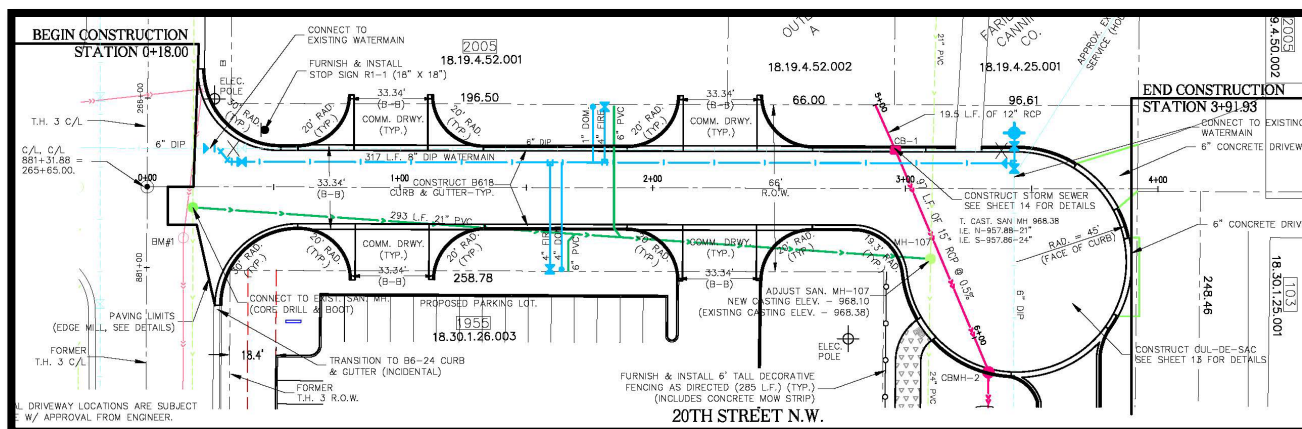
The 2nd Avenue bridge over Division Street was replaced in 2021 as well as Division Street was reconstructed from 3rd Avenue to 1st Avenue. The old 2nd Avenue bridge had been declared structurally deficient and functionally obsolete and was posted with a reduced load rating limiting certain traffic from crossing the bridge. The bridge was replaced with a more modern single span bridge that removed the need for bridge support columns near the traveled Division Street roadway surface and Division Street was lowered to provide a full legal clearance under the new bridge. Other improvements included replacing the staircases in the northwest and southwest corners of the bridge as well as constructing retaining walls and railings to provide safer pedestrian access along the sidewalks on both sides of Division Street. Decorative lighting and aesthetic bridge enhancements as well as painting of the new and existing retaining walls were also included in the project.



2021 Street Reconstruction

The City's 2021 street reconstruction project included improvements of Faribault Road from Highland Place to its south termini as well as 20th Street NW from TH 3/2nd Avenue NW to its eastern termini. Both of these roads were in need of not only pavement and utility improvements but also needed geometric design improvements to allow for a better turn-around movement at their ends. Both roads were reconstructed with new cul-de-sacs to allow for traffic including public works maintenance and public safety vehicles to safely turn-around. The reconstruction of 20th Street NW will also facilitate the redevelopment of the parcels to the north and south for new (relocated) commercial businesses.





NW Area Water Tower/Watermain Improvements

In 2021, the City secured \$2M in grants and over a \$0.5M in low interest loans from the Minnesota DEED BDPI program and PFA DWRP programs respectively to construct a 750K gallon elevated water storage tank and related watermain extension improvements. The watermain extension improvements were completed in 2021 and construction of the water tower is scheduled to begin in April of 2022, with the water tower being online by September of 2023.

WORKLOAD DATA

2021 Construction Cost Summary

Total - Carryover Projects	\$ 1,156,940
Total - 2021 Contracts Completed	\$ 2,046,645
Total - Contracts in Progress	\$ 2,470,155
Total Work Completed in 2021	\$ 5,673,740

2021 Construction Quantities Summary

<u>Street Improvements</u>	Reconstruction/ New Construction	2,926 LF	0.55 MI
	Overlay	9,659 LF	1.83 MI
	2021 Totals	5,585 LF	2.38 MI
<u>Watermain</u>	Construction	126 LF	0.02 MI
	Replacement	2,380 LF	0.45 MI
	2021 Totals	2,406 LF	0.47 MI
<u>Sanitary Sewer</u>	Construction	200 LF	0.04 MI
	Replacement	1,707 LF	0.32 MI
	2021 Totals	1,907 LF	0.36 MI
<u>Storm Sewer</u>	Construction	608 LF	0.12 MI
	Replacement	724 LF	0.14 MI
	2021 Totals	1,332 LF	0.26 MI

2021 ANNUAL REPORT





ADMINISTRATION

FUNCTION / RESPONSIBILITIES

- **Coordinate Activities of City Council**
- **Application of City Code of Ordinances**
- **Oversee Annual Budget Development**
- **Employee Recruitment/Hiring**
- **Manage Personnel Policies**
- **Supervise Local Elections**
- **Administer City Licensing Programs**



ADMINISTRATION

2021 ORGANIZATION / STAFFING

- Administration
 - Tim Murray, City Administrator
 - Heather Slechta, Ass't. to the City Administrator
- Human Resources
 - Kevin Bushard, H. R. Manager
 - Donna Braun, Payroll Specialist
- Information Technology
 - Scott Whitney, IT Coordinator
 - Ben Mueller, IT Technician

ADMINISTRATION

HIGHLIGHTS of 2021



- *Ended the Local State of Emergency in July for the COVID-19 Pandemic*
- **Implemented New Agenda & Packet Program**
- **Tentative Settlement Reached on ACLU Lawsuit**
- **Developed Concept Plan for North Viaduct Area Park**
- **Negotiated 5 of 6 Labor Agreements (3-year)**
- **Early Retirement Incentive Program Offered**
- **Deployed KnowBe4 Cyber Security Program**
- **1030 Helpdesk Tickets**



ADMINISTRATION

ORDINANCES & RESOLUTIONS APPROVED

Year	Ordinances	Resolutions
2021	16	282
2020	17	231
2019	22	266

municode

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ADMINISTRATION

COUNCIL MEETINGS HELD

Year	Regular Meetings	Special Meetings	Work Session (Committee) Meetings
2021	24	11	35
2020	26	11	39
2019	24	15	44



ADMINISTRATION

TOTAL EMPLOYEE COUNT

	2021	2020	2019
Permanent Full-time	130	131	129
Permanent Part-time	49	39	38
Temporary/Seasonal	143	161	225
TOTAL	322	331	392

ADMINISTRATION

EMPLOYMENT ACTIONS



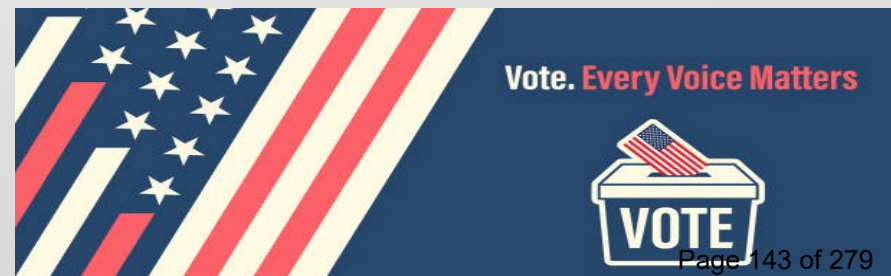
	2021	2020	2019
Positions Filled (New Employees)	14	11	21
Layoffs	0	21	0
Resignations	13	7	15
Retirements	5	1	n/a



ADMINISTRATION

2022 ISSUES / MATTERS

- Recognition of 150th Anniversary of Incorporation of the City
- Primary and General Elections (including Finalizing Precinct Boundary Revisions)
- Adoption of 2022-2024 Strategic Plan
- Evaluate Options for New Payroll System
- South Viaduct Area Redevelopment



POLICE DEPARTMENT

FUNCTION / RESPONSIBILITIES – 5 Divisions

- Administration
- Patrol
- Investigations
- Records
- Community Services





FARIBAULT POLICE DEPARTMENT Organizational Chart – 2021

CHIEF OF POLICE
Andy Bohlen
(46 employees / 35 sworn)

ADMIN ASSISTANT
Connie Holm

CAPTAIN
Dave Dillon
Patrol / CSO

CAPTAIN
Jason Severson
Investigations

CAPTAIN
Neal Pederson
Admin / Records

PATROL

Sgt. Matt Knutson
Sgt. Brandon Gilem
DJ Skuzacek
Kara Christensen
Jacob Holm
TBD
Tony Kuchinka
Matt Kolling
Brandon McCarthy
Jacob Charlton
Tony Larson
Michael Shuda

DIVISION

Sgt. Mark Krenik
Sgt. Eric Samson
Reed Bartsch
Matt Shuda
Brad Arens
Bill Considine
Adam Marvin
Spencer Angle
John Gramling
Lance Ulrich
Tyler Wilson
Sarah Tollefson

COMMUNITY SERVICES

Doug Delesha, Supervisor CSO I
Susan Irvin, FT / CSO II
Val Esquivel PT CSO II
Laura Baltazar PT / CSO II

POLICE RESERVES (10)

POLICE EXPLORERS (16)

INVESTIGATION

Sgt. Matt Long (INV)
Detective Karl Willers (1 yr)
Detective Brittany Carstensen (3 yr)
Detective Ben Johns (3 yr)
Josh Sjodin (SRO-FHS)
Sean Smullen (SRO-FMS)
Agent Jeff Burbank (DTF)

RECORDS

Janice Bestul, Supervisor
Jackie Remme, Rec Spec
Gina Palan, Evidence Tech
Cheryl Berndtson, Rec Spec/DTF
Samantha Diken, Rec Spec
Yasmeen Mesta, Rec Spec



POLICE DEPARTMENT

EMPLOYEE COUNT

Department Employees (no change in #s)	2020 Actual	2021 Actual
Total FT (43) and PT Employees (3)	46	46
Sworn Officers	35	35
Reserve Officers (Volunteers)	16	16
Police Explorers (Volunteers)	18	18
Records and CSO Staff (3 PT in 2021)	10.5	10.5



POLICE DEPARTMENT

YEAR	Part I Totals	Part II Totals	Combined Totals	Percentage Shift	What Changed?
2010	920	1203	2123	+ 6.3%	Highest crime rate in 10 years
2011	754	1067	1821	- 14.2%	
2012	869	1158	2027	+ 11.3%	Chief Bohlen Started November 2012
2013	882	1028	1910	- 5.8%	Proactive Patrolling
2014	702	875	1577	- 17.4%	CRDVOTF Started mid 2014
2015	850	1022	1872	+ 11.5%	CFMH began; CRDVOTF increased arrests
2016	594	965	1589	- 17.0%	
2017	624	893	1517	- 4.5%	
2018	504	877	1408	- 8.2%	2012-2018 over 30% drop
2019	551	917	1509	+ 7.1%	Slight Increase in 2019
2020	524	778	1302	- 13.7%	*FBI reporting standards changed and COVID reduced calls
2021	433	640	1073	- 17.6%	*COVID reduced calls continued into 2021

POLICE DEPARTMENT

CALLS FOR SERVICE



	2019	2020	2021
Calls-For-Service	28,504	26,103	28,973
DWI's	58	57	120
Citations Issued	2,597	2,691	2,887

POLICE DEPARTMENT

HIGHLIGHTS of 2021

- K9 Thor trained for narcotics detection
- Interview room cameras upgraded to Axon system
- Officers McCarthy, Matt Shuda, Michael Shuda, Larson and Arens awarded Life Saving medals





POLICE DEPARTMENT

HIGHLIGHTS of 2021

- Overwhelming Outpouring of Genuine Community Support
- Community-organized Fundraiser Concert
- Lawn Signs Showing Support for Police
- Cards of Support
- Meals, Food, & Treats
- Donations (Individuals and organizations donated over \$20,000 to support the K9 program, officer mental health programs, and to purchase essential safety equipment)



POLICE DEPARTMENT

- Toward Zero Deaths award for Faribault officer with highest DWI arrests.
- Investigative Team investigated several on-line crimes including threats to citizens.
- CRDVOTF – continued cooperation with detectives on drug-related and violent crimes investigations.
- CSO Division – 8,000 calls.
- CSO is Certified child-restraint technician.



POLICE DEPARTMENT

2022 Goals

- **Use-of-Force Updates**
- **Recruitment & Retention of Staff**
- **Address Lack of Police Facility Parking**
- **Incorporate Mental Health Initiatives**



FIRE DEPARTMENT





FIRE DEPARTMENT

Function / Responsibilities

- **Ensure Efficient Daily Operations**
- **Emergency Response**
- **Fire Suppression**
- **Employee Training**
- **Fire Prevention**
- **Emergency Preparedness**
- **Workplace Safety Training**



FIRE DEPARTMENT

Organization / Staffing

- Administration
 - **Dustin Dienst, Fire Chief/Emergency Manager**
 - **Beth LaCanne, Administrative Assistant II**
- Suppression
 - **Fire Captains (3): Joel Hansen, John Milewski and Matt DeGrood**
 - **FTFF (9): Josh Bauer, Alex Bolster, Alex Hanson, Chris Bauer, Rick Martinez and Jason Bauer**



FIRE DEPARTMENT

Organization / Staffing

- **Suppression (Cont'd.)**
 - **Paid-on-call Firefighters**

Brandon Ableman

Jonah Bauer

Andy Boevers

Bryan Brazil

Pat DeGrood

Zach Greeney

Chad Kreager

Alec LaCanne

Rick Momberg

Jon Sheridan

Jon Vargo

Ryan Angelow

Ryan Bauer

Jon Bolster

Marc Chmelik

Luke Donkers

Dan Gruber

Ben Jirik

Jeff LaCanne

Rich Rein

Matt Shuda

John Wunderlich



FIRE DEPARTMENT

2021 Highlights

- Maintained a healthy group of responders during a pandemic!
- Kept firefighters trained (on-line, virtual, cancel, small groups)
- Refined policies and procedures for emergency response during an ever-changing pandemic.
- Tracked, acquired and maintained adequate PPE (all employees)
- Delivered education to the community as allowed by COVID 19 restrictions

Emergency runs were up 16% from last year and our average runs per day is up to 8.09

FIRE DEPARTMENT

Calls by the Month



FIRE DEPARTMENT



FIRE DEPARTMENT

Training and Education





FIRE DEPARTMENT

Emergency Management 2021





FIRE DEPARTMENT

2022 ISSUES / MATTERS

- **Return to normal training schedule.**
- **Adjusting to the new normal of emergency response and PPE requirements.**
- **Staffing into the future (inspections & suppression). Hiring now.**
- **Updating of Multi-Hazard Plan from lessons learned during the pandemic.**
- **Work with the Rural Association and truck vendors to purchase a new apparatus.**
- **PPE inventory and restocking.**

Long term planning for providing service 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

ORGANIZATION / STAFFING

- Administration
 - Travis Block, Public Works Director
 - Administrative Assistant II
- Streets Division
 - Bill Rosenau, Street Superintendent
 - Foreperson, 4 HEO's, 3 LEO's
 - Equipment Maint. Foreperson, 2 Mechanics
- Utilities Division
 - Mike Glende, Utilities Superintendent
 - Foreperson, WSOP III, 5 WSOP II's

PUBLIC WORKS

ORGANIZATION / STAFFING

- **Water Reclamation Facility**
 - **Henry Morgan, WRF Superintendent**
 - **Foreperson, 4 Waste Water Operators**
- **Airport**
 - **Jerry Serres, Airport Manager (Contracted FBO)**
 - **Contract Employees**



PUBLIC WORKS

HIGHLIGHTS of 2021

- Seal Coat Program - 55 City Blocks
- Construction of Flood Mitigation Project at WRF
- Operation of Water Treatment Plant & Standby Power at Well House No.7
- Industrial Pretreatment Improvements at Faribault Foods
- Private Hangar Builds at Airport

PUBLIC WORKS

EQUIPMENT MAINTENANCE

Year	Work Orders
2021	1,521
2020	1,697



PUBLIC WORKS

WATER PUMPING

	2021	2020	2019
Water Pumped (BG)	1.35	1.28	1.26
Max. Daily Pumped (MG)	5.90	5.30	5.45
Min. Daily Pumped (MG)	1.20	1.22	1.60

PUBLIC WORKS

COLLECTIONS SYSTEM

Year	Mains Cleaned (Miles)	Mains Televised (Miles)	Root Cutting (Feet)
2021	39	5	7,500
2020	50.25	8.84	24,404

PUBLIC WORKS

WATER RECLAMATION FACILITY

	2021	2020	2019
Avg. Daily Flow (MG)	3.88	4.4	4.8
Max. Daily Flow (MG)	4.9	5.3	6.3
Min. Daily Flow (MG)	2.5	3.0	3.3
Avg. Influent CBOD (lb./day)	17,834	15,052	14,115

PUBLIC WORKS

FLOOD MITIGATION PROJECT AT WRF





PUBLIC WORKS

WELL HOUSE NO.7 STANDBY POWER





PUBLIC WORKS

PRIVATE HANGAR BUILD AT AIRPORT





PUBLIC WORKS

2022 ISSUES / MATTERS

- **Water Meter Radio Replacements**
- **Facilities Plan at Water Reclamation Facility**
- **Airfield Lighting Project at Airport**
- **Well House No.5 Rebuild**
- **Asset Management Program**

COMMUNITY & ECONOMIC DEVELOPMENT (CED)

Primary Services/Divisions within the Department

- **Building Codes and Rental Licensing**
- **Community Development**
- **Economic Development**
- **Housing**
- **Planning & Zoning**

Organization / Staffing

- **Deanna Kuennen, Director**
- **Kari Casper – Admin Assistant II**
- **Stephanie Aman– Econ Dev Coordinator**
- **Joshua Lawrenz – Building Inspector**
- **Hunter Morsching– Building Permit Technician**
- **John Rued – Building Official**
- **Marty Smith – Rental Housing Technician**
- **Dan Peterson – Housing Maintenance Specialist**
- **Connie Springer – Com Dev Specialist**
- **Peter Waldock – Planning Coordinator**
- **David Wanberg – City Planner**
- ***Vacant* – Community Development Coordinator**

Boards & Commissions Supported by CED

- Airport Zoning Board of Appeals
- Economic Development Authority (10 mtgs)
- Environmental Comm. (11)
- Heritage Preservation Commission (13)
- Housing and Redevelopment Authority (12)
 - Elderly Housing Corporation (1)
- Planning Commission (19)

**Total # of Meetings
2021 = 66**

BUILDING CODES & RENTAL LICENSING

Highlights of 2021

- 640 Rental License Inspections
- 1,281 building permits
 - 471 online permits
 - 265 plan reviews
 - \$28.5m valuation
 - \$322,783 revenue
- 2,837 field inspections
- 30 new SF home starts



TryStar building construction –
completed in 2021.

Highlights of 2021

COMMUNITY DEVELOPMENT

- LOVE Mural – 25 3rd Street NW



- RFP – South Viaduct Redevelopment Area
- Johnston Hall involvement
- 12 HPC Design Reviews
- Farmer Seed Redevelopment

ECONOMIC DEVELOPMENT

- Administered/funded programs to support downtown
 - 2 commercial exterior improvement awards (+\$700,000 awarded in total)
 - \$25,000 for micro grants
- Provided business incentives to grow existing industry
 - Trystar – 75,000 SF expansion
- Enhanced marketing & relationship building
 - MREJ
 - JETRO
 - SCC
 - I-35 Corridor

Highlights of 2021



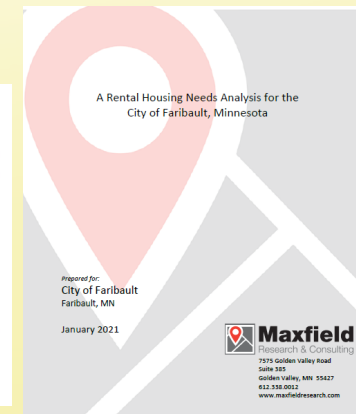
Highlights of 2021

HOUSING

- New MF Housing Development
 - The Lofts at Evergreen (76 units) - occupied
 - Straight River Apts (112 units) – under construction
 - Continued recruitment
- 2021 Rental Housing Needs Analysis, Maxfield
- RAD/Repositioning Process – conversion of 49 Public Housing units



1 EAST EXTERIOR ELEVATION
1/8" = 1'-0"



Highlights of 2021

PLANNING & ZONING

- **Processed Subdivisions**
 - Camelot Court
 - Thompson James Group South
 - Met Con 2nd (water tower)
 - Met Con 4th (Trystar)
 - Stoneridge 3rd
- **Planning Applications**
 - 35 Application
 - 81 DRC Reviews
- **Viaduct Park Planning**
- **Implementation of Comprehensive Plan**

Highlights of 2021

SUSTAINABILITY

- **Climate Adaptation Plan**
- **Solar Group buy program**
- **Tall Grass & Weed Ordinance**
- **MN GreenCorp**
- **Regional Sustainable Development Partnership**
- **MN Clean Energy Research Team Grant**
- **Inventory & analysis of tree cover downtown**
- **Hosted resilient community forum**

- **Implementation of Online Permitting – Phase 2**
- **Additional housing development**
 - **South Viaduct Redevelopment Area**
 - **Willow/17th Street SW**
 - **SF Home Development**
- **Continued business support – existing industries & small business**
- **Enhanced economic development marketing**
 - **MREJ Micro Summit 2.0**
- **Zoning Map Updates**
- **Filling of vacant positions**
- **Support & encourage redevelopment / development**

Faribault Parks and Recreation 2021 Annual Report

Paul J. Peanasky

Faribault Parks and Recreation Director



Staff

- 15 full-time employees in Recreation (6), Janitorial (3) and Parks (6).
- 4 permanent part-time employees in Recreation (3) and Janitorial (1)
- Approximately 230 part-time Parks (6-8) Recreation (224).

Memberships

- **1,090** total memberships
- **512** insurance memberships



Reservations

- **2,111** rentals/ reservations
- **358** - shelters
- **650** – pool
- **1,103** – gym/classroom



Group Fitness

- **712** people
participated in
Group Exercise
classes

Mind & Body

- **1,934** check-ins



Programs

- **3,608** youth participated in our youth programming
- **380** players participated in our adult softball
- **310** players participated in our adult volleyball



- **143** daily admission, **1,065** membership check-ins for pickleball
- **157** people participated in our enrichment programs
- **1416** indoor ice skaters



Concerts in the Park

225-300 in regular attendance for 12 concerts



Aquatics Programs

20,790 participants
used our indoor pool
for various programs

18,086 admissions at
the FFAC



Parks Division

- Repairs made to Father Slevin and Wapacuta
- New archery tower, shelter and fencing at Tee Pee Tonka
- New basketball court at Wapacuta
- Fleckenstein Bluffs Park and Prairie Park



Parks Maintenance

47 parks maintained

403 acres maintained

9 miles of trail

88 blocks of sidewalk

73 Trees Planted

4 Outdoor ice rinks

20 playgrounds

455 hours for special
events



Community Events

38 resolutions for street and property uses

612 hours for seasonal decorations, banners, and flower basket.



Parks and Recreation Board

Members	Term Expiration
Lola Brand	2023
Mike Ross	2023
Chad Kreager	2022
Elsie Slinger	2022
Sally Kramer	2024
Troy Temple	2022
Henry Schoenbaum (Student Rep.)	2022

Boards/Groups we work with:

Tommy Allen	Peter Smith
BMX	Farmers Market
GROWS/Pollinators	Inclusive Playground
Alexander Park	Soccer Maintenance
Ice Arena	Rice County Fair
Heritage Days	RBNC
Night to Unite	Main Street
Relay for Life	Blue Collar BBQ



BUCKHAM MEMORIAL LIBRARY

ANNUAL REPORT 2021

Primary Services

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



Organization & Staffing

Librarians

Delane James, Library & Comm. Director

Allyn McColley, Public Services Librarian

Deni Buendorf, Children's Librarian

Library Technicians

Full-time: Linda Hanson, Bob Latchaw

Part-time: Lisa Reuvers, Caitlin Boran

Library Receptionists

**Marlene Sammon, Paula Hildebrandt, Julie
Bruessel, Derek Herauf, Lisa Stadler**

Organization & Staffing

- Circulation Aides: Julia Arnold, David Gulland, Jody Wunderlich, Henry Lu
- Processor/Mender: Linda Turgeon
- Pages: Brenda Neuman, Isaac Alcala, Teagan Watkins, Katie Johannsen



Library Advisory Board
Travis Davidson (Chair),
Jayne Spooner (Vice Chair),
Melissa Kuhl, Crystal Bauer,
Keri Simon, Isabell O'Connor,
Nevaeh Weeg
(Student Board Member)

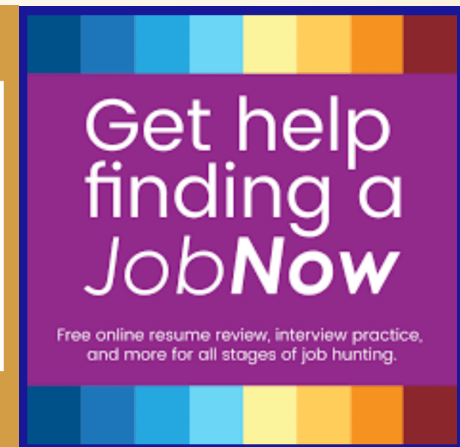
2021 Highlights

- Mobile Hot Spots
- Fine Free
- Marketing Audit
- Overdrive Digital Magazines
- Friends' Library Plaza Project
- Sustainable Options for Library Discards
- Robert L. Crandall Estate Bequest



Circulation, Online Resources & Interlibrary Loan

	2019	2020	2021
Total Library Circulation	160,404	79,727	92,181
Digital Circulation	20,444	24,383	21,005*
Interlibrary Loan	27,902	16,286	23,795
Active Borrowers	18,426	16,171	14,818**



Library Usage



	2019	2020	2021
Reference Questions	12,310	9,627	8,858
Internet Use	13,440	2,622	2,782
Public Wireless Use	16,194	5,125	4,963
Program Attendance	20,536	23,114	20,932
Visits	139,393	35,148	52,502

Additional Pandemic Service Data

- Lobby Pickup evolved into self-service Hold Shelf Pickup
- Browsing Visits were phased out in May



	2020	2021
Minimal Contact Pickups	2,538	8,356
Browsing Visits	2,448	2,534

Adult Services



Program Type	# Programs	Participation & Views
Live Virtual & Recorded	68	6,401
In-Person	47	689
Hybrid & Remote	33	524
Totals	148	7,614

Children & Youth Services

Program Type	# Programs	Participation & Views
Live Virtual & Recorded	265	11,222
In-Person	50	393
Self-Directed & Remote	36	1,703
Totals	351	13,318



Communications 2021 Highlights

- 150th Anniversary Logo
- Love mural video
- CivicClerk
- New webpage for Parks & Rec and CivicRec



2022 Issues & Matters

- Exterior Maintenance & Roof
- Library Plaza Project Phase 3
- Crandall Bequest Planning
- Creation of a New Strategic Plan
- New Programs & Services





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

ORGANIZATION / STAFFING

- **Jeanne Day, Finance Director (2 ½ Years)**
- **Ann Remold, Accounting Supervisor (42 Years)**
- **Jamie Walburn, Senior Accountant (1 Year)**
- **Amy Stadler (5 Months) & Bobbi Blank (3 ½ Months), Accounting Technicians**
- **Gina Carlson, Administrative Assistant (15 ½ Years)**



FINANCE

Entity Wide Funds	
General Fund	1
Special Revenue Funds	27
Capital Project Funds	4
Debt Service Funds	7
Enterprise Funds	3
Internal Service Funds	<u>2</u>
Citywide including HRA & EDA	44



FINANCE

HIGHLIGHTS of 2021

LTFMP

Budget

5 Year
CIP



Cash
Mgmt

Bonding

GFOA Award



FINANCE

Cash Management

Par Value (\$000):	\$ 51,359	Number of Investments:	105
Market Value (\$000):	\$ 51,261	YTD Acquisitions:	31
Weighted Average Interest Rate:	1.414%	YTD Maturities:	20
Unrealized Gain/(Loss)(\$000):	\$ (98)	YTD Calls:	-
12 Month Cash Flow (\$000)	\$ 18,315	YTD Interest Earnings (\$000)	\$ 516
% of Portfolio Callable:	7.62%	Average Weighted Yield:	1.757%
Average Years:	3.231		



FINANCE

Utility Billing	2021	2020	2019
Utility Bills - Paper	84,391	86,668	88,747
Utility Bills - Electronic	11,869	7,805	5,536
Utility Billing Revenue (\$000)	\$10,880	\$10,600	\$10,245
Mail, Drop Box & Counter	33,194	36,336	40,927
On-Line Credit Card	24,939	21,925	17,962
Direct ACH Payments	16,125	15,191	14,064
On-Line Bank Payments	7,244	7,952	8,079
Interactive Voice Response (IVR) Payments (October 2020)	2,116	250	NA

FINANCE

Accounts Payable	2021	2020	2019
Checks Issued	3,298	3,512	3,534
ACH Payments Processed	1,315	826	1,309
Total Invoices Processed	9,466	10,822	11,406
Claims Paid (\$000)	\$35,145	\$37,584	\$40,842
Regular Check Runs	24	24	24
Special Check Runs	25	22	28
1099s Issued	118	313	117

FINANCE

Accounts Receivable	2021	2020	2019
Invoices Issued	951	1,193	951
Invoices Value	\$1,278,549	\$174,318	\$100,763
ACH Processed	151	146	116
Outstanding Invoices	103	48	113
Aged Invoices 30-60	\$210,721	\$4,413	\$1,183
Aged Invoices 60-90	\$7,811	\$2,937	\$3,603
Aged Invoices 90+	\$14,002	\$25,929	\$22,403



FINANCE

Special Assessments	2021	2020	2019
Outstanding Assessment	44	45	43
Outstanding Parcels	1,115	1,074	1,077
Outstanding Value	\$2,333,022	\$2,173,862	\$2,178,771
Deferred Assessment	19	21	26
New Assessment	242	285	401
Prepaid Assessment	247	288	280
SA Searches	483	541	396

FINANCE

Capital Assets	2020	2019	2018
Capital Assets	7,312	7,349	7,270
Capital Assets	\$266,692,732	\$252,371,421	\$239,320,637
CA Depreciation	\$94,881,079	\$89,258,576	\$83,675,626
New Assets	80	62	unavailable
New Assets	\$16,119,716	\$8,599,747	\$12,018,671
Disposed Assets	61	67	unavailable
Disposed Assets	\$9,458,912	\$7,170,184	\$3,255,895
Component Unit	66	66	66
Component Unit	\$4,491,131	\$3,865,520	\$3,452,802
CU Depreciation	\$1,968,969	\$1,896,802	\$1,825,592



FINANCE

2022

- Paperless Accounts Payable-ACH
- Investment Market
- America Rescue Plan Act of 2021
- Debt Issuance
- Long Term Financial Management Plan
- ERP System RFP

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

ORGANIZATION / STAFFING

- Administration
 - **Mark DuChene, Director/City Engineer**
 - **Glenn Cunningham, Engineering Supervisor**
- Engineering Technicians
 - **Dale Drentlaw, Jeff Lang, Tyler Quale**
- GIS Coordinator
 - **Tylor Schwarz (Resigned January 2022)**

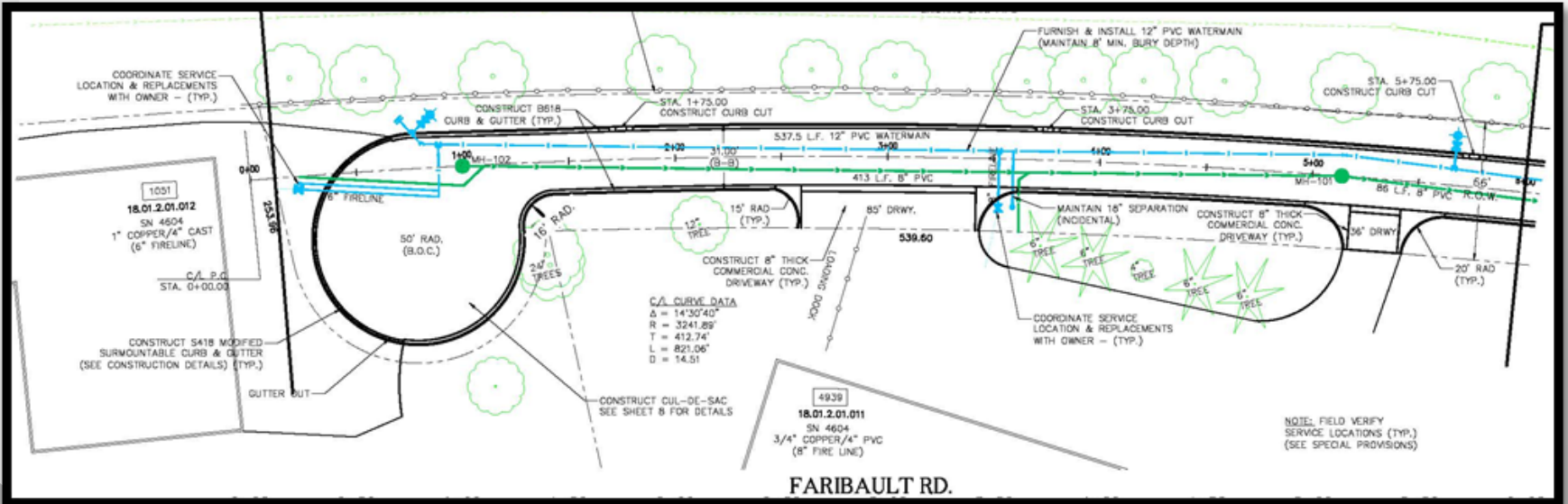
ENGINEERING

HIGHLIGHTS of 2021

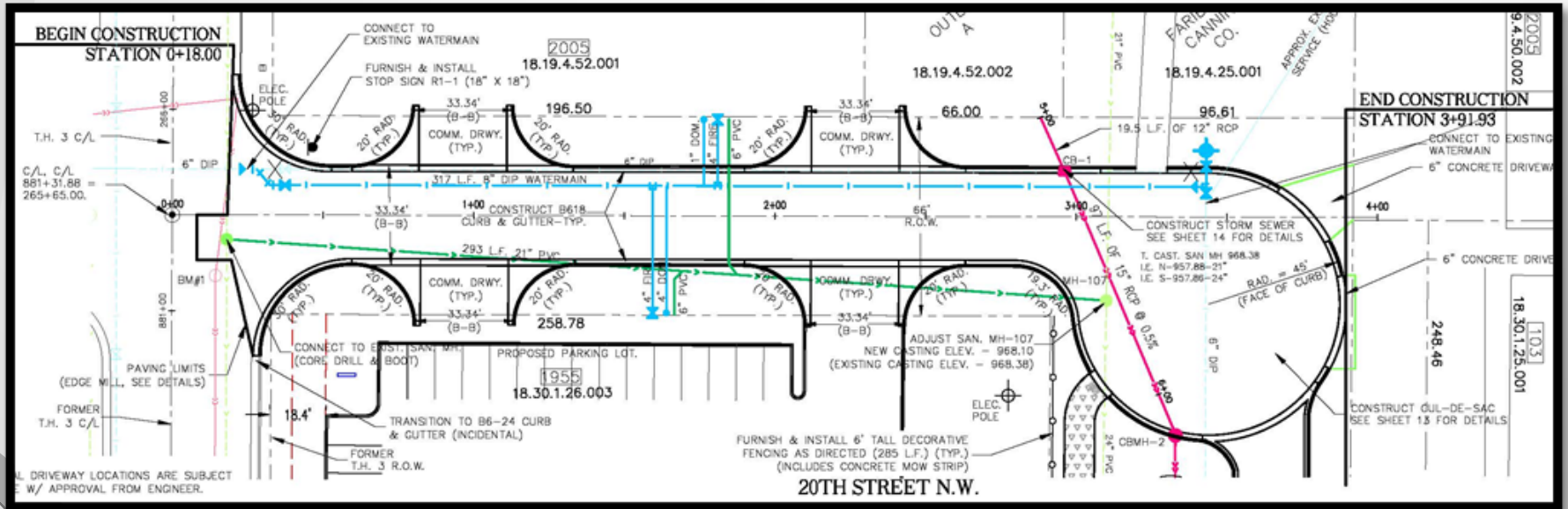
- 2nd Avenue Bridge over Division Street



HIGHLIGHTS of 2021



HIGHLIGHTS of 2021





ENGINEERING

HIGHLIGHTS of 2021

- Comprehensive Water System Plan Update
- Comprehensive Sidewalk & Trails Plan
- Community Management Plan Update (Special Assessments)
- Adoption of Franchise Fees In Lieu of Special Assessments
- Incorporated Online Bidding Process

ENGINEERING

CONSTRUCTION CONTRACTS

Year	CONTRACTS	VALUE
2021	8	\$5.1M
2020	9	\$4.3M
2019	13	\$13.1M



ENGINEERING

SWPPP ADMINISTRATION

Year	Inspections	Permits
2021	1,185	31
2020	960	31
2019	1,200	32





ENGINEERING

2022 ISSUES / MATTERS

- **NW Area Water Tower**
- **Rice County Public Safety Center**
- **New GIS Coordinator**

Thank you!

Questions?



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 5, 2022
SUBJECT: Discuss Community Garden Location

Discussion:

In 2021, the Parks and Recreation Department worked with the Rotary Club to place a community garden on the property at 1740 Willow Street. This was a one-year agreement between the Rotary Club and the City. With the possibility of development of this property, we looked at nine sites within the City for a new location. This list was reduced to six sites and then we toured the sites with representatives from the Rotary Club.

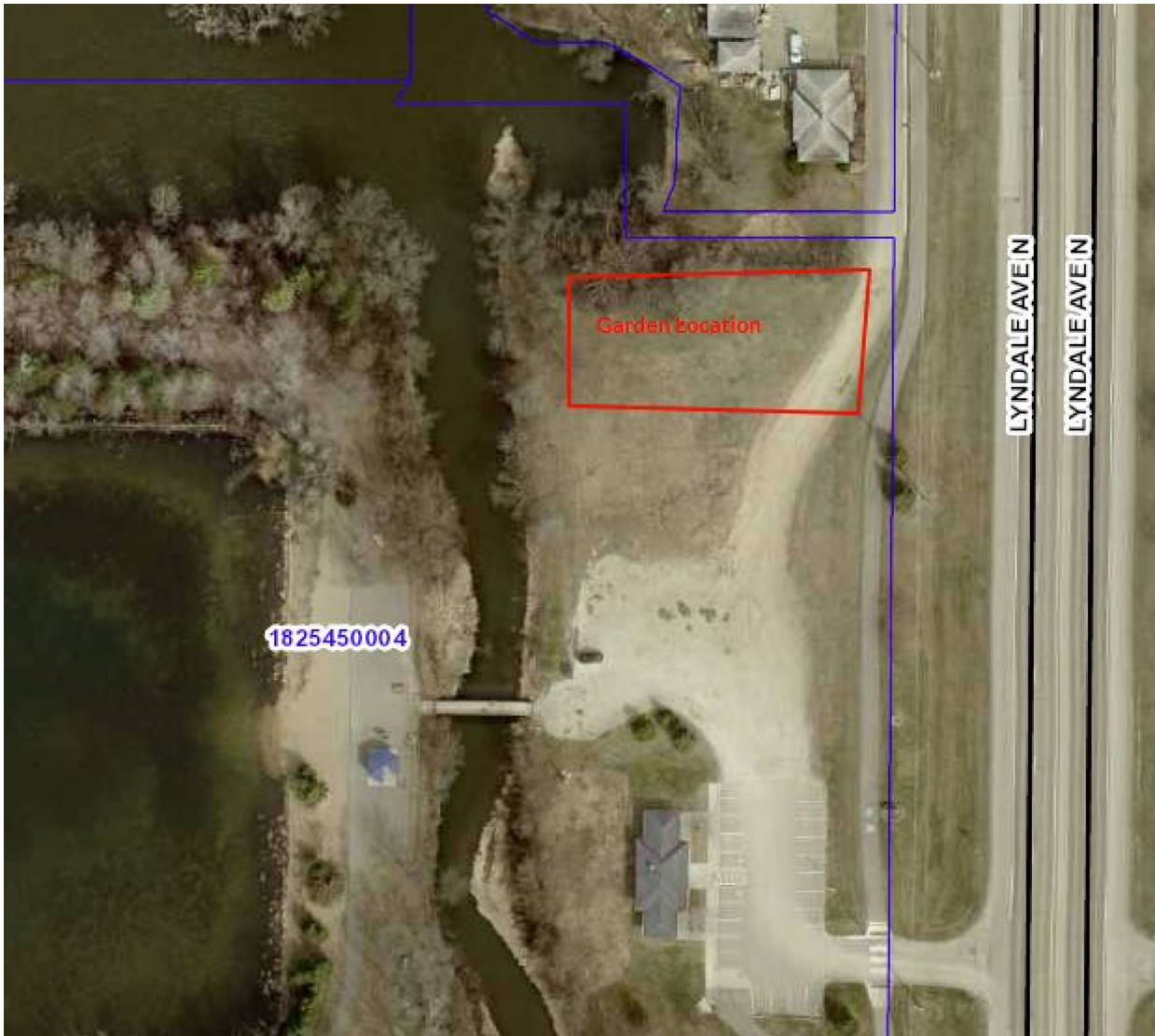
The preferred site is the White Sands area as this will allow for good sun, water and nearby restrooms. However, there may be some issues because the site is in the floodway. We are checking with the State of MN to see if it is possible to have it there. The site is on the northern edge of the property as indicated on the attached map. It will require some upfront work by the Parks Department, such as digging out some of the gravel and providing black soil from the stockpile at the Public Works location. The second preferred location would be on the southeast corner of Maple Lawn Park. There is water in the park even though it is further from the garden.

The Rotary Club and the Parks & Recreation Department would like a one-year agreement for a trial run with an automatic three-year renewal if either of the sites works out.

We are seeking Council direction regarding this request.

Attachments:

1. White Sands Map
2. Maple Lawn Map







Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Mark DuChene, City Engineer
MEETING DATE: April 5, 2022
SUBJECT: Review Intersection/Geometric Layout Options for TH 60 & 3rd Street NE and TH 60 & Western Avenue

Discussion:

MnDOT and the City of Faribault are working on replacing three signal systems in Faribault in the year 2024. These include the signal systems at TH 60 & Ravine Street/3rd Street NE, TH 60 & Western Avenue and TH 21 & 7th Street NW. MnDOT is the lead agency on these projects and has hired a consulting engineer to complete the plans for each intersection. At this time, MnDOT is looking for feedback from the City on two of the intersections: TH 60/Ravine and TH 60/Western Avenue. Attached are sketches of the proposed intersection improvements.

The main discussion points for each of these first two intersections are as follows:

TH 60 & Western Avenue:

- New median on south leg of intersection to prevent left turns onto Grant Street in front of Perkins
- Reconfiguration of the north leg (southbound) of the intersection to include a dedicated through, left and right turn lanes.

TH 60 & Ravine Street/3rd Street NE:

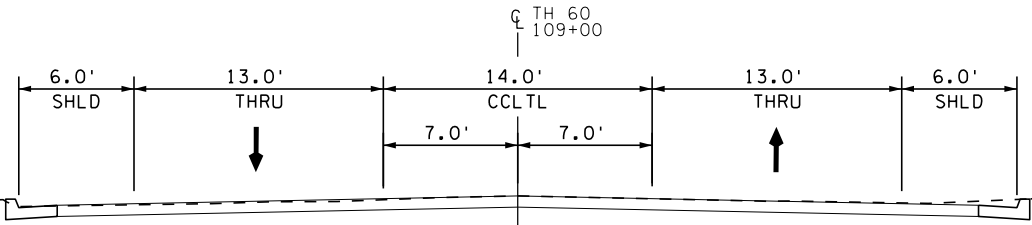
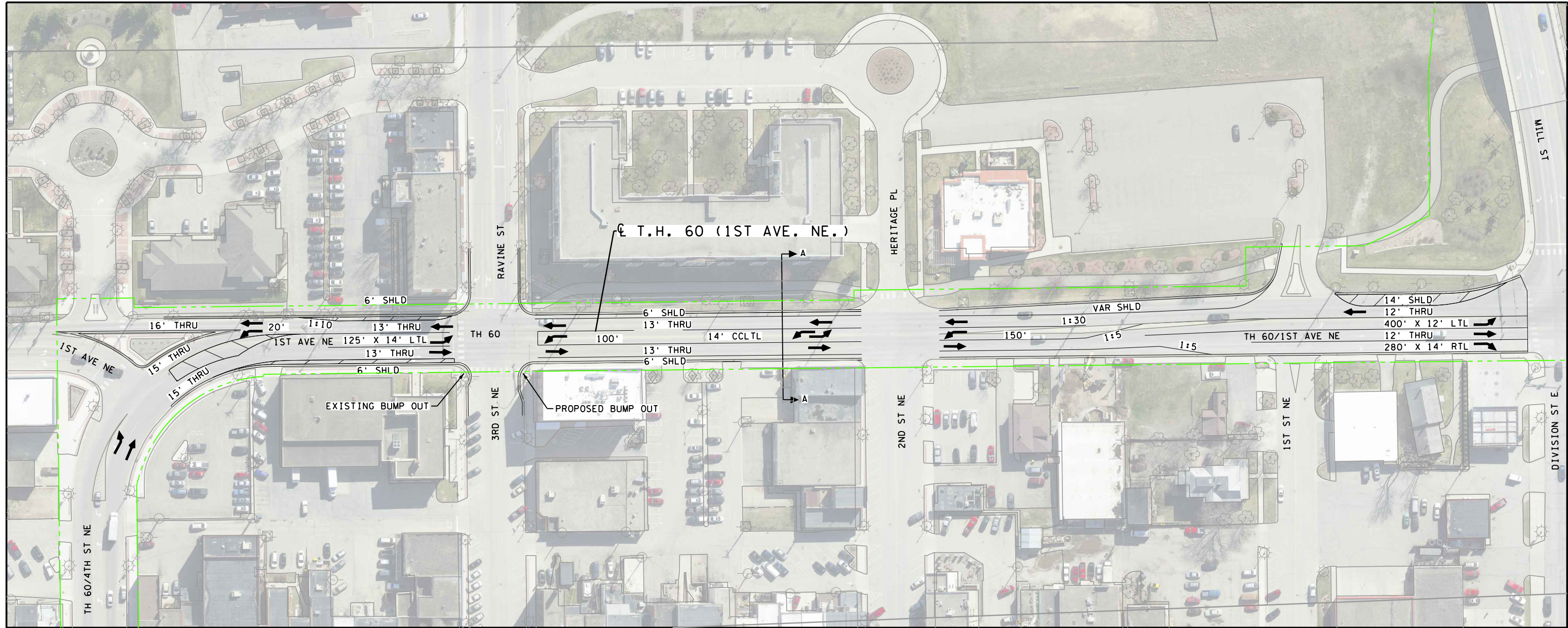
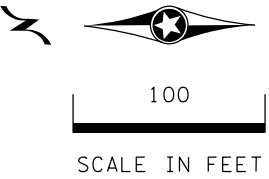
- Reconfiguration of roadway from 4th Street to Division Street from a 4 lane section to a 3 lane section
- Option of a small addition of on street parking in 200 block on west side of TH 60

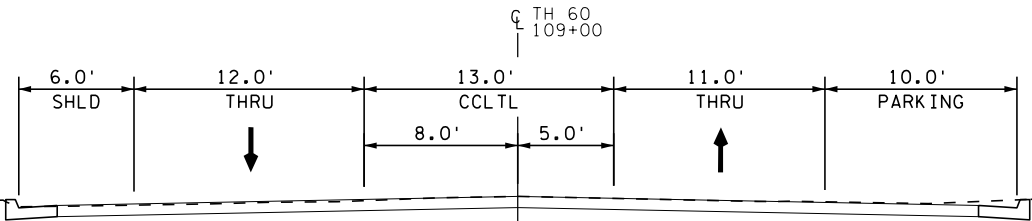
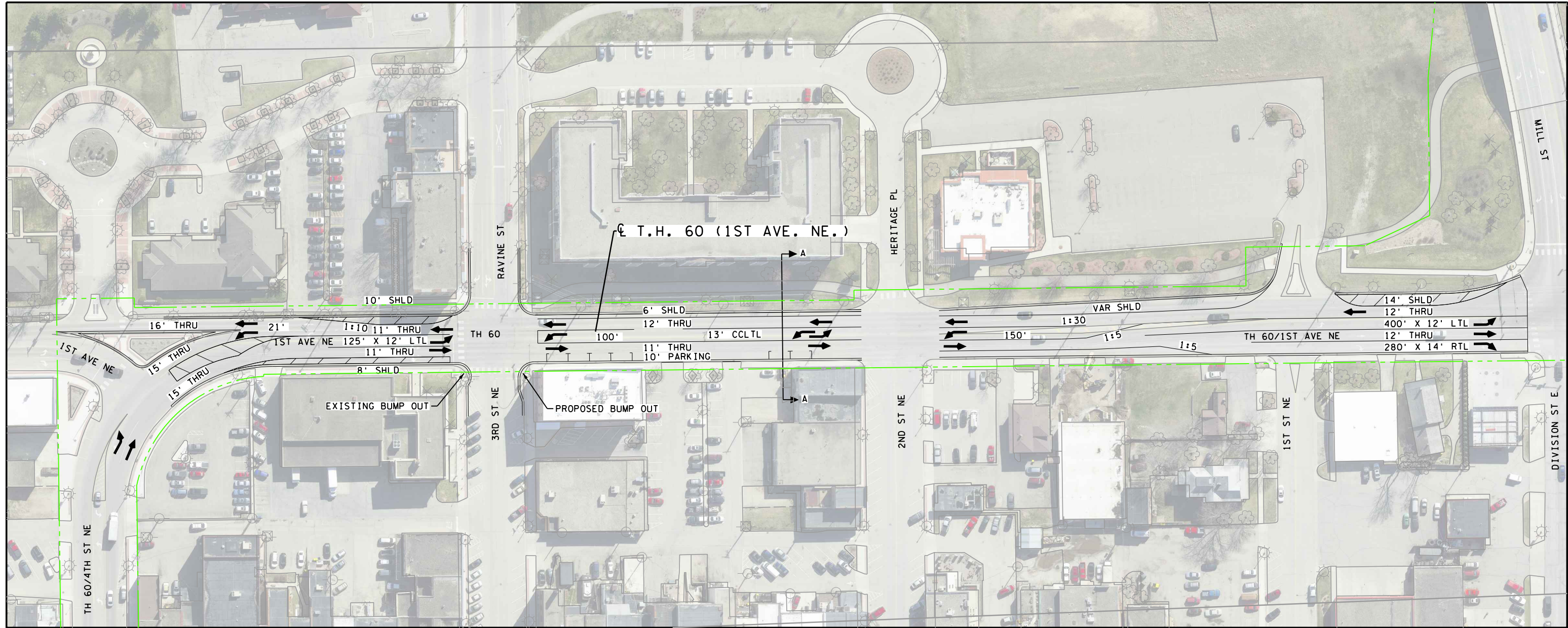
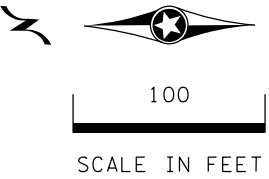
Staff will review the concepts with the Council and provide discussion on the pros and cons of each concept to solicit feedback from the council to

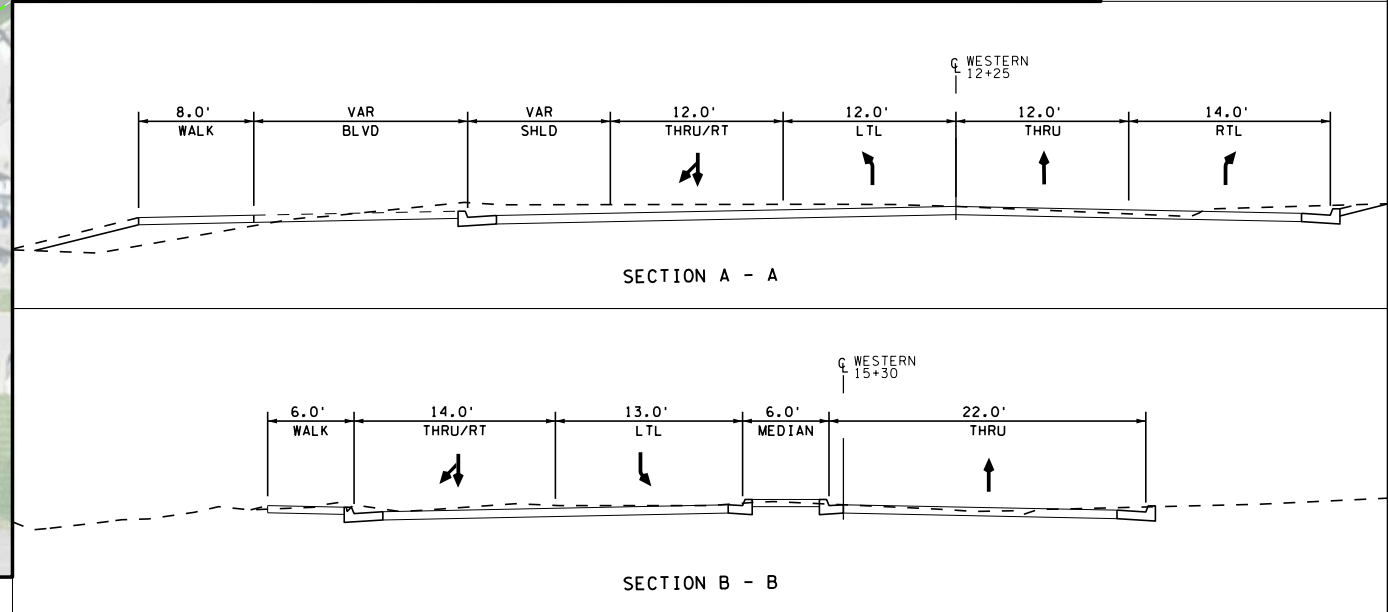
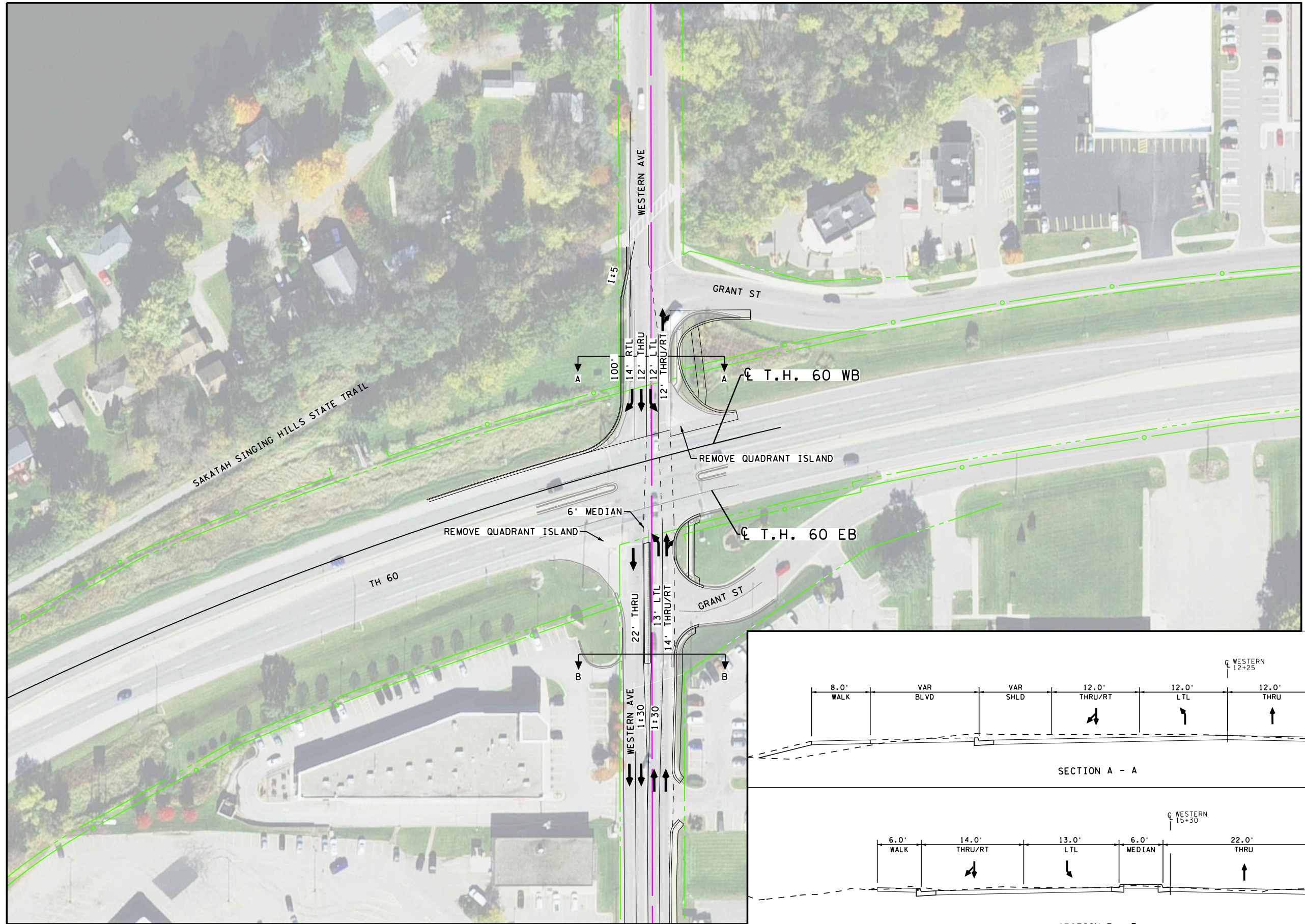
share with MNDOT. The public may also share feedback on these intersections with MNDOT using the following link which has been posted to the City's homepage.
<https://live.metroquestsurvey.com/?u=w7l0z#!/?p=web&pm=dynamic&s=1&popup=WTD>

Attachments:

1. 2022-03-24 Faribault Exhibits Working Session









Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Deanna Kuennen, Community & Economic Development Director
MEETING DATE: April 5, 2022
SUBJECT: City of Faribault Position Statement - Rice County Rezoning Request to Rural Industrial

Discussion:

The City has been made aware that there may be future requests to extend municipal infrastructure to support significant industrial/commercial development in the county. The City Council has had a long practice of not extending infrastructure without annexation, and has shared this position with Rice County, township officials, property owners, and others over the years. Most recently, the Mayor, on behalf of the City Council, sent a letter to the Rice County Commissioners articulating Faribault's Staged Growth Plan, sewer and water service policy, and approach to annexation. At the March 1, 2022 City Council Work Session, the City Council discussed further prohibiting the extension of municipal utility services outside of city limits. From that discussion, the Public Works Director was directed to prepare an amendment to Sec. 28-26 of the City Code of Ordinances to prohibit water service to properties outside of the city limits, and Sec. 28-156 of the City Code of Ordinances to prohibit sanitary sewer service to properties outside of city limits, with the exception of a sanitary sewer district comprised of developed lakeshore.

Rice County has approved a zoning text amendment to create a new zoning classification - Rural Industrial, and Bridgewater Township and 12 property owners have applied for rezoning of over 470 acres to this new classification, to pursue industrial development in the township. While the City of Faribault has no control outside of the city limits pertaining to land use, the City Council discussed taking a position on the establishment of the new zoning classification and rezoning request and directed Staff to prepare a statement. The draft position statement is intended to reiterate the City's desire to support staged growth that is properly served in order to protect the public's health, safety, and welfare. The draft statement also expresses that the extension of municipal infrastructure is prohibited outside of city limits.

Staff has prepared, for review and discussion, the attached draft Resolution *Approve Position Statements Opposing Significant Commercial/Industrial Development Outside of City Limits*.

Attachments:

1. DRAFT - Res. 2022-xxx Approve Position Statement Opposing Significant Commercial/Industrial Development Outside City Limits
2. Bridgewater Rezone application

CITY OF FARIBAULT

RESOLUTION #2022-__

APPROVE POSITION STATEMENTS OPPOSING SIGNIFICANT COMMERCIAL/INDUSTRIAL DEVELOPMENT OUTSIDE OF CITY LIMITS

WHEREAS, Rice County's 2040 Comprehensive Plan guides an area north of County Road 9 along both sides of Interstate Highway 35 for future commercial/industrial use (see Exhibit A); and

WHEREAS, Rice County has approved a zoning text amendment to create a new zoning classification Rural Industrial to support industrial development outside of areas with municipal infrastructure; and

WHEREAS, before Rice County adopted its 2040 Comprehensive Plan, the Mayor, on behalf of the City Council, sent a letter to the Rice County Commissioners, dated April 13, 2021 (see Exhibit B), expressing the City Council's support for logical and sequential development within the city limits and the City's staged growth area (see Exhibit C); and

WHEREAS, the letter further stated that if the City's staged growth area is developed over time, the City could support commercial and industrial development north of County Road 9 if the property is annexed into the City and served by municipal sewer and water; and

WHEREAS, Rice County's 2040 Comprehensive Plan does not outline a specific program for providing the area guided for commercial/industrial use with sewer and water infrastructure; and

WHEREAS, Bridgewater Township has applied for rezoning of a portion of the Township to Rural Industrial that includes 12 parcels (over 470 acres, as shown on Exhibit D); and

WHEREAS, Bridgewater Township and Forrest Township entered into a joint powers agreement to provide sewer and water infrastructure to serve the area in the Towns guided for commercial/industrial use; and

WHEREAS, the Townships have explored the possibility of serving future commercial/industrial uses in the towns with onsite sewage treatment or requesting approval to connect the future commercial/industrial uses to the

City of Faribault and/or the City of Northfield wastewater treatment plants;
and

WHEREAS, the City Council held a work session on March 1, 2022, to discuss future pressures to extend municipal utility services outside of city limits, the negative consequences extensions without annexation would, and formal means to clarify the City's position on extension of municipal utility service outside the city limits; and

NOW, THEREFORE BE IT RESOLVED, by the Faribault City Council as follows:

Section 1. City Council Position Statements.

1. The City Council directs City Staff to prepare an amendment to Sec. 28-26 of the City Code of Ordinances to prohibit water service to properties outside the city limits.
2. The City Council directs City Staff to prepare an amendment to Sec. 28-156 of the City Code of Ordinances to prohibit sanitary sewer service to properties outside the city limits, except for a sanitary sewer district comprised of developed lakeshore.
3. It is not in the best interest of the public's health, safety, and welfare to allow significant commercial and industrial development outside of municipal boundaries. Significant commercial and industrial development should be located in a city and served by city sewer, water, and other services.
4. Allowing significant commercial and industrial development to occur with onsite sewer and water facilities is premature and is not in the best interest of the public's health, safety, and welfare.

Section 2. Findings and Incorporation of Recitals and Exhibits. Where applicable, the recitals and exhibits incorporated in this resolution constitute the written findings of the City Council, all of which protect the public's health, safety, and welfare.

Section 3. Authorization to take Additional Steps. The City Council authorizes the Mayor, City Administrator, City Staff, and the City's Consultants to take any additional steps and actions necessary or convenient to accomplish the intent of this resolution.

Section 4. Effective Date. This resolution is effective immediately upon its passage and without publication.

Date Adopted: April 12, 2022

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator

Exhibit A
Rice County 2040 Future Land Use

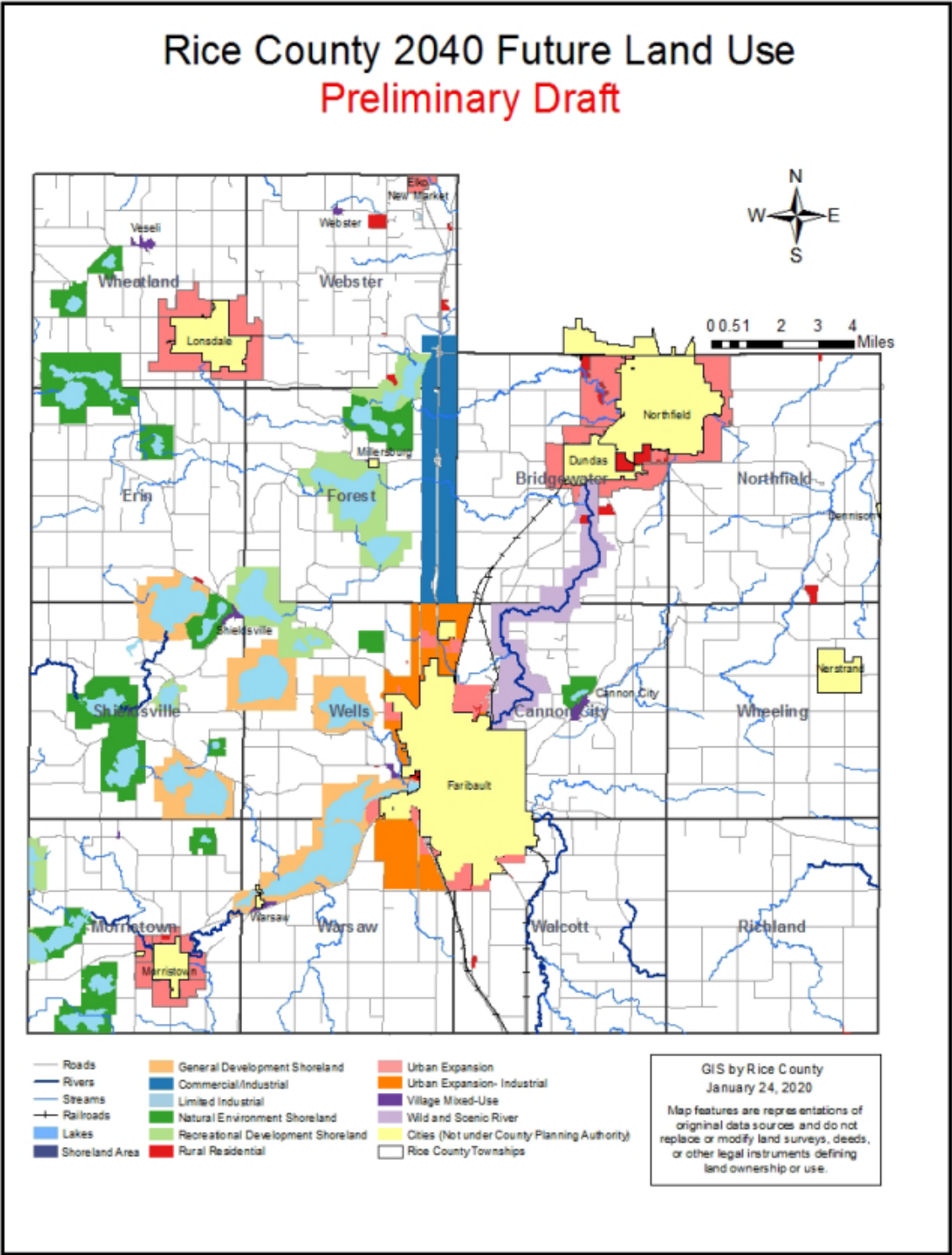


Exhibit B Letter to Rice County Commissioners



April 13, 2021

Rice County Commissioners
Rice County
320 3rd Street NW
Faribault, MN 55021

Delivered via email to CompPlanInput@co.rice.mn.us and jrunkle@co.rice.mn.us

Dear Rice County Commissioners:

On behalf of the Faribault City Council, thank you for the opportunity to review and comment on the draft Rice County 2040 Comprehensive Plan Update. City Staff provided the County with general comments on October 30, 2020. However, in light of recent preliminary discussions that others are having regarding potential commercial and industrial development along the Interstate Highway 35 corridor north of County Road 9, the Faribault City Council wants to share the following comments with the Rice County Commissioners:

1. **Faribault's Staged Growth Plan.** The City's adopted Journey to 2040 Comprehensive Plan includes a Staged Growth Plan that shows an area for future commercial and industrial development along the Interstate Highway 35 corridor from Faribault's northern boundary to County Road 9. If the City receives requests to annex properties within this staged growth area, the City could logically provide City sewer and water to the properties, provided the City and Town have an annexation agreement related to the properties.
2. **Faribault's Sewer and Water Service Policy.** The City Council does not support providing municipal sewer and water service to properties outside the City of Faribault's corporate boundary, except in highly extenuating circumstances like the Roberds Lake Sanitary Sewer Service Agreement. The City Council feels that municipal sewer and water should serve commercial and industrial development.
3. **Faribault's Approach to Annexation.** The City and surrounding Towns no longer have active orderly annexation agreements. However, if the Towns are interested in renewing orderly annexation agreement discussions, the City of Faribault would gladly participate in the discussions.

Except for City-owned property contiguous to the city limits, the City of Faribault has no plans to pursue annexation outside the current corporate boundary. If the City were to receive an annexation petition for property outside the city limits, the City would then work with the property owner and Town to discuss the petition and potentially enter into an appropriate annexation agreement.

4. **Rice County's Draft Land Use Plan North of County Road 9.** The County's draft Land Use Plan guides the I-35 corridor north of County Road 9 for a mix of commercial and industrial uses. While unique opportunities may arise at any time for commercial or industrial development in this area, the City Council supports logical and sequential development within the City's staged growth area. If the City's staged growth area is developed over time, the City could support commercial and industrial development north of County Road 9. However, the properties should be annexed into the city and served by municipal sewer and water.
5. **Urban Design Standards.** The City Council recognizes that the City does not control land use outside the city limits. However, if limited commercial or industrial development were to occur outside the city limits, but in an area that could eventually be annexed into the city, the City strongly encourages the development to meet City design standards to minimize future nonconformities.

Again, thank you for the opportunity to review and comment on the draft Rice County 2040 Comprehensive Plan update. The City of Faribault is available to discuss land use issues and opportunities with Rice County and the Towns.

Sincerely,



Mayor Kevin F. Voracek

Exhibit C
Faribault Comprehensive Plan – Future Land Use

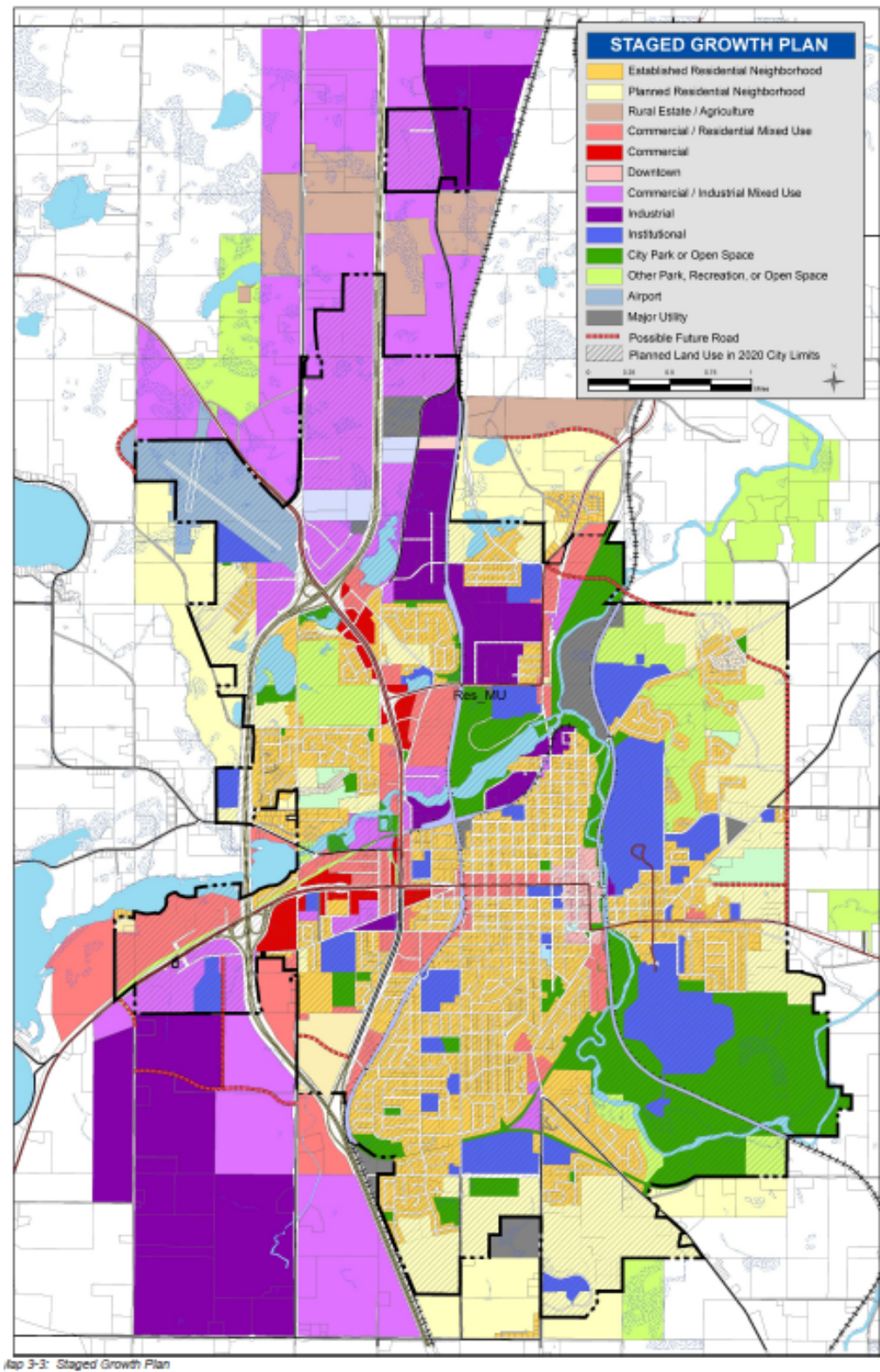


Exhibit D
Acres included in Application of Rezoning to Rural Industrial



Zoning Rezoning of Property Application UID # 10603

App. Status: Pending Review

Property Information

Parcel Information:

Parcel Information				Owner Information
Parcel ID Number	Site Address	City	Zoned as	Owner Name
07.29.3.50.002	2160 140TH ST E	DUNDAS	AGRICULTURAL	JEFFREY D & LINDA D KIRKPATRICK TRUST
07.29.3.50.004			AGRICULTURAL	JEFFREY D & LINDA D KIRKPATRICK TRUST
07.29.3.50.005	2230 140TH ST E	DUNDAS	AGRICULTURAL	BARSNESS ADAM W & MELISSA S
07.29.3.75.003			AGRICULTURAL	KOKTAVY EDWARD J
07.29.4.00.002			AGRICULTURAL	LUMEROO LLC
07.29.4.00.003	13750 FARIBAULT BLVD	DUNDAS	AGRICULTURAL	MERLU BLUE LLC
07.31.1.00.001			AGRICULTURAL	KOKTAVY EDWARD J
07.31.1.25.002	1601 140TH ST E	DUNDAS		THOMAS JOHN M & JUDY K
07.31.4.00.001			AGRICULTURAL	BARSNESS CONSTRUCTION & EXCAVATION
07.32.2.25.003			AGRICULTURAL	KOKTAVY EDWARD J
07.32.2.50.001			AGRICULTURAL	THOMAS JOHN M & JUDY K
07.32.3.25.001			AGRICULTURAL	BARSNESS CONSTRUCTION & EXCAVATION

Are you the landowner?

No

Will you be using an Authorized Agent?

Yes

Landowner Information

Landowner Information:

Name:

Various -see Authorized agent forms

Phone #1:

(507) 645 - 1656

Mailing Address:

500 Railway Street

Dundas MN 55019

Applicant Information

Applicant Information:

Name:

Bridgewater Township

Phone #1:

(507) 645 - 1656

Email Address:

clerk@bridgewatertp.org

Mailing Address:

550 Railway Street South

Dundas MN 55019

Authorized AgentAuthorized Agent Contact
Information:

Name:

Cindy Nash

Phone #1:

(612) 702 - 3845

Email Address:

cnash@collaborative-planning.com

Mailing Address:

Bridgewater Township

500 Railway Street South

Dundas MN 55019

Authorized Agent Form:

File 1:  [Authorized_Agent_Forms.pdf](#)**Detailed Narrative**

Detailed Narrative:

Please see attached.

Supplemental Information:

File 1:  [Bridgewater_Township_Rezoning_Legal_Descriptions.pdf](#)File 2:  [List_of_Properties_to_be_rezoned.pdf](#)File 3:  [Narrative.pdf](#)**Site Plan**

Please attach a site plan.:

File 1: [Map_of_Properties_to_be_rezoned.jpg](#)**Septic Information**Is your septic system less than 5
years old or
had a valid compliance inspection
in the past 3 years?NoPlease attach any septic
inspections or compliance
inspection records.:File 1:  [Septic.pdf](#)**Terms****Terms and Conditions**

By checking the box above, I hereby certify that all data contained herein, as well as supporting data, are true and correct.

Landowner or Applicant or Representative must attend the scheduled public hearings.

Public Notes

Text:

7/13/21 TM - Item requires legal descriptions for the properties/portions thereof to be rezoned.
3/1/22 aa - Item to be heard at the April 7, 2022 Planning Commission meeting.

File(s):

Internal Notes

Text:

7/13/21 TM - Left Cindy voicemail about legal.
7/19/21 pc - Application fee refund as board approved to waive fee

File(s):

Collaborative Planning, LLC

July 2, 2021

VIA ONLINE SUBMISSION

Mr. Trent McCorkell
Rice County
320 Third Street NW
Faribault, MN 55021

Subject: Proposed Rezoning of Bridgewater Township Parcels to Create Industrial Area

Dear Trent:

On behalf of Bridgewater Township and the property owners, we are pleased to submit this application for rezoning of a portion of the Township to Rural Industrial. An application for a zoning text amendment to create a new Rural Industrial zoning district has been submitted separately.

The purpose of the rezoning is to establish the framework for the creation of a new industrial area in Rice County. This industrial area can serve multi-modal industrial needs given its proximity to both I-35 and adjacency to the railroad. In addition, Bridgewater Township has commenced studies related to upgrading 140th Street East to support this endeavor. Although there are no specific users at this time, some of the property owners are in negotiations with developers related to potential users.

All of the properties are currently zoned Agricultural, and the proposed Rural Industrial district would allow for those continued Agricultural uses until such time as the properties have adequate infrastructure available to serve them and suitable industrial uses are proposed and developed. This rezoning action is to establish a framework for development in terms of the uses and performance standards required, which can then be used by potential developers and property owners to inform their decision-making and development proposals. Establishing this framework will also provide the Township with some certainty needed to continue with the process of making investments in infrastructure to serve this area. Specific uses are not yet known, but would be consistent with those uses requested in the draft Rural Industrial District.

The properties are all contiguous to each other, and are located in Bridgewater Township east of the railroad, west of CR 83 and on either side of 140th Street East. The subject properties are zoned Agricultural, and all adjacent properties are zoned Agricultural. Existing uses of properties within one-half mile are typically agricultural and mining uses, with some residential properties and home-occupations.

The proposed rezoning and ultimate development of a rural industrial area is in compliance with the Comprehensive Plan by implementing the following goals:

- Create commercial/industrial zones
- Promote the expansion of employment and the tax base within the County
- Coordinating with partnering local governments
- Facilitate development of an efficient transportation system.
- Maintain a diverse economic mix
- Diversify the tax base

Bridgewater Township appreciates the opportunity to partner with Rice County on expanding economic opportunities within the County. If there is additional information that you require for this application, please advise.

Sincerely,

A handwritten signature in purple ink that reads "Cynthia Nash".

Cynthia Nash, AICP EDFP
Town Planner
612-702-3845

cc: Bridgewater Township
Property Owners of Subject Parcels



BRIDGEWATER TOWNSHIP RURAL INDUSTRIAL ZONE PROPERTIES

ParcelID	Owner	MailingAddress	MailingCityStZip	Portion to be Rezoned
07.29.3.50.002	JEFFREY D KIRKPATRICK	2160 140TH ST E	DUNDAS MN 55019	Entire parcel
07.29.3.50.004	JEFFREY D & LINDA D KIRKPATRICK	2160 140TH ST E	DUNDAS MN 55019	Entire parcel
07.29.3.50.005	ADAM W & MELISSA S BARSNESS	2230 140TH ST E	DUNDAS MN 55019	Entire parcel
07.29.3.75.003	EDWARD J KOKTAVY	10998 FAIRBANKS AVE	LONSDALE MN 55046	Entire parcel
07.29.4.00.002	LUMEROO LLC	109 MILL ST E	DUNDAS MN 55019	Entire parcel
07.29.4.00.003	MERLU BLUE LLC	109 MILL ST E	DUNDAS MN 55019	Entire parcel
07.31.1.00.001	EDWARD J KOKTAVY	10998 FAIRBANKS AVE	LONSDALE MN 55046	Entire parcel
07.31.1.25.002	JOHN M & JUDY K THOMAS	1601 140TH ST E	DUNDAS MN 55019	That portion east of the railroad
07.31.4.00.001	BARSNESS CONSTRUCTION & EXCAVAT	26836 GRAND AVE	ELKO NEW MARKET MN 55020	Northern portion as shown on map
07.32.2.25.003	EDWARD J KOKTAVY	10998 FAIRBANKS AVE	LONSDALE MN 55046	That portion west of CR 83
07.32.2.50.001	JOHN M & JUDY K THOMAS	1601 140TH ST E	DUNDAS MN 55019	Entire parcel
07.32.3.25.001	BARSNESS CONSTRUCTION & EXCAVAT	26836 GRAND AVE	ELKO NEW MARKET MN 55020	Entire parcel



ENVIRONMENTAL SERVICES

PLANNING DIVISION

320 Third Street NW • Faribault, MN 55021
(507) 332-6113 • Fax (507) 332-6277
www.co.rice.mn.us

Authorized Agent Form

I (we) hereby authorize Bridgewater Township to act as my authorized agent and to represent me in all actions required in obtaining the below listed approvals from Rice County Environmental Services for my property located at:

Site Address: _____

Parcel Identification number: 07.31.1.25.002

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
☐ Conditional Use Permit
☐ Variance
☐ Land Subdivision (Waiver of Plat, Plat)
☐ Environmental Review
☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 612-702-3845

Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 651-343-6613

Email: clerk@bridgewater township.org

Landowner information:

Name: John M Thomas Address: 1601 140th St E Dundas MN

Phone Number(s): 612-242-9952 612-202-1022

Email: John1965T@live.com

I (we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

John M Thomas
Landowner Signature

Date: 6-24-21

Judy Thomas
Landowner Signature

Date: 6-24-21



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Authorized Agent Form

I (we) hereby authorize Bridgewater Township to act as my authorized agent and to represent me in all actions required in obtaining the below listed approvals from Rice County Environmental Services for my property located at:

Site Address: _____

Parcel Identification number: 07.31.4.00.001

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
☐ Conditional Use Permit
☐ Variance
☐ Land Subdivision (Waiver of Plat, Plat)
☐ Environmental Review
☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 612-702-3845

Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 651-343-6613

Email: clerk@bridgewatertp.org

Landowner information:

Name: Barsness Construction Address: 26836 Grand Ave., Elk River, MN 55020

Phone Number(s): 952-292-8606

Email: warrenbarsness@gmail.com

I(we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

Warren Barsness Date: 6-22-21 [Signature] Date: 6/22/21
Landowner Signature Landowner Signature



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Authorized Agent Form

I (we) hereby authorize Bridgewater Township to act as my authorized agent and to represent me in all actions required in obtaining the below listed approvals from Rice County Environmental Services for my property located at:

Site Address: _____

Parcel Identification number: 07.32.3.25.001

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
☐ Conditional Use Permit
☐ Variance
☐ Land Subdivision (Waiver of Plat, Plat)
☐ Environmental Review
☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 612-702-3845

Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 651-343-6613

Email: clerk@bridgewaterwp.org

Landowner information:

Name: Barsness Construction Address: 26836 Grand Ave., Elko New Market, MN 55020

Phone Number(s): 952-292-8606

Email: warrenbarsness@gmail.com

I(we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

Warren Barsness Date: 6-22-21 Warren Barsness Date: 6/22/21
Landowner Signature Landowner Signature

PID 07.31.1.25.002 (eastern part of)

All that part of the Northeast Quarter (NE ¼) of Section 31 lying East of the right of way of the Chicago, Rock Island and Pacific Railway,

EXCEPT that tract described as follows: Beginning at the Northeast corner of said Northeast Quarter (NE ¼); thence South along the section line 90 rods and 3.5 feet; thence West parallel with the north line of said section to the right of way of the Chicago, Rock Island and Pacific Railway Company; thence in a Northeasterly direction along said right of way to the place of beginning.

PID 07.31.4.00.001 and PID 07.32.3.25.001

All that part of the North ½ of the Southeast ¼ lying East of the right of way of the Burlington, Cedar Rapids and Northern Railroad (now known as the Chicago, Rock Island and Pacific Railway Company); the East 50 rods of the South ½ of the Southeast ¼; EXCEPT right of way of the Minnesota central Railroad Company (now known as the Chicago, Great Western Railway Company), all in Section 31, all that part of the West ½ of the Southwest ¼ in Section 32, lying West of the right of way of the Minnesota central Railroad Company (now known as the Chicago, great Western Railway Company); all in Township 111 North, Range 20 West of the Fifth Principal Meridian.

And

All that part of the right of way of the Chicago and Northwestern Transportation Company lying in the Southeast ¼ of Section 31, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County Minnesota and

All that part of the Chicago Northwestern Transportation, lying westerly from the centerline of the tract as hereinbefore laid out and being within the West ½ of the Southwest ¼ of Section 32, Township 111 North, Range 20 West of the Fifth Principal Meridian, in Rice County Minnesota.



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Authorized Agent Form

I (we) hereby authorize Bridgewater Township to act as my authorized agent and to represent me in all actions required in obtaining the below listed approvals from Rice County Environmental Services for my property located at:

Site Address: _____

Parcel Identification number: 07.31.1.00.001

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
☐ Conditional Use Permit
☐ Variance
☐ Land Subdivision (Waiver of Plat, Plat)
☐ Environmental Review
☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 612-702-3845

Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 651-343-6613

Email: clerk@bridgewaterwp.org

Landowner information:

Name: EDWARD KORTAN Address: 10998 FAIRBANKS AVE

Phone Number(s): 507 301 4227 CONSDALE MN.

Email: ED6982@HOTMAIL.COM

I (we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

Edward Kortan
Landowner Signature

Date: 6/22/21

Date: _____

Landowner Signature



ENVIRONMENTAL SERVICES

PLANNING DIVISION

320 Third Street NW • Faribault, MN 55021

(507) 332-6113 • Fax (507) 332-6277

www.co.rice.mn.us

Authorized Agent Form

I (we) hereby authorize Bridgewater Township to act as my authorized agent and to represent me in all actions required in obtaining the below listed approvals from Rice County Environmental Services for my property located at:

Site Address: _____

Parcel Identification number: 07.32.2.25.003

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
☐ Conditional Use Permit
☐ Variance
☐ Land Subdivision (Waiver of Plat, Plat)
☐ Environmental Review
☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 612-702-3845

Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 651-343-6613

Email: clerk@bridgewaterwp.org

Landowner information:

Name: Edward K. Kuty Address: 10998 Fairbanks Ave, Lonsdale

Phone Number(s): 507-301-4227

Email: ED6982@hotmail.com

I (we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

Edward K. Kuty Date: 6/22/21 Date: _____
Landowner Signature Landowner Signature

All that part of the East 47 acres of the Northwest Quarter of Section 32, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, lying North and West of the southeast right of way line of the Chicago Great Western Railway Company.

AND

That part of the West 113 acres of the Northwest Quarter of Section 32, and that part of the Northeast Quarter of Section 31 lying southeasterly of the Chicago, Rock Island and Pacific Railway Company, all in Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, lying north and east of the following described line:

Commencing at the southeast corner of said Northeast Quarter of Section 31; thence westerly along the south line of said Northeast Quarter of Section 31 (for the purposes of this description bearings are assumed and based on said south line being North 89 degrees 20 minutes 57 seconds West), a distance of 862.63 feet to a point in the southeasterly right of way line of the Chicago, Rock Island and Pacific Railroad; thence North 18 degrees 03 minutes 44 seconds East, along said right of way line, 1206.34 feet, to the point of beginning of the line to be described; thence South 89 degrees 23 minutes 52 seconds East, to the east line of the Southwest Quarter of said Northwest Quarter of Section 32; thence southerly along said east line to the southeast corner of said Southwest Quarter of the Northwest Quarter, said line there terminating.

EXCEPT:

Part of the Northwest Quarter of Section 32, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows: Commencing at a point in the north line of said Northwest Quarter (for purposes of this description bearings are assumed and based on said north line being South 89° 37' 49" East), 1871.12 feet easterly from the northwest corner of said Northwest Quarter, said point also being the northwest corner of the East 47.0 acres of said Northwest Quarter; thence South 0° 18' 54" West, along the west line of said East 47.0 acres, 455.79 feet to a point in the center line of County Road 83 (Bachrach Avenue) and the point of beginning of the parcel to be herein described; thence continue South 0° 18' 54" West, along said west line, 488.60 feet; thence North 78° 30' 28" West, 464.07 feet to a point in the center line of said County Road 83; thence North 47° 23' 57" East, along said center line, 25.94 feet; thence North 49° 11' 06" East, 579.21 feet to said point of beginning.



ENVIRONMENTAL SERVICES

PLANNING DIVISION

320 Third Street NW • Faribault, MN 55021

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Authorized Agent Form

I (we) hereby authorize Bridgewater Township to act as my authorized agent and to represent me in all actions required in obtaining the below listed approvals from Rice County Environmental Services for my property located at:

Site Address: 2160 140th St E

Dundas MN 55019

Parcel Identification number: 07.29.3.50.002

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
☐ Conditional Use Permit
☐ Variance
☐ Land Subdivision (Waiver of Plat, Plat)
☐ Environmental Review
☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 612-702-3845

Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 651-343-6613

Email: clerk@bridgewaterwp.org

Landowner information:

Name: Jeffrey & Linda Kirkpatrick Address: 2160 140th St E Dundas MN 55019

Phone Number(s): 507-330-0396 425-877-0767

Email: jdl.kirkpatrick@hotmail.com

I (we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

Jeffrey Kirkpatrick
Landowner Signature

Date: 7-1-2021

Linda D. Kirkpatrick
Landowner Signature

Date: 7-1-2021

Bridgewater Township Rezoning

Legal Descriptions

PID 07.29.3.50.002

Exhibit "A"

ALL THAT PART OF THE SOUTH ONE-HALF ($\frac{1}{2}$) OF THE SOUTHWEST QUARTER, (SW $\frac{1}{4}$) OF SECTION 29, TOWNSHIP 111 NORTH, RANGE 20 WEST OF THE FIFTH PRINCIPAL MERIDIAN, RICE COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS TO-WIT: BEGINNING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER (SW $\frac{1}{4}$); THENCE EASTERLY, ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER (SW $\frac{1}{4}$), 768 FEET TO THE TRUE POINT OF BEGINNING OF THE PARCEL TO BE HEREIN DESCRIBED; THENCE NORTHERLY, PARALLEL WITH THE WEST LINE OF SAID SOUTHWEST QUARTER (SW $\frac{1}{4}$), 250.00 FEET; THENCE WESTERLY, PARALLEL WITH SAID SOUTH LINE, 200.00 FEET; THENCE SOUTHERLY, PARALLEL WITH SAID WEST LINE 250.00 FEET TO A POINT IN SAID SOUTH LINE; THENCE EASTERLY ALONG SAID SOUTH LINE 200.00 FEET TO SAID TRUE POINT OF BEGINNING; SUBJECT TO COUNTY ROAD NO. 83 OVER THE SOUTHERLY SIDE OF THE HEREIN DESCRIBED PARCEL;

AND ALSO

Part of the South One-half of the Southwest Quarter ($\frac{1}{2}$ of SW $\frac{1}{4}$) of Section 29, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows: Beginning at the Southwest corner of said Southwest Quarter; thence easterly, along the South line of said Southwest Quarter, 368.00 feet; thence northerly, parallel with the West line of said Southwest Quarter, 250.00 feet to the true point of beginning of the parcel to be herein described; thence southerly, parallel with said West line, 250.00 feet to a point in said South line; thence easterly, along said South line, 200.00 feet; thence northerly, parallel with said West line, 250.00 feet; thence easterly, parallel with said South line, 200.00 feet; thence northerly, parallel with said West line, 325.00 feet; thence westerly, parallel with said South line, 100.00 feet; thence southwesterly, to said true point of beginning; subject to County Road 83 over the southerly side thereof.



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Authorized Agent Form

I (we) hereby authorize Bridgewater Township to act as my authorized agent and to represent me in all actions required in obtaining the below listed approvals from Rice County Environmental Services for my property located at:

Site Address: _____

Parcel Identification number: 07.29.3.50.004

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
- ☐ Conditional Use Permit
- ☐ Variance
- ☐ Land Subdivision (Waiver of Plat, Plat)
- ☐ Environmental Review
- ☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 612-702-3845

Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 651-343-6613

Email: clerk@bridgewaterwp.org

Landowner information:

Name: Jeffrey & Linda Kirkpatrick Address: 2160 140th St E, Dundas, MN 55019

Phone Number(s): 507-330-0396 425-877-0767

Email: j.l.kirkpatrick@hotmail.com

I (we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

Jeffrey Kirkpatrick
Landowner Signature

Date: 7-1-2021

Linda Kirkpatrick
Landowner Signature

Date: 7-1-2021



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Authorized Agent Form

I (we) hereby authorize Bridgewater Township to act as my authorized agent and to represent me in all actions required in obtaining the below listed approvals from Rice County Environmental Services for my property located at:

Site Address: _____

Parcel Identification number: 07.29.3.50.005

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
☐ Conditional Use Permit
☐ Variance
☐ Land Subdivision (Waiver of Plat, Plat)
☐ Environmental Review
☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 612-702-3845

Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 651-343-6613

Email: clerk@bridgewaterwp.org

Landowner information:

Name: Adam Bartzner Address: 2230 140th St East

Phone Number(s): 952-292-8608

Email: adam.bartzner83@hotmail.com

I (we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

x [Signature]
Landowner Signature

Date: 6/24/01

x [Signature]
Landowner Signature

Date: 6/24/01

Part of the South One-half of the Southwest Quarter of Section 29, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows: Beginning at a point in the south line of said South One-half of Southwest Quarter (for purposes of this description bearings are assumed and based on said south line being North 89°45'48" East), 768.00 feet easterly from the southwest corner of said South One-half of Southwest Quarter; thence North 0°40'19" West, parallel with the west line of said South One-half of Southwest Quarter, 511.47 feet; thence North 89°45'48" East, parallel with said south line, 358.64 feet; thence South 38°12'23" West, 229.73 feet; thence South 0°40'19" East, parallel with said west line, 46.00 feet; thence South 89°45'48" West, parallel with said south line, 50.44 feet; thence South 0°40'19" East, parallel with said west line, 285.53 feet to a point in said south line; thence South 89°45'48" West, 164.00 feet to said point of beginning; subject to 140th Street East over the southerly side thereof.

Part of the South One-half of the Southwest Quarter of Section 29, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows: Beginning at a point in the south line of said South One-half of Southwest Quarter (for purposes of this description bearings are assumed and based on said south line being North 89° 45' 48" East), 932.00 feet easterly from the southwest corner of said South One-half of Southwest Quarter; thence North 0° 40' 19" West, parallel with the west line of said South One-half of Southwest Quarter, 285.53 feet; thence North 89° 45' 48" East, parallel with said south line, 50.44 feet; thence North 0° 40' 19" West, parallel with said west line, 46.00 feet; thence North 38° 12' 23" East, 229.73 feet; thence South 36° 01' 48" East, 100.22 feet; thence South 8° 11' 49" East, 206.20 feet; thence South 3° 20' 42" West, 226.39 feet to a point in said south line; thence South 89° 45' 48" West, along said south line, 263.78 feet to said point of beginning.



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Authorized Agent Form

I (we) hereby authorize Bridgewater Township to act as my authorized agent and to represent me in all actions required in obtaining the below listed approvals from Rice County Environmental Services for my property located at:

Site Address: _____

Parcel Identification number: 07.29.3.75.003

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
☐ Conditional Use Permit
☐ Variance
☐ Land Subdivision (Waiver of Plat, Plat)
☐ Environmental Review
☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 612-702-3845

Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 651-343-6613

Email: clerk@bridgewaterwp.org

Landowner information:

Name: Edward Koltay Address: 10998 Fairbanks Ave, Lonsdale

Phone Number(s): 507-301-4227

Email: ED6982@hotmail.com

I (we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

Edward Koltay Date: 6/22/21 Date: _____
Landowner Signature Landowner Signature

PID 07.29.3.75.003

That part of the Southwest Quarter of Section 29, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows: Beginning at a point in the South line of said Southwest Quarter at its intersection with a line 368.00 feet easterly from and parallel with the West line of said Southwest Quarter; thence South 89°45'48" West along said South line (for purposes of this description bearings are assumed and based on said South line being South 89°45'48" West), a distance of 367.03 feet to a point in the southeasterly right of way line of the Chicago, Milwaukee and St. Paul Railway; thence North 38°37'29" East, along said railroad right of way line 3388.19 feet to a point in the North line of said Southwest Quarter; thence North 89°56'35" East; along said North line, 523.73 feet to the Northeast corner of said Southwest Quarter; thence South 0°13'56" East along the East line of said Southwest Quarter, 2235.63 feet; thence South 50°48'38" West, 637.85 feet to a point in said South line of Southwest Quarter, thence South 89°45'48" West along said South line, 386.37 feet to a point distant 1768.00 feet easterly from said Southwest corner of Southwest Quarter; thence North 0°14'12" West, at right angles to said South line of Southwest Quarter, 435.00 feet; thence South 89°45'48" West, parallel with said South line of Southwest Quarter, 1003.31 feet to a point in a line 768.00 feet easterly from and parallel with the West line of said Southwest Quarter; thence North 0°40'19" West, parallel with said West line of Southwest Quarter, 139.99 feet to a point in a line 575.00 feet northerly from and parallel with said South line of Southwest Quarter; thence South 89°45'48" West, parallel with said South line of Southwest Quarter, 100.00 feet; thence South 42°14'15" West, 440.62 feet to a point in said line 368.00 feet easterly from and parallel with said West line of Southwest Quarter, thence South 0°40'19" East, along said parallel line, 250.00 feet to said point of beginning;

Legal description continued on next page

AND

That part of the South One-Half of Southwest Quarter of Section 29, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows: Beginning at a point in the South line of said Southwest Quarter, 768 feet easterly from the Southwest corner of Southwest Quarter; thence easterly along said South line, 1000 feet; thence North at right angles to said South line, 435 feet; thence westerly, parallel with said South line, about 1000 feet to a point in a line 768 feet easterly from and parallel with the West line of said Southwest Quarter; thence southerly along said parallel line 768 feet from said West line, to the point of beginning;

EXCEPT THE FOLLOWING:

Part of the South One-half of the Southwest Quarter of Section 29, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows: Beginning at a point in the south line of said South One-half of Southwest Quarter (for purposes of this description bearings are assumed and based on said south line being South 89°45'48" West), a distance of 496.00 feet westerly from the southeast corner of said Southwest Quarter; thence North 50°48'38" East, 637.85 feet to a point in the east line of said South One-half of Southwest Quarter; thence North 0°13'56" West, along said east line, 179.42 feet; thence South 50°48'38" West, 923.23 feet to a point in said south line; thence North 89°45'48" East, along said south line, 221.92 feet to said point of beginning; subject to 140th Street East over the southerly side thereof, consisting of 2.50 acres, more or less, including said road right of way;

AND ALSO EXCEPT:

Part of the South One-half of the Southwest Quarter of Section 29, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows: Beginning at a point in the south line of said South One-half of Southwest Quarter (for purposes of this description bearings are assumed and based on said south line being North 89° 45' 48" East), a distance of 768.00 feet easterly from the southwest corner of said Southwest Quarter; thence North 0° 40' 19" West, 511.47 feet; thence North 89° 45' 48" East, parallel with said south line, 358.64 feet; thence South 36° 01' 47" East, 100.22 feet; thence South 8° 11' 49" East, 206.20 feet; thence South 3° 20' 42" West, 226.39 feet to a point in said south line; thence South 89° 45' 48" West, 427.78 feet to said point of beginning; subject to 140th Street East over the southerly side thereof, consisting of 5.00 acres, more or less, including said road right of way;



ENVIRONMENTAL SERVICES

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Authorized Agent Form

I (we) hereby authorize Bridgewater Township to act as my authorized agent and to represent me in all actions required in obtaining the below listed approvals from Rice County Environmental Services for my property located at:

Site Address: Dundas (Comus) Minnesota
Parcel Identification number: 07.29.4.00.002

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
☐ Conditional Use Permit
☐ Variance
☐ Land Subdivision (Waiver of Plat, Plat)
☐ Environmental Review
☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019
Phone Number(s): 612-702-3845
Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019
Phone Number(s): 651-343-6613
Email: clerk@bridgewaterwp.org

Landowner information:

Name: Lumeroo LLC Address: 109 Mill St. E, Dundas Mn 55019
Phone Number(s): 612-387-9018 952-435-1813
Email: deanna.hovland@gmail.com meldeen@integra.net

I(we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

Deanna Hovland Date: 6/21/21 Meldeen Eden Date: 6/21/21
Landowner Signature Landowner Signature
Chief Manager Secretary Treasurer



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Site Address: Dundas (Comus) Minnesota
Parcel Identification number: 07.29.4.00.003

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
☐ Conditional Use Permit
☐ Variance
☐ Land Subdivision (Waiver of Plat, Plat)
☐ Environmental Review
☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019
Phone Number(s): 612-702-3845
Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019
Phone Number(s): 651-343-6613
Email: clerk@bridgewaterwp.org

Landowner information:

Name: Merlu Blue LLC Address: 109 Mill St. E. Dundas, MN 55019
Phone Number(s): 612-387-9018 952-435-1813
Email: deannahovland@gmail.com meldeert@integra.net

I (we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

Deanne / Hovland Date: 6/21/21 Melanie Elden Date: 6/21/21
Landowner Signature Landowner Signature
Chief manager Secretary Treasurer

PID 07.29.4.00.002

That Part of the Southeast Quarter of Section 29, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows: Beginning at Northeast corner of said Southeast Quarter; thence South 0°07'35" West (assumed bearing) along the East line of said Southeast Quarter, 1228.76 feet to the intersection of said east line with the northwesterly right of way line per the recorded plat of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 66-40; thence North 89°26'58" West, 1353.13 feet; thence South 49°03'00" West, 546.77 feet; thence North 00°07'35" East, 601.45 feet; thence North 89°26'59" West, 877.94 feet to the West line of said Southeast Quarter; thence North 00°22'33" East, 989.59 feet to the North line of said Southeast Quarter; thence South 89°26'59" East, along the North line of said Southeast Quarter 809.55 feet; thence South 25°22'44" East, 225.00 feet; thence South 68°37'44" East, 254.70 feet; thence North 13°03'16" East, 300.00 feet to the North line of said Southeast Quarter; thence South 89°26'59" East along said North line 1428.00 feet to the Point of Beginning, and there terminating.
Subject to Cabot Avenue over the Easterly side thereof. Containing 69.6 acres more or less.

PID 07.29.4.00.003

Part of the Southeast Quarter of Section 29, Township 111 North, Range 20 West of the Fifth Principal Meridian, Rice County, Minnesota, described as follows: Beginning at a point in the east line of said Southeast Quarter, 1228.76 feet (1228.68 Deed) southerly from the northeast corner of said Southeast Quarter (for purposes of this description bearings are assumed and based said east line being South 0°07'35" West), said point also being at the intersection of said east line with the northwesterly right of way line per the recorded plat of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 66-40; thence North 89°26'58" West, 1353.13 feet (1353.05 Deed); thence South 49°03'00" West, 546.77 feet (547.72 Deed) to a point in the west line of the east 106.67 acres of said Southeast Quarter; thence South 0°07'35" West, along said west line, 258.92 feet (258.36 Deed) to the southwest corner of the north 75.0 acres of said east 106.67 acres; thence South 89°26'58" East, along the south line of said north 75.0 acres, 1374.99 feet (1375.62 Deed) to a point in said northwesterly right of way line of Minnesota Trunk Highway 3; thence northeasterly, along said right of way, on a non-tangential curve, concave southeasterly (curve data: delta angle = 9°00'21"; radius = 4656.94 feet; chord bearing and distance = North 32°23'15" East, 731.23 feet), an arc distance of 731.98 feet to said point of beginning; subject to County Road 77 (Cabot Avenue) over the easterly side thereof.



ENVIRONMENTAL SERVICES

PLANNING DIVISION

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Authorized Agent Form

I (we) hereby authorize Bridgewater Township to act as my authorized agent and to represent me in all actions required in obtaining the below listed approvals from Rice County Environmental Services for my property located at:

Site Address: _____

Parcel Identification number: 07.32.2.50.001

Type of application agent is authorized to represent property in: (Check all applicable)

- ☐ Building/Landuse structure permit
☐ Conditional Use Permit
☐ Variance
☐ Land Subdivision (Waiver of Plat, Plat)
☐ Environmental Review
☒ Other: Rezone to Rural Industrial

Agent contact information:

Name: Cindy Nash Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 612-702-3845

Email: cnash@collaborative-planning.com

Agent contact information:

Name: Glen Castore Address: P.O. Box 246, Dundas, MN 55019

Phone Number(s): 651-343-6613

Email: clerk@bridgewaterwp.org

Landowner information:

Name: John M Thomas Address: 1401 140th St E Dundas

Phone Number(s): 612-242-9952 612-202-1022

Email: John1965T@live.com

I(we) hereby certify that I am the owner of the above property, have authorized the above listed person to act in my behalf and that all information on this form is true and correct:

John M Thomas
Landowner Signature

Date: 6-24-21

Judy Thomas
Landowner Signature

Date: 6.24.21

THOSE PARTS OF THE NORTHEAST QUARTER (NE¼) OF SECTION 31, AND THAT PART OF THE NORTHWEST QUARTER (NW¼) OF SECTION 32, ALL BEING IN TOWNSHIP 111 NORTH RANGE 20 WEST OF THE FIFTH PRINCIPAL MERIDIAN, RICE COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT IN THE NORTH LINE OF SAID NORTHEAST QUARTER (NE¼) OF SECTION 31 (FOR PURPOSES OF THIS DESCRIPTION BEARINGS ARE ASSUMED AND BASED ON SAID NORTH LINE BEING NORTH 89°23'52" WEST), A DISTANCE OF 339.50 FEET WESTERLY FROM THE NORTHEAST CORNER OF SAID NORTHEAST QUARTER (NE¼), SAID POINT BEING IN THE NORTHWESTERLY RIGHT OF WAY LINE OF THE CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD; THENCE SOUTH 39°13'52" WEST ALONG SAID RAILROAD RIGHT OF WAY LINE, 1043.70 FEET; THENCE SOUTH 50°46'08" EAST ALONG SAID RIGHT OF WAY LINE, 100.00 FEET; THENCE SOUTH 39°13'52" WEST, ALONG SAID RAILROAD RIGHT OF WAY LINE, 1195.30 FEET TO THE BEGINNING OF A TANGENTIAL CURVE, CONCAVE SOUTHEASTERLY (CURVE DATA: DELTA ANGLE = 18°11'34"; RADIUS = 2980.93 FEET; CHORD BEARING AND DISTANCE = SOUTH 30°08'05" WEST, 942.54 FEET), AN ARC DISTANCE OF 946.51 FEET TO A POINT IN THE SOUTH LINE OF SAID NORTHEAST QUARTER (NE¼); THENCE NORTH 89°20'57" WEST, ALONG SAID SOUTH LINE 519.50 FEET TO THE SOUTHWEST CORNER OF SAID NORTHEAST QUARTER (NE¼); THENCE NORTH 0°06'23" WEST, ALONG THE WEST LINE OF SAID NORTHEAST QUARTER (NE¼), 2631.39 FEET TO THE NORTHWEST CORNER OF SAID

NORTHEAST QUARTER (NE¼); THENCE SOUTH 89°23'52" EAST, ALONG SAID NORTH LINE OF NORTHEAST QUARTER (NE¼), 2336.27 FEET TO SAID POINT OF BEGINNING; AND ALSO BEGINNING AT A POINT IN THE SOUTH LINE OF SAID NORTHEAST QUARTER (NE¼) OF SECTION 31 (FOR PURPOSES OF THIS DESCRIPTION BEARINGS ARE ASSUMED AND BASED ON SAID SOUTH LINE BEING NORTH 89°20'57" WEST), A DISTANCE OF 967.43 FEET WESTERLY FROM THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER (NE¼), SAID POINT BEING IN THE NORTHWESTERLY RIGHT OF WAY LINE OF THE CHICAGO, ROCK ISLAND AND PACIFIC RAILROAD; THENCE NORTHEASTERLY ALONG SAID RIGHT OF WAY LINE ON THE FOLLOWING 3 COURSES: 1) NORTH 18°03'44" EAST, 1382.07 FEET; 2) NORTH 71°58'16" WEST, 15.00 FEET; 3) NORTH 18°03'44" EAST, 1052.43 FEET, TO A POINT IN THE SOUTHEASTERLY RIGHT OF WAY LINE OF THE CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD; THENCE SOUTH 39°13'52" WEST, ALONG SAID CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD RIGHT OF WAY LINE, 2060.14 FEET TO THE BEGINNING OF A TANGENTIAL CURVE, CONCAVE SOUTHEASTERLY (CURVE DATA: DELTA ANGLE = 16°55'54"; RADIUS = 2814.93 FEET; CHORD BEARING AND DISTANCE = SOUTH 50°45'55" WEST, 828.83 FEET), AN ARC DISTANCE OF 831.85 FEET TO A POINT IN SAID SOUTH LINE OF NORTHEAST QUARTER (NE¼); THENCE SOUTH 89°20'57" EAST, ALONG SAID SOUTH LINE, 986.40 FEET TO SAID POINT OF BEGINNING; AND ALSO BEGINNING AT THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER (NE¼) OF SECTION 31; THENCE WESTERLY ALONG THE SOUTH LINE OF SAID NORTHEAST QUARTER (NE¼) (FOR PURPOSES OF THIS DESCRIPTION BEARINGS ARE ASSUMED AND BASED ON SAID

SOUTH LINE BEING NORTH 89°20'57" WEST), A DISTANCE OF 862.63 FEET TO A POINT IN THE SOUTHEASTERLY RIGHT OF WAY LINE OF THE CHICAGO, ROCK ISLAND AND PACIFIC RAILROAD; THENCE NORTH 18°03'44" EAST, ALONG SAID RIGHT OF WAY LINE, 1206.34 FEET; THENCE SOUTH 89°23'52" EAST, 1042.04 FEET; THENCE SOUTHWESTERLY ON A NON-TANGENTIAL CURVE, CONCAVE SOUTHEASTERLY (CURVE DATA: DELTA ANGLE = 29°20'33"; RADIUS = 1482.69 FEET; CHORD BEARING AND DISTANCE = SOUTH 22°28'58" WEST, 751.05 FEET), AN ARC DISTANCE OF 759.32 FEET; THENCE SOUTH 7°48'41" WEST, 456.78 FEET TO A POINT IN THE SOUTH LINE OF SAID NORTHWEST QUARTER (NW¼) OF SECTION 32; THENCE NORTH 89°47'06" WEST, ALONG SAID SOUTH LINE OF NORTHWEST QUARTER (NW¼), 204.16 FEET TO SAID POINT OF BEGINNING; SUBJECT TO ROADS, EASEMENTS AND RESTRICTIONS OF RECORD.

AND

PART OF THE NORTHWEST QUARTER (NW¼) OF SECTION 31 TOWNSHIP 111 NORTH RANGE 20 WEST OF THE FIFTH PRINCIPAL MERIDIAN, RICE COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT IN THE NORTH LINE OF SAID NORTHWEST QUARTER (NW¼); SOUTH 89°58'46" EAST, ASSUMED BEARING, 2068.88 FEET FROM THE NORTHWEST CORNER OF SAID NORTHWEST QUARTER (NW¼); THENCE CONTINUE SOUTH 89°58'46" EAST, ALONG SAID NORTH LINE, 532.56 FEET TO THE NORTHEAST CORNER OF SAID NORTHWEST QUARTER (NW¼); THENCE SOUTH 0°43'40" EAST, ALONG THE EAST LINE OF SAID NORTHWEST QUARTER (NW¼), 2631.29 FEET TO THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER (NW¼); THENCE NORTH 89°58'05" WEST, ALONG THE

SOUTH LINE OF SAID NORTHWEST QUARTER (NW¼), 1423.03 FEET; THENCE
NORTH 0°15'38" WEST, 2194.23 FEET; THENCE SOUTH 85°19'56" EAST, 246.40 FEET;
THENCE NORTH 86°25'59" EAST, 181.02 FEET; THENCE SOUTH 18°37'12" EAST, 261.83
FEET; THENCE NORTH 75°39'39" EAST, 173.49 FEET; THENCE NORTH 46°36'53" EAST,
286.61 FEET; THENCE NORTH 2°25'38" WEST, 453.76 FEET TO SAID POINT OF
BEGINNING; SUBJECT TO A TOWNSHIP ROAD OVER THE NORTHERLY PART OF
THE HEREIN DESCRIBED PARCEL.

Septic –

Information on ISTS for the subject properties is not applicable for rezoning. Bridgewater Township applies its ISTS ordinance as required by the ordinance for the properties that are subject to this rezoning application.