

**COMMITTEE OF THE WHOLE
ORIENTATION/TRAINING SESSION
FRIDAY, MAY 6, 2022**

- I. Call to order at 8:15 am by Mayor Steve Hass with the following attending:

Paul Russell – District 1, Michael “Gus” Caylor – District 2, Rick Blake – District 3, LaDonna Fermanich – District 4, Dick Lupton – District 5, Mike Rick – District 6, Mark Weix – District 7, Steve Sabatke – District 8. Other’s present: Mayor Steve Hass, City Clerk Lori Anderson-Malm, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Street Superintendent Dustin Bonack, Transit Director Brad Brummond, Building Inspector/Zoning Administrator Darin Pagel, Utility Operations Manager Gabe Steinagle, and Bryan Riley from Ehlers. * Alderperson Caylor left at 8:46 for a previous engagement and listened remotely.

- II. Pledge of Allegiance

- III. Public Comment – Alderperson Sabatke handed out a document titled “The Sabatke Plan” and asked for the alderperson’s to read and provide input.

- IV. Civility – 9 Tools – Council Chair Russell provided information regarding the 9 Tools of Civility which is from a Resolution in 2006. He spoke in depth about the behavior people consider to be polite and respectful. Emotions should not get in the way when communicating with fellow employees or citizens. City representatives need to focus on the agenda and consider the whole picture. Communication with intent is key. Remember to show respect especially when disagreeing with someone and ask questions to clarify if needed.

Chair Russell also reminded people to rise above emotions and take responsibility for actions. Be mindful of the words you choose. Also, be accountable and own any errors.

Mayor Hass commented on the civility of the past years. He reminded the group we need to limit gossip. Communicate to eliminate gossip and ask questions. We also need to project an image of civility to citizens.

- V. Walking Quorums, Electronic Communications Devices and Open Records
City Attorney Hayden gave a detailed discussion regarding walking quorums, electronic communication devices and open records.

There was discussion from council members regarding devices supplied from the city; phones, iPads, computers, laptops. These devices are property of the city and should only be used for city business.

City Engineer Akey requested ability for department heads to answer questions before a meeting, from council members, who might have an issue or need clarification with an item on the agenda.

There was also detailed discussion regarding closed meetings and employee files.

VI. Duties, Responsibilities and Powers: Committees, Boards and Commissions, Mayor, Alderpersons, City Administrator, Department Heads

City Attorney Hayden discussed commissions and boards. He provided a handout explaining "The Division of Roles Between Elected Officials and Staff".

Council was reminded to stick to the agenda format, meaning, discuss only items on the agenda. The Mayor or Chair of the committee or board keeps the meeting on track making sure items on the agenda are discussed.

Alderperson Fermanich asked a question regarding adding items to an agenda. This can be done by bringing the item to the City Clerk or committee head. Finance Director Unertl reminded council members and committee heads to get any background information that needs to be included in the agenda packet to the appropriate person in a timely manner.

VII. Lawn, Weeds and Snow Removal

Street & Weed Commissioner Liberty was excused from the meeting but provided the procedure used regarding lawns, weeds, snow removal and items pushed into the street.

VIII. Property Conditions and Demolitions

Building Inspector/Zoning Administrator Pagel reported on his position. The city receives over 200 orders per year approximately. All procedures follow State Statutes and City Ordinances. He also provided information regarding the 50% rule on renovations. There were questions from council members regarding delinquent tax properties and vacant lots.

IX. Tax Increment Financing (TIF)

Brian Riley from Ehlers gave an overview regarding Tax Increment Financing. There was a lot of discussion regarding TIF and TID. A number of questions were asked by council members, the mayor and city clerk.

X. City's Financial Position – Bond Rating, Debt and Future Borrowing

Brian Riley from Ehlers discussed the S&P Report regarding the city's bond rating. He provided information and gave his opinion regarding how the rating is established.

XI. Preliminary Budget Strategy for 2023

Finance Director Unertl provided information regarding the budget strategy for 2023. She mentioned the issues recruiting and retaining employees. The city has approximately 115 employees. Future health insurance increase is probable.

There was discussion regarding State Levy Limits and the 2021 ARPA – American Rescue Plan Act. Finance Director Unertl answered questions from council members.

XII. Adjournment

The meeting was adjourned at 12:00 PM. Russell and Sabatke made the motion to adjourn. Rick seconded the motion. Carried.