

MINUTES
MAPLE PLAIN CITY COUNCIL – WORKSHOP
MAPLE PLAIN CITY HALL
JULY 9, 2018
5:30 p.m.

1. CALL TO ORDER

Mayor Maas-Kusske called the workshop to order at 5:30 p.m.

Present: Mayor Julie Maas-Kusske, Councilmembers Dominic Broda, Caitlin Cahill, Mike DeLuca, and John Fay. Also Present: City Administrator Robert Schoen and Assistant to the City Administrator Nicole Kathman.

2. ADOPT AGENDA

Councilmember Broda requested to add “Personnel Committee” under Other Business.

Motion by Councilmember Cahill, seconded by Councilmember Fay, to adopt the agenda with the requested addition. Motion passed, 5-0.

3. COMPOST SITE REVIEW

Assistant to the City Administrator Kathman provided estimates for removing excess compost and brush from the compost site. It was estimated that it would cost \$9,000 to remove the brush and compost and \$8,550 to remove the brush and sift the compost. Councilmember Fay inquired if the quote included a large pile with grass in the back of the site. Kathman stated she would check and would make sure to include it in a formal quote.

The City Council agreed that the compost site needs to be cleared out and provided direction for this to be brought back to City Council.

Next, Kathman outlined four different options for securing the compost site. These were: a locked gate with key card access, a locked gate with keypad access, security cameras, and hiring an attendant. City Council discussed the options and the possibility of reducing the compost site hours.

The City Council asked City Staff to gather quotes for security camera options as well as staff recommendations on how to reduce compost site hours and days.

4. STAFF EVALUATION AND STRUCTURAL ANALYSIS PROPOSALS

City Administrator Schoen shared three proposals for a Staff Evaluation and Structural Analysis. The proposals were from Springsted in the amount of \$14,580, David Drown and Associates in the amount of \$6,500, and AEM Financial Solutions in the amount of \$11,000. The City Council discussed the proposals considering price as well as quality and scope of the proposal. Councilmembers expressed concern regarding David Drown and Associates due to former City Administrator Tessia Melvin working there. In addition, City Council were concerned about AEM’s prominence in accounting and auditing.

The City Council decided to move forward with the Springsted proposal and determined that the Mayor would be the contact person for the analysis.

5. PUBLIC WORKS UNIFORM POLICY

City Administrator Schoen explained that the Public Works uniform service was cancelled approximately a year ago due to the expensive price. Schoen shared his recommendation to give each Public Works worker a yearly stipend of \$300 to purchase uniforms with personal safety equipment being purchased by the City. Schoen also recommended purchasing a washer and dryer for Public Works.

The City Council unanimously agreed to Schoen's recommendation for the yearly uniform stipend. Therefore, the City Council directed City Staff to move forward with purchasing a washer and dryer for the Public Works Building.

6. CITY ADMINISTRATOR GOALS AND OBJECTIVES

City Administrator Schoen shared a revised set of City Administrator Goals. The goals were divided in the main categories of Strategic Initiatives, Leadership, and Communications. Councilmember Fay commented that the use of the word appropriate, approximately, and in a timely manner with the goals is subjective and makes it unmeasurable. Councilmember DeLuca commented that the element of evaluation is missing in the goals.

The City Council agreed that they are comfortable using these goals to measure City Administrator Schoen's performance during his next review in December.

7. CITY ADMINISTRATOR WEEKLY UPDATE

8. OTHER BUSINESS

A. Personnel Committee

Councilmember Broda asked where the City is at in the process for deciding on the proposed pay increase for Fire Chief McCoy by the Fire Commission. City Administrator Schoen stated that he would follow-up and direct the process regarding making this decision.

9. ITEMS FOR NEXT WORKSHOP

10. ADJOURNMENT

Motion by Councilmember Cahill, seconded by Councilmember Broda, to adjourn the workshop. Motion passed, 5-0. Workshop adjourned at 6:50 p.m.

Respectfully submitted,

**Nicole Kathman
Assistant to the City Administrator**