



Agenda
Minnetonka City Council
Study Session
Monday, Jan. 3, 2022
6:30 p.m.
Minnetonka Community Center – Dining Room

1. Reports from City Manager & Council Members
2. Establish 2022 Council Work Plan
3. Study sessions streaming/broadcasting
4. COVID-19 pandemic updates
5. Adjournment

The purpose of a study session is to allow the city council to discuss matters informally and in greater detail than permitted at formal council meetings. While all meetings of the council are open to the public, study session discussions are generally limited to the council, staff and consultants.



**Study Session Agenda Item #2
Meeting of Jan. 3, 2022**

Title: 2022 City Council Study Session work plan

Report From: Moranda Dammann, Acting Assistant City Manager

Submitted through: Mike Funk, Acting City Manager

Action Requested: Discuss and create a 2022 Study Session work plan

Summary Statement

The Minnetonka City Council will be completing an exercise to rank and discuss council priorities to create a 2022 Study Session work plan.

Strategic Profile Relatability

- | | |
|----------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
- N/A

Background

The Minnetonka city council is scheduled to hold eleven (11) study sessions in 2022. In order to maximize these meetings, provide staff direction and focus on council priorities, council was tasked on Dec. 28, 2021 to individually rank topics that have been raised by councilmembers throughout the course of the last year. Once all rankings have been received, staff will tally results and provide an addendum to council at the Monday, Jan. 3 city council study session.

After this work plan is completed, at each proceeding council meeting the topics for the upcoming study session will be provided.

Discussion Questions

1. Based on the list provided, what are the top priorities for the Minnetonka City Council?
2. At what council study session would the Minnetonka City Council like to discuss the priorities deemed most important?

2022 Council Study Session Work Plan Topics

Ranking	Topics	Councilmember
	Speed limits	Staff
	Noise discussion: Lawn mowers, leaf blowers *	Coakley
	Noise discussion/hardscape discussion: outdoor pickleball *	Schaepi
	Storage of garbage/recycling containers *	Kirk
	Council member compensation	Coakley
	Media training	Mayor Wiersum
	Utility billing - methodology/ senior discount	Mayor Wiersum
	Permitting work flow: informational	Coakley
	Housing: homelessness	Calvert & Staff
	Review of business programs	Coakley
	Affordable Housing work plan update	Coakley
	Personal property tax	Mayor Wiersum
	Review solar energy programs and offering	Coakley
	Review of county/city composting plan	Schaepi
	Joint meeting with City of Hopkins: Southwest Light Rail & Dual city contracts	Staff
	Technology security and Data practice training	Council
	Council meeting length	Mayor Wiersum
	Other:	
	Other:	
	Other:	

= identified by staff as items most closely aligned to strategic plan or are considered a higher priority

* could be considered a survey question in the annual survey and/or a question through MinnetonkaMatters

2022 Council Study Session Work Plan

C i t y M a n a g e r R e c r u i t m e n t	Quarter 1	
	03-Jan	
		Establish 2022 Council Work Plan
		Study Session: streaming/broadcasting
		COVID Discussion
	14-Feb	
		Joint EDAC/CC wealth building buy-down program
		Boards & Commission Interviews
		Director presentation: Julie Wischnack, Community Development
		Director presentation: Chief John Vance, Fire
	14-Mar	
		Director presentation: Chief Scott Boerboom, Police
		Director presentation: Mike Funk/ Moranda Dammann, Administration
		Director presentation: Corrine Heine, Legal
		Director presentation: Kelly O'Dea (<i>Recreation programming overview</i>)
	Quarter 2	
	04-Apr	
		Director presentation: Will Manchester, Public Works
	Director presentation: Darin Nelson, Finance	
	2023 Kick-Off Budget discussion	
16-May		
20-Jun		
	2023 CIP/EIP	
Quarter 3		
15-Aug		
	2023 budget discussion	
19-Sep		
Quarter 4		
07-Nov		

		Recap RCV
		Sign ordinance in reference to elections
	21-Nov	
		2023 budget discussion
		2023 Study Session Work plan
	12-Dec	
		2023 Legislative Breakfast - confirm priorities



**Study Session Agenda Item #3
Meeting of Jan. 3, 2022**

Title: Study sessions streaming/broadcasting

Report From: Patty Latham, IT Manager
Moranda Dammann, Acting Assistant City Manager

Submitted through: Mike Funk, Acting City Manager

Action Requested: **Discuss live streaming/broadcasting study sessions**

Summary Statement

Once or twice per month, council members meet for a study session where more in-depth information on a variety of topics is shared by city staff and project-specific consultants. Study sessions are open to the public, however these meetings are audio recorded but not televised.

Strategic Profile Relatability

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|----------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input checked="" type="checkbox"/> N/A | |

Background

The Minnetonka City Council in-person study sessions are hosted in an informal, conversational round table format with audio recording only. Over the past year, while holding all council meetings virtually, the study sessions were available for the public to view live. After reconvening in-person meetings and returning to recorded audio only, the conversation of live streaming/broadcasting study session meetings has surfaced.

If the council would decide to live stream/broadcast study sessions, the following would be options for location and settings.

1. Council chambers:

The council chambers is already equipped for technology so no additional costs needed. However, it would be necessary for councilmembers & staff to sit at the dias. Staff members that do not sit at the dias, would need to use the podium to present. An IT staff member would be scheduled to run the control room.

2. Minnehaha Room:

The Minnehaha Room is the designated room for study sessions. This room can currently accommodate audio only, and no IT staff presence is necessary. To

provide live broadcasting, cameras & misc. technology would need to be purchased. The approximate cost would be \$25,000, which staff would fund using Public, Education and Government Access Support Fee (PEG) dollars to purchase. PEG funds are generated from the cable franchise fee and are typically used for video/broadcasting equipment or enhancements. Based on equipment purchase lead times, staff feel a spring deployment is possible. One IT staff member would be scheduled to run the control room.

3. Community Center Dining Room:

This room can be converted to accommodate video & audio by the Feb. 14 study session. No additional technology purchases are necessary. However, this room is highly scheduled by the public and may not always be available, such as the March 14, 2021 meeting. Due to the size of the area and location, two IT staff members will need to be scheduled.

These room considerations are based on allowing the public to view meetings live, but without the ability to provide public comments.

As it stands today, meetings of the boards and commission meetings are being held in both formats. Park Board, Senior Advisory and Charter Commission are audio recording only. The Sustainability Commission, Planning Commission, EDA and EDAC are currently live streamed. These decisions are currently being made by staff or the presiding officer of each body.

Discussion Questions

1. Is the Minnetonka City Council interested in live streaming/broadcasting study sessions?
2. If yes, what is the preferred location and setting to hold study sessions for streaming/broadcasting?
3. Does the City Council wish to have all boards and commissions live streamed/broadcast, or continue to allow staff or the presiding officer to determine the viewing options?



**Study Session Agenda Item #4
Meeting of Jan. 3, 2022**

Title: COVID-19 pandemic updates

Report From: Dawn Pearson, Human Resources Manager
Corrine Heine, City Attorney
Moranda Dammann, Acting Assistant City Manager
Jim Flanders, Assistant Chief of Emergency Management and Planning

Submitted through: Mike Funk, Acting City Manager

Action Requested: Informational; Discuss meeting format and metrics

Summary Statement

OSHA issued an Emergency Temporary Standard (ETS) on Nov. 5, 2021, for employers with 100 or more employees. Several lawsuits were brought, and federal courts imposed a stay on enforcement of the ETS. The stay is no longer in effect, and the City of Minnetonka will be moving forward to implement a policy and weekly testing procedures.

The Minnetonka City Council is currently holding in-person meetings. As the COVID-19 health pandemics continues, with positive cases increasing and the omicron variant emerging, various local government entities have shifted back to virtual meetings. Based on metrics provided by the CDC, Hennepin County is currently at a High Transmission level.

Strategic Profile Relatability

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|----------------------------------------------------------------------|--------------------------------------------------------------|
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| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Background

OSHA issued an Emergency Temporary Standard (ETS) on Nov. 5, 2021, for employers with 100 or more employees. On Nov. 6, 2021, the Fifth Circuit Court of Appeals issued a stay to bar OSHA from enforcing the ETS, pending judicial review. Because similar challenges to the ETS had been brought in several judicial circuits, the litigation was consolidated and assigned to the Sixth Circuit Court of Appeals. On Dec. 17, 2021, the Sixth Circuit granted OSHA's motion to dissolve the stay issued by the Fifth Circuit. Several of the losing parties petitioned the U.S. Supreme Court, and that court has agreed to hold a hearing on Jan. 7, 2022.

In the meantime, the stay is no longer in effect. Minnesota is an OSHA-approved state plan, which means that cities in Minnesota must follow rules adopted by Minnesota OSHA (MNOSHA). MNOSHA has announced its intent to adopt the ETS by reference as soon as Jan. 3, 2022. The U.S. Department of Labor has indicated that it will not issue citations for noncompliance with (1) the non-testing requirements of the ETS until at least Jan. 10, 2022 and (2) the testing requirements of the ETS until at least Feb. 9, 2022, so long as employers are making good faith requirements to comply with the rules. The non-testing requirements include requirements that all employees certify their vaccination status and that unvaccinated employees wear face coverings.

The city plans to implement its policy no later than Jan. 10, 2022. At this time, vaccinations will not be required for employment, but weekly testing procedures will be in place no later than Feb. 7, 2022. The city plans to use Vault Health to administer testing and results. Staff is currently working with the vendor on logistical details therefore, costs cannot be determined at this time.

The City Manager will approve the contract in order to complete the certification process. Once certification of vaccination status is completed, staff will estimate costs for one year and, if costs exceed \$175,000, staff will come back to ask council to ratify the contract. If the council does not ratify the contract, the city manager will cancel the contract before \$175,000 in costs is incurred. City staff will continue to monitor and adapt to the fluid situation.

Early in the pandemic and in response to the state-ordered shut down, the Minnetonka city council began holding virtual council meetings in April 2020. On June 14, 2021, the Minnetonka City Council resumed in-person meetings. As the COVID-19 health pandemics continues, with positive cases increasing and the omicron variant emerging, various local government entities have shifted back to virtual meetings.

The Centers for Disease Control and Prevention, CDC, provides [metrics for measuring the severity of COVID-19 transmission](#). Hennepin County is currently at the High Transmission level.

As it stands today, meetings of the boards and commission meetings are being held in both formats. Park Board, Planning Commission, Charter Commission, EDA, EDAC, Senior Advisory and DEI task force are all held in person. The Sustainability Commission is currently being held virtually. These decisions are currently being made by the presiding officer of each body, following all necessary state statutes.

Discussion Questions

1. Does the City Council wish to proceed with the current in-person format?
2. Is the City Council interesting in using metrics to determine when to move to remote meetings?
3. Is City Council interested in using metrics for the public to wear masks at city facilities, other than our recreation and sports venues (Ice Arena's/Williston Center, etc.)?
4. Does the City Council wish to have these same metrics used for all boards and commissions, or continue to allow the presiding officer to determine the format under necessary state statutes?