

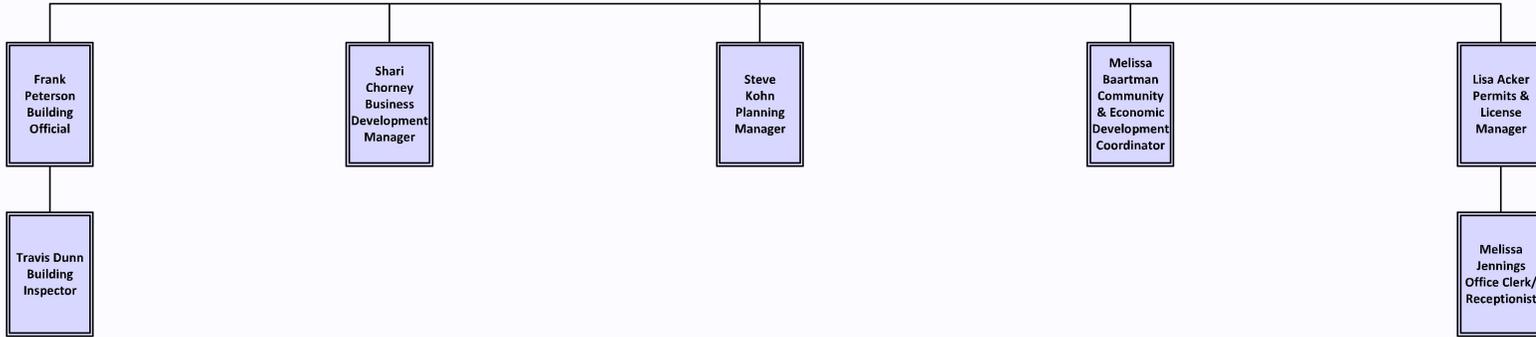


Kay Kuhlmann
City Council
Administrator

Community Development Department

Updated April 2019

Dan Rogness
Community
Development
Director



COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT, PORT AUTHORITY, BUILDING INSPECTIONS, ECONOMIC DEVELOPMENT

Function: General Government, Port Authority, Miscellaneous

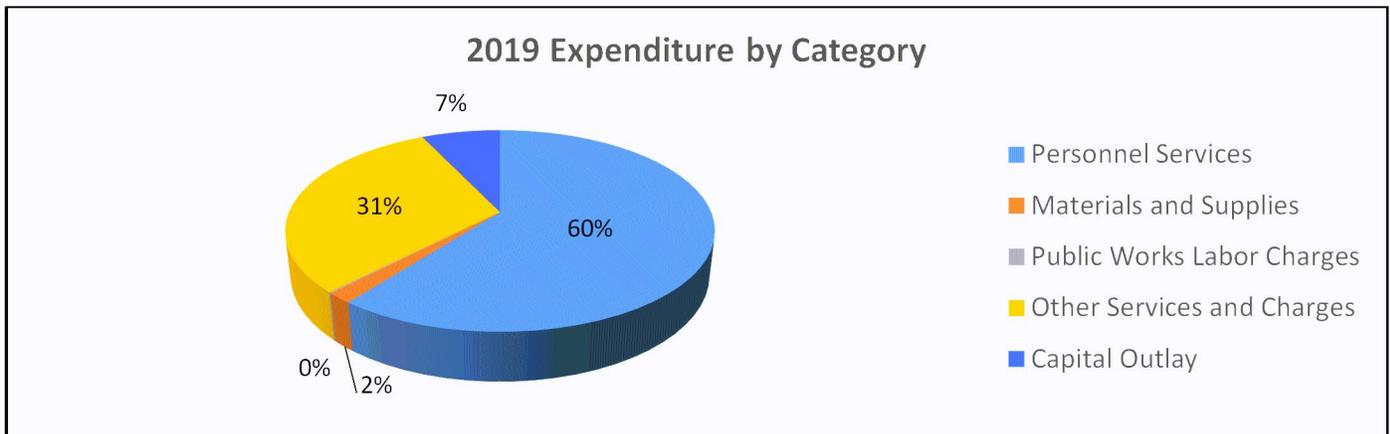
Director: Dan Rogness, Community Development Director

Fund#: 101, 236, 291

Activity#: 46310, 46600, 42400, 42410, 46800

Aggregate Budget Summary

COMMUNITY DEVELOPMENT <i>Full-Time Employee</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>8.54</i>
Personnel Services	\$ 379,015	\$ 579,074	\$ 1,027,141
Materials and Supplies	\$ 4,954	\$ 17,050	\$ 28,850
Public Works Labor Charges	\$ 1,618	\$ 2,500	\$ 2,500
Other Services and Charges	\$ 293,017	\$ 508,159	\$ 519,843
Capital Outlay	\$ -	\$ 350,047	\$ 119,957
Total	\$ 678,603	\$ 1,456,830	\$ 1,698,291

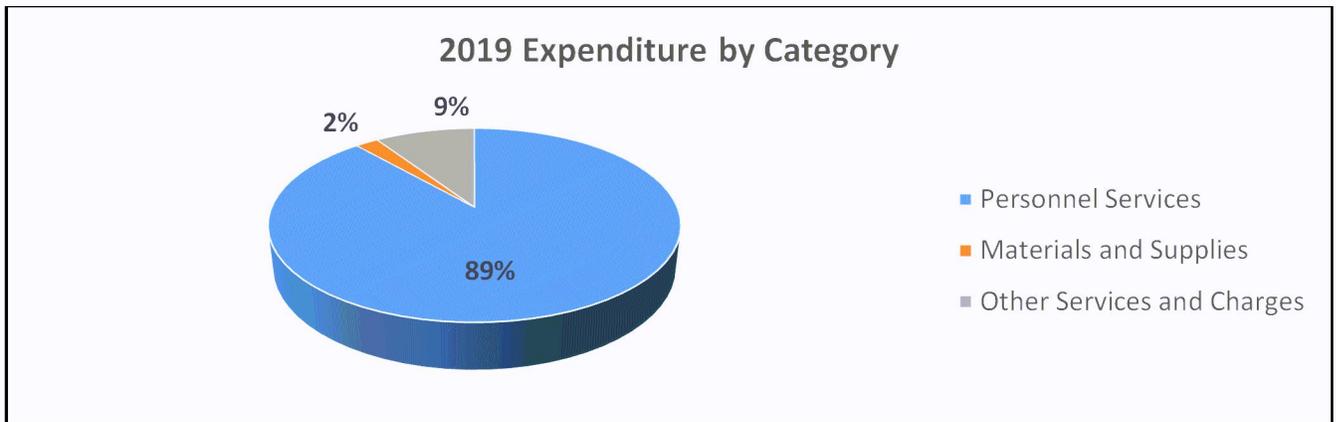


COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT

Function: General Government
Director: Dan Rogness, Community Development Director
Fund#: 101 (General Fund)
Activity#: 46310 (Community Development)

Budget Summary

COMMUNITY DEVELOPMENT <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>6.50</i>
Personnel Services	\$ 118,114	\$ 351,620	\$ 791,850
Materials and Supplies	\$ 520	\$ 3,800	\$ 19,250
Other Services and Charges	\$ 17,044	\$ 30,106	\$ 83,687
Total	\$ 135,679	\$ 385,526	\$ 894,787



Purpose:

The Community Development Department is responsible for four interrelated functions: (1) planning and zoning, (2) permits and licenses, (3) building inspections, and (4) economic development. This summary addresses the first two functions; separate summaries are provided for the last two functions. Five FTE staff for Community Development (first two functions) include the Community Development Director, Planning Manager, Permits & Licenses Manager, Community & Economic Development Coordinator (formerly Concierge), and the Office Clerk/Receptionist.

Scope of Services:

- Coordinates all four community development functions, including planning and zoning, permits and licenses, building inspections, and economic development.

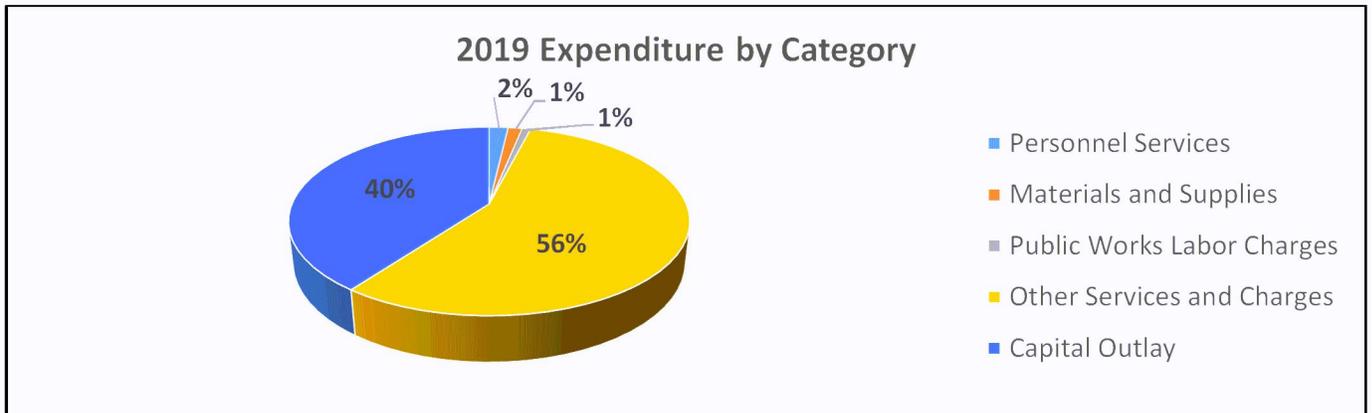
- Manages all planning and zoning functions for the City, including staff support to the Advisory Planning Commission.
- Oversees historic preservation for all conservancy and historic districts in Red Wing, including staff support to the Heritage Preservation Commission.
- Provides concierge services to businesses and with all economic development partners through a one-stop-shop system.
- Coordinates and promotes local sustainability; provide staff support to the Sustainability Commission.
- Manages and monitors nearly all permits and licenses for the city on an annual basis, including cemetery plots.
- Oversees and/or supports a variety of special projects, including such things as trail development, prairie restoration, corridor/streetscape design, riverfront development, historic interpretation, and downtown building restoration.

**COMMUNITY DEVELOPMENT
PORT AUTHORITY**

Function: Port Authority
Director: Dan Rogness, Community Development Director
Fund#: 236 (Port Authority Fund)
Activity#: 46600 (Port Authority)

Budget Summary

PORT AUTHORITY <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>0.04</i>
Personnel Services	\$ 141,316	\$ -	\$ 5,498
Materials and Supplies	\$ 2,300	\$ 4,000	\$ 4,000
Public Works Labor Charges	\$ 1,618	\$ 2,500	\$ 2,500
Other Services and Charges	\$ 83,327	\$ 143,477	\$ 169,051
Capital Outlay	\$ -	\$ 150,047	\$ 119,957
Total	\$ 228,562	\$ 300,024	\$ 301,006



Purpose:

The Port Authority is authorized by MN Statutes, Section 469.081, and it was established by the Red Wing City Council in 1985 by Enabling Resolution No. 2226. The Port Board is composed of seven members, two as members of the City Council. The Port Authority carries out economic and industrial development and redevelopment in accordance with general policies as may be established by the Council. Two FTE staff for the Port Authority include the Executive Director and Business Development Manager, although both positions are not fully funded by the Port budget (1/3 Director and 3/4 Manager).

Scope of Services:

- Enters into and manages various waterway leases related to the movement of barges and product for riverfront commerce.

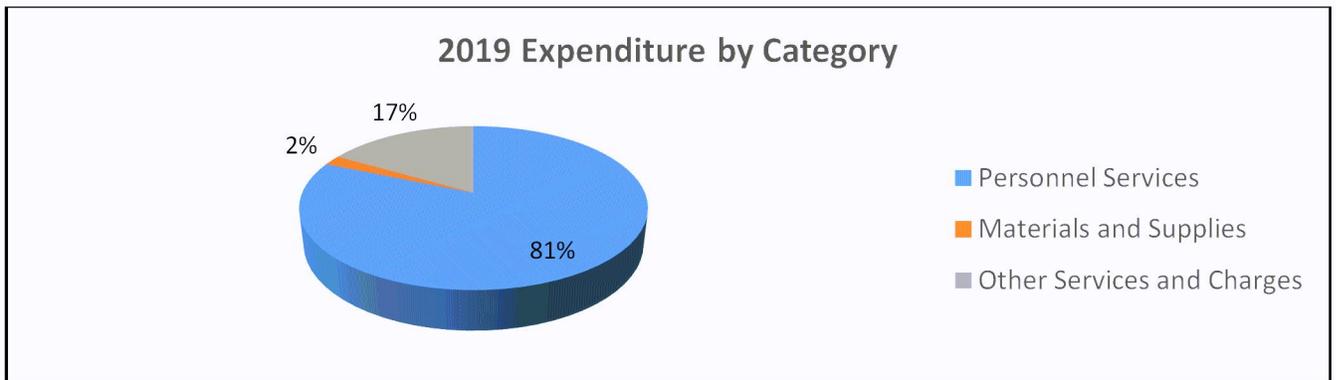
- Administers a revolving loan fund portfolio that includes four programs with a cash fund balance of nearly \$1.23 million (as of 12/31/18).
- Assists commercial and industrial businesses to secure other regional, state and federal funding in support of new growth and expansion within Red Wing.
- Coordinates with other Economic Development Partners in Red Wing to provide high quality customer service, utilizing the City's Concierge service position.
- Utilizes its position within the Minnesota Port's Association to secure state bonding funds as may be needed in order to improve waterway commerce operations along the Mississippi River.
- Provides important coordination functions for the City related to the sale and development of property, including seven city-owned parcels designated as commercial and light industrial.
- Supports the marketing and promotion of Red Wing based on its strengths in manufacturing, tourism, arts, culture, etc.

COMMUNITY DEVELOPMENT
BUILDING INSPECTIONS

Function: General Government
Director: Dan Rogness, Community Development Director
Fund#: 291 (Special Revenue Fund)
Activity#: 42400 (Inspection), 42410 (Inspection Administration)

Budget Summary

BUILDING INSPECTIONS <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 2.00
Personnel Services	\$ 119,584	\$ 227,454	\$ 229,793
Materials and Supplies	\$ 2,134	\$ 9,250	\$ 5,600
Other Services and Charges	\$ 35,694	\$ 50,147	\$ 47,105
Total	\$ 157,412	\$ 286,851	\$ 282,498



Purpose:

The Building Inspections Division of the Community Development Department is responsible for all aspects of administering the building code, providing inspection services, and permitting all construction-related work in Red Wing. Fees are collected for every required permit. Two FTE staff for Building Inspections include the Building Official and Building Inspector.

Scope of Services:

- Reviews all building plans for their conformance with applicable local, state and federal building-related codes, including coordination with other city departments and staff.
- Issues permits in an efficient and timely manner.
- Inspects and monitors all construction work as required during the construction period, and provide final inspection approval upon project completion (building, plumbing and mechanical).

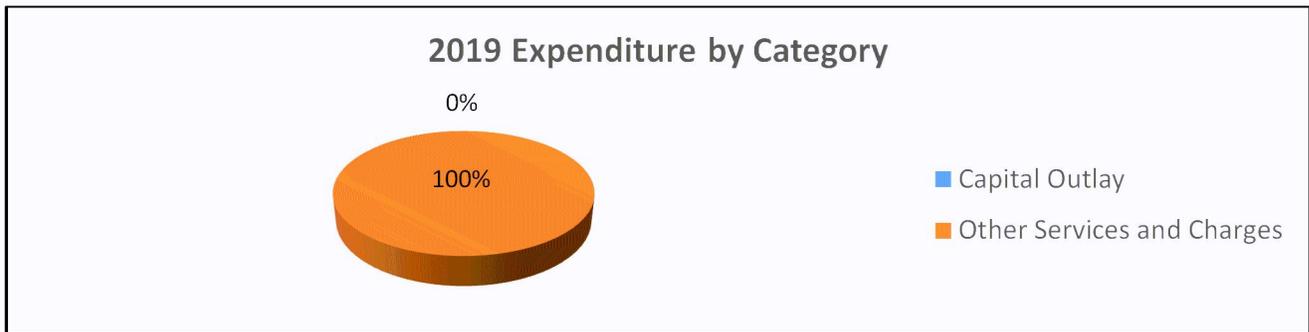
- Provides advice to homeowners, renters and businesses on meeting code compliancy for proposed projects in their early stages.
- Issues various code compliancy declarations, including monetary fines and stop-work orders; support compliance with temporary and final certificates of occupancy.
- Administers the city's Housing Maintenance Code and Rental Dwelling Licensing Code, as may be approved by the City Council.
- Reports to the City Council, State of Minnesota and other agencies on annual building permit data and administrative compliance requirements.

COMMUNITY DEVELOPMENT
ECONOMIC DEVELOPMENT

Function: Miscellaneous
Director: Dan Rogness, Community Development Director
Fund#: 101 (General Fund)
Activity#: 46800 (Economic Development)

Budget Summary

ECONOMIC DEVELOPMENT	Actual FY 2017	Actual FY 2018	Budget FY 2019
<i>Full-Time Employees</i>			-
Capital Outlay	\$ -	\$ 200,000	\$ -
Other Services and Charges	\$ 156,951	\$ 284,429	\$ 220,000
Total	\$ 156,951	\$ 484,429	\$ 220,000



Purpose:

This activity provides for Special Events/Programs, Marketing, and Promotional activities. This includes the Lake Pepin Restoration, Government Course Study, River City Days Support, Homeless Support, Ignite Support, Fireworks, and Downtown Special Projects.