

**MINUTES
MAPLE PLAIN CITY COUNCIL – WORKSHOP
MAPLE PLAIN CITY HALL
OCTOBER 8, 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, City Attorney John Thames, and Assistant to the City Administrator Nicole Tingley.

2. ADOPT AGENDA

Motion by Councilmember Broda, seconded by Councilmember Cahill, to adopt the agenda. Motion passed, 5-0.

3. CITY STAFFING REPORT PRESENTATION

Nick Dragisich, Executive Vice President of Springsted presented the findings of the Organizational Management Study. This study was an analysis of the City's current organizational structure, efficiencies, and staffing levels.

After an inquiry by City Council, Dragisich commented that he would prioritize addressing the recommendations for the public works department and defining the duties of the City Administrator and City Council.

City Administrator Schoen stated he would bring the recommendations of the study throughout the course of several workshops for City Council to discuss.

4. CITY COUNCIL MEETINGS DISCUSSION

City Administrator Schoen asked the City Council which type of topics should be discussed at a workshop versus a business meeting. The City Council discussed this and concluded that workshop discussions are becoming too detailed and decisions are being made at workshops when they should be made at business meetings. The City Council clarified that workshops are for giving direction to City Staff.

City Administrator Schoen then started a discussion with the City Council regarding the number of meetings that should be held per month. City Council determined that there should be only one workshop on the second Monday of the month at 6:30 pm after EDA at 5:30 pm provided that works for the other EDA members.

5. ASSESSMENTS SQUARE FOOTAGE CREDIT FOR CORNER LOTS

City Administrator Schoen stated that in City Code corner properties that are having construction completed on both sides of their property at the same time receive a 150 foot credit when calculating the special assessment amount. Schoen explained that the City Code currently does not include a credit for corner properties if the construction is not done

at the same time. Schoen asked the City Council if City Staff should draft an ordinance to give a 150 foot credit for construction that is completed within a certain timeframe. City Council directed City staff to draft an ordinance with their recommendation for City Council to consider at a future meeting.

6. SOCIAL MEDIA REPORT

The City Council decided that the social media report will be presented to the City Council quarterly along with the other Administrative Reports moving forward.

7. CITY ADMINISTRATOR GOALS AND OBJECTIVES

8. CITY ADMINISTRATOR WEEKLY UPDATE

9. OTHER BUSINESS

Councilmember DeLuca stated that he thought that commissions should have uniformity in their appointment term lengths. The City Council directed City Staff to bring a recommendation for term lengths and the commission position descriptions to an upcoming meeting.

10. ITEMS FOR NEXT WORKSHOP

Councilmember Fay requested that the City Council should discuss having a policy on snow removal which includes the expected level of road conditions and amount of salt used.

11. ADJOURNMENT

Motion by Councilmember Broda, seconded by Councilmember DeLuca, to adjourn the workshop. Motion passed, 5-0. Meeting adjourned at 7:38 p.m.

Respectfully submitted,

**Nicole Tingley
Assistant to the City Administrator**