

**WORTHINGTON CITY COUNCIL
SPECIAL MEETING**

**4:00 P.M., Wednesday, June 21, 2017
City Hall Council Chambers**

A. CALL TO ORDER

B. CITY COUNCIL BUSINESS

1. Position Guidelines Revisions - Director of Community Development, Planning, Zoning, and Building Services
2. Conditional Use Permit - Lot 1, Block 2, Fareway First Addition
3. Additional On-Sale Liquor, Sunday On-Sale Liquor License Renewals
4. Prairie View/Boy Scouts
5. Community Growth Initiative
6. Consideration of Purchase Guidelines for non-EDAU, city-owned property

C. ADJOURNMENT

ADMINISTRATIVE MEMO

DATE: JUNE 16, 2017

TO: HONORABLE MAYOR AND CITY COUNCIL

SUBJECT: ITEM REQUIRING CITY COUNCIL ACTION OR REVIEW

CASE ITEM

1. POSITION GUIDELINES REVISION - DIRECTOR OF COMMUNITY DEVELOPMENT, PLANNING, ZONING, AND BUILDING SERVICES

With the recent resignation of the Brad Chapulis as the City's Community/Economic Development Director, staff has reviewed the Position Guidelines for that office. Changes to the position are being proposed. While some of them are minor housekeeping to accommodate changes that occurred over time, there are also changes to the Minimum Qualifications for experience. The changes will result in an adjustment to factors used to establish the salary grade range for the position and will move it to a lower salary grade if approved. Staff is recommending adjusting the position from an Exempt Salary Grade 8 (E-8) to Exempt Salary Grade 7 (E-7). The starting wage for an E-8 is \$36.35/hour while the starting wage for an E-7 is \$34.44/hour.

A copy of the proposed Guidelines and the current Guidelines are included as *Exhibit 1*.

Council action is requested.

2. RECONSIDERATION OF CONDITIONAL USE PERMIT - LOT 1, BLOCK 2, FAREWAY FIRST ADDITION

City Council postponed reconsideration of approval of a conditional use permit (CUP) to operate a child care facility on the subject property. Child care facilities are permitted through the issuance of a CUP in the "B-3" - General Business zoning district. The request was considered by the Planning Commission at their May 2, 2017 meeting, and after holding a public hearing, the Commission voted to recommend to Council approval of the conditional use permit subject to several conditions.

The City Council considered the request at their May 8, 2017 meeting. A motion to approve the conditional use permit was made and seconded. The motion failed on a three to two vote against approving the conditional use permit. Conditional use permits require approval by 2/3 of the members, four of the five City Council members. Council reconsidered the CUP request at the June 12, 2017 meeting and laid it over to the June 21, 2017 meeting pending gathering of additional information from the business community regarding their support of

a child care facility at the proposed location.

Council action is requested.

3. **ADDITIONAL LIQUOR LICENSE RENEWALS**

The following additional 2017/2018 Liquor License renewal applications have been received:

On-Sale Liquor / Sunday Liquor

El Mexicano #3, 310 Tenth Street

Club On-Sale Liquor / Sunday Liquor

Eagles Aerie 3282, 205 Oxford Street

The applications are included as ***Exhibit 2***. All of the required paperwork, fees and insurance certificates naming the City as additional insured have been received.

Council action is requested to approve the additional Liquor License renewal applications.

4. **PRAIRIE VIEW/BOY SCOUTS**

Information received in memo from staff.

5. **COMMUNITY GROWTH INITIATIVE**

Mayor Kuhle has asked to have a discussion regarding short-term amenities (i.e. Campbell soup parking lot / seating Memorial Auditorium / Beach Nook / park bathrooms / splash pads.)

6. **CONSIDERATION OF PURCHASE GUIDELINES FOR NON-EDAU, CITY OWNED PROPERTY**

Information received in memo from staff.

CITY OF WORTHINGTON

POSITION GUIDELINES

JOB TITLE: Director of Community Development, Planning, Zoning, and Building Services
CLASSIFICATION: Exempt
DIVISION: Administration
DATE APPROVED: _____

SUMMARY

The Director of Community Development Planning, Zoning and Building Services administers the planning and zoning functions of the city which protects the natural and social environment of the city. This involves gathering and evaluating social, economic, engineering, financial and related data upon which to premise planning and zoning recommendations, acting as staff advisory to the city Planning Commission, and supervising related day to day operations. The Director of Community Development Planning, Zoning and Building Services is also an active member in the team promoting economic development for the city. Responsibilities include administration of City sponsored economic development programs, economic development grants, and tax increment financing. The position requires a strong ability to communicate well, and prepare effective public presentations.

Provides overall supervision and coordination of the work of the Building Official and the Rental Housing Inspector to promote compliance with the City zoning ordinances, State building and State fire codes through City inspection functions.

ACCOUNTABILITIES

Reports to: City Administrator

Coordinates with: City Administrator
Director of Department of Engineering
Finance Director
Executive Director of the Housing and Redevelopment Authority
Worthington Regional Economic Development Corporation
Chamber of Commerce
Southwest Regional Development Commission

Supervises: Building Official
Rental Housing Inspector
Administrative Secretary (co-supervise)
Planning Technicians/Interns (summer/temporary)

Directly Advises: City Council
Planning Commission
Economic Development Authority

POSITION GUIDELINES - Director of Community Development, Planning, Zoning and Building Services

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ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes, and directs the activities of the Planning Department which is responsible for establishment, enforcement, periodic evaluation, and amendments to the City's Comprehensive Plan, ordinance revisions, maps and other documents for implementation of the city land use policy as represented by the city zoning ordinance.
2. Responsible for land use application review with the requirements and needs of other City departments and relevant outside agencies, and assures that staff recommendations on land use proposals are consistent with State and Federal law.
3. Serves as an ex-officio member of the Planning Commission and represents the City at related meetings or official development review processes among governmental offices as required.
4. Coordinates the information exchange between prospective developers, builders and property owners, appropriate City departments, and government agencies regarding available services, applicable regulations and the City's development goals.
5. Maintains routine contacts with government, and private officials, attends pertinent seminars and informational programs, and performs other research activities for potential funding of projects or programs consistent with the City's development goals. Disseminates this information to the City Council, Economic Development Authority, Planning Commission, and other organizations interested in development.
6. Prepares plans and applications for and administers grants and programs to achieve the economic development and planning goals of the City.
7. Maintains communication with other departments, responsible for team building and professional development of department employees. This includes performance review.
8. Completed budget information is submitted to the City Administrator for incorporation into the overall annual City budget.
9. Maintains an interface with the Chamber of Commerce, Worthington Regional Economic Development Corporation and similar organizations interested in economic development.
10. Provides professional services, as approved by the City Council, to the Housing and Redevelopment Authority in the areas of planning and redevelopment. This includes administration of related urban redevelopment grants.
11. Coordinates development activities with various community and neighborhood improvement groups.

12. Effective communication of City programs and goals through various media and public and private contacts.
13. The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Attends seminars and workshops related to or relevant to the duties of the position.

EQUIPMENT

Motorized vehicle, computers, office equipment including copy machine, blue-print machine, fax machine, calculator, two-way radio and telephone.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, or controls and reach with hands and arms. The employee frequently is required to sit for long periods of time; and at times is required to walk (often on an irregular surface), stand, talk and hear.

The employee may be required to lift/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee typically works an 8 hour day in an office setting, occasionally outdoors performing site inspections.

The noise level of the work environment is moderately quiet.

JOB REQUIREMENTS

1. Minimum Qualifications:
 - Education: B.S. Degree in Urban or Regional Planning or related field
 - Experience: One to three years in Municipal Planning and City sponsored Economic Development Program Administration
2. Desirable Education and Experience:
 - Education: Master's Degree in Urban or Regional Planning or related field
 - Experience: Five years of Municipal Planning and City sponsored Economic Development Program Administration.
3. Certification Required:
 - Certification by the American Institute of Certified Planners (AICP), or the ability to obtain in 1-2 years.
 - Must have and maintain a valid Driver's License.

CITY OF WORTHINGTON

POSITION GUIDELINES

JOB TITLE: Director of Community/Economic
Development

CLASSIFICATION: Exempt

DIVISION: Administration

DATE APPROVED: April 21, 2003

SUMMARY

In addition to Economic Development, the Planning and Economic Development Director administers the planning and zoning functions of the city which protects the natural and social environment of the city. This involves gathering and evaluating social, economic, engineering, financial and related data upon which to premise planning and zoning recommendations, acting as staff advisory to the city Planning Commission, and supervising related day to day operations. The Planning and Economic Development Director is also an active member in the team pursuing economic development for the city. The position requires a strong ability to communicate well, and prepare effective public presentations.

Provides overall supervision and coordination of the work of the Building Official to promote compliance with the City zoning ordinances, State building and State fire codes through City inspection functions.

ACCOUNTABILITIES

Reports to: City Administrator

Coordinates with: City Administrator
Director of Department of Engineering
Finance Director
Executive Director of the Housing and Redevelopment Authority
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Supervises: Building Official
Administrative Secretary (co-supervise)
Planning Technicians/Interns (summer/temporary)

Directly Advises: City Council
Planning Commission
Economic Development Authority

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes, and directs the activities of the Planning Department which is responsible for establishment, enforcement, periodic evaluation, and amendments to the City's Comprehensive Plan, ordinance revisions, maps and other documents for implementation of the city land use policy as represented by the city zoning ordinance.
2. Responsible for land use application review with the requirements and needs of other City departments and relevant outside agencies, and assures that staff recommendations on land use proposals are consistent with State and Federal law.
3. Serves as an ex-officio member of the Planning Commission and represents the city at related meetings or official development review processes among governmental offices as required.
4. Coordinates the information exchange between prospective developers and appropriate city departments, and government agencies regarding available services, applicable regulations and the city's development goals.
5. Maintains routine contacts with government, and private officials, attends pertinent seminars and informational programs, and performs other research activities for potential funding of projects or programs consistent with the city's development goals. Disseminates this information to the City Council, Economic Development Authority, Planning Commission, and other organizations interested in development.
6. Prepares plans and applications for and administers grants and programs to achieve the economic development and planning goals of the city.
7. Maintains communication with other departments, responsible for team building and professional development of other employees. This includes performance review.
8. Completed budget information is submitted to the City Administrator for incorporation into the overall annual City budget.
9. Maintains an interface with the Chamber of Commerce, Worthington Regional Economic Development Corporation and similar organizations interested in economic development.
10. Provides professional services, as approved by the City Council, to the Housing and Redevelopment Authority in the areas of planning and redevelopment. This includes administration of related urban redevelopment grants.
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While performing the duties of this job, the employee typically works an 8 hour day in an office setting, occasionally outdoors performing site inspections.

The noise level of the work environment is moderately quiet.

JOB REQUIREMENTS

1. Minimum Qualifications:
 - Education: B.S. Degree in Urban or Regional Planning or related field
 - Experience: Three years in Municipal Planning and Economic Development
2. Desirable Education and Experience:
 - Education: Master's Degree in Urban or Regional Planning or related field
 - Experience: Five years of Municipal Planning and Economic Development
3. Certification Required:
 - Certification in Economic Development Financing, or ability to obtain.
 - Certified by the American Institute of Certified Planners (AICP), or the ability to obtain in 1-2 years.
 - Must have and maintain a valid State of Minnesota Driver's License.

