

MINUTES

1. CONVENE CITY COUNCIL RETREAT WORK SESSION

Mayor Labadie called the meeting to order at 9:07 A.M.

A. Roll Call

Present: Mayor Labadie; Councilmembers Johnson (arrived at 9:30 a.m.), Siakel (departed at 2:00 p.m.), Callies, and Gorham (departed at 3:25 p.m.); City Attorney Keane; City Clerk/HR Director Thone; Finance Director Rigdon; Planning Director Darling; Director of Public Works Brown; Park and Rec Director Grout, and, City Engineer Budde.

Absent: City Administrator Lerud

B. Review Agenda

Gorham moved, Siakel seconded, approving the agenda as presented. All in favor 4-0, motion passed.

2. LEAGUE OF MN CITIES TRAINING

Staff Attorney Kyle Hartnett presented an overview of 1) Tips for City Council Meeting Management, 2) Making Meetings Work, and 3) The Elected Official's Role. Discussion ensued regarding the public process in meetings which included but was not limited to public comment period options, meeting broadcast and interactive options, adding public hearing/meeting process to the council memo on the agenda and other discussion.

3. DEPARTMENT SUMMARIES

Department heads provided a brief summary of department highlights in the past year for the following departments:

- City Clerk/HR Director Thone: Administration, Elections, and Human Resources Department – 4 Direct Reports including Deputy Clerk, Communications/Recycling Coordinator, and 2 Administrative Assistants (1-Part-time and 1-Full-time)
- Finance Director Rigdon: Finance Department – 1 Direct Report including Senior Accountant
- Park and Rec Director Grout: Park and Recreation Department and Community Center – 1 Part-time Community Center employee and volunteers
- Planning Director Darling: Planning and Building Department – 3 Direct Reports including Building Officials (1-Part-time and 1-Full-time) and Planning Technician

- Public Works Director Brown: Public Works Department – 10 Direct Reports including Public Works Supervisor, Streets Inspector, 4 Utility Operators, 3 Light Equipment Operators, and 1 Shop Technician

4. STREETS AND CAPITAL IMPROVEMENT PLAN

Public Works Director Brown, Finance Director Rigdon, and City Engineer Budde presented on the Capital Improvement Plan which covered four main topics:

- 1) City Street Minimum Standard
- 2) Communication Policy
- 3) Updated CIP Schedule
- 4) Water System

Council provided staff direction on minimum street standards, the street and utility improvement CIP, the communications plan and the flow chart process.

5. CODE ENFORCEMENT

Planning Director Darling presented on Proactive Code Enforcement which covered:

- 1) Definition of Proactive Code Enforcement
- 2) Benefits of Proactive Code Enforcement
- 3) Downside of Proactive Code Enforcement

Council provided staff direction that the downsides outweigh the benefits and they are not interested in pursuing Proactive Code Enforcement in the city.

6. FLEXIBLE WORKPLACE

City Clerk/HR Director Thone presented on the Flexible Workplace which covered:

- 1) 2021 Employee Survey Results
- 2) Current Personnel Policy on Flexible Schedules and Remote Work
- 3) Proposed Flexible Workplace Policy and Form
- 4) Performance Appraisal Non-Supervisory Qualitative Evaluation

Council provided staff direction to bring back the Flexible Workplace Policy to a future council meeting.

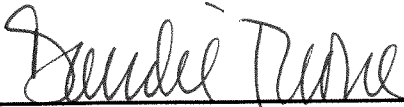
7. NON-CONFORMING ZONING ISSUES

City Attorney Keane presented on Non-Conformities in Zoning Matters which is addressed in MN State Statute §462.357 Subd. 1e. Nonconformities, which establishes a base-line for non-conformities. Non-conformities are structures or lots that no longer meet current ordinance requirements. He noted there are no 'grandfather' rights in this process but rather a process for legal non-conformities to exist but in which expansion is not protected.


8. ADJOURN

Callies moved, Johnson seconded, Adjourning the City Council/Staff Retreat Work Session of November 30, 2021, at 3:43 P.M. All in favor 3-0, motion passed.

ATTEST:



Sandie Thone, City Clerk



Jennifer Labadie, Mayor