



**Agenda  
Minnetonka City Council  
Regular Meeting  
Monday, Jan. 24, 2022  
6:30 p.m.  
WebEx**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Coakley-Kirk-Schack-Wilburn-Calvert-Schaeppi-Wiersum
4. Approval of Agenda
5. Approval of Minutes:
  - A. Jan. 10, 2022 meeting minutes
  - B. Jan. 14, 2022 meeting minutes
6. Special Matters:
  - A. Retirement recognition for Sergeant Mike Nelson
  - B. Cullen Smith property restoration project
7. Reports from City Manager & Council Members
8. Citizens Wishing to Discuss Matters Not on the Agenda
9. Bids and Purchases:
10. Consent Agenda - Items Requiring a Majority Vote:
  - A. Resolution accepting the pay equity implementation report  
Recommendation: Adopt the resolution (4 votes)
  - B. TIF Note and Development Agreement for Overlook on the Creek located at 9731 Minnetonka Blvd

Due to the COVID-19 health pandemic, all meetings of the Minnetonka City Council will be conducted pursuant to Minn. Stat. § 13D.021, until further notice. City council members will participate in the meeting remotely via WebEx. Members of the public who desire to monitor the meeting remotely or to give input or testimony during the meeting can find instructions at <https://www.minnetonkamn.gov/government/virtual-meeting-information>. Limited seating may be available at the regular meeting room, for members of the public who wish to attend in person, but the public is advised to call 952.939.8200 the day of the meeting to confirm that the room will be open.

Recommendation: Adopt the resolutions (4 votes)

- C. Strategic profile 2021 quarter four report/year-end report

Recommendation: Adopt a motion accepting the strategic profile quarter four report

- 11. Consent Agenda - Items Requiring Five Votes:

- A. Applications for renewed precious metal and secondhand dealer licenses for 2022

Recommendation: Approve the licenses (5 votes)

- 12. Introduction of Ordinances: None.

- 13. Public Hearings:

- A. Vacate the drainage and utility easements for Chabad Center for Jewish Life located at 2327, 2333, 2339 Hopkins Crossroad, and 11170 Mill Run

Recommendation: Hold the public hearing and adopt the resolution (4 votes)

- 14. Other Business:

- A. Business survey presentation

Recommendation: Receive the results of the survey

- B. Noise regulation ordinance

Recommendation: Adopt the ordinance (4 votes)

- C. Review of executive search firm proposals

Recommendation: Hear from search firms and direct staff on next steps in selection of a firm

- 15. Appointments and Reappointments: None

- 16. Adjournment

**Minutes  
Minnetonka City Council  
Monday, January 10, 2022**

**1. Call to Order**

Mayor Brad Wiersum called the meeting to order at 6:31 p.m.

**2. Pledge of Allegiance**

All joined in the Pledge of Allegiance.

**3. Roll Call**

Council Members Bradley Schaeppi, Kissy Coakley, Brian Kirk, Rebecca Shack, Kimberly Wilburn, Deb Calvert and Brad Wiersum were present.

**4. Approval of Agenda**

Coakley moved, Kirk seconded a motion to accept the agenda, as amended adding consideration of a city-wide mask mandate under Item 14.D. All voted "yes." Motion carried.

**5. Approval of Minutes:**

**A. December 20, 2021 regular meeting**

Calvert moved, Schack seconded a motion to approve the minutes, as presented. All voted "yes." Motion carried.

**6. Special Matters: Ceremonial oath of office for newly elected officials**

City Attorney Corrine Heine administered the Oath of Office to Mayor Brad Wiersum, Councilmember Deb Calvert, and newly elected Councilmember Kimberly Wilburn. A round of applause was offered by all in attendance.

**7. Reports from City Manager & Council Members**

Acting City Manager Funk reported on upcoming city events and council meetings. He noted city hall would be closed on Monday, January 17 for Martin Luther King, Jr. day. He encouraged members of the public to take part in the Minnetonka 2022 Yeti Hunt going on now through Wednesday, January 19.

Coakley read a statement in full for the record noting safety was a priority for her. She explained she had a degree in criminal justice and believed people that look

like her were underrepresented in employment, housing, transportation and housing for decades in Minnesota but were over represented in the criminal justice system. She indicated she moved to Minnetonka because she was looking for a safe and quiet neighborhood. She wanted her neighbors and community to be safe, which included those who worked, visited and played in Minnetonka. She noted Minnetonka has a very low crime rate when compared to other communities. She noted recently, there has been an uptick in car jackings and burglaries and this was not acceptable. She indicated this was a statewide problem. She encouraged residents to be vigilant and aware of their surroundings. She explained there was no easy solution to long-systemic problems. She asked if there was a subset of people who were committing these crimes, were they from in state or out of the state. She stated if tough on crime solutions were pursued the city would not be addressing the problem, but rather would send juveniles down the pipeline to prison. She encouraged the city to find solutions to why people were committing these crimes. She suggested the city take a deeper look at the real problems of employment, housing, education, transportation and healthcare. She explained on December 29, 2021 the mayor addressed crime in Minnetonka and reported this statement was not based on the opinion of the city council. She indicated this statement made her feel this mission was for black and brown folks, and that there was a war on crime. She discussed how the war on drugs back in the 80's caused a lot of black and brown folk to end up in the criminal justice system without a solution. She felt singled out with no real evidence and now black and brown folks were a target for being murdered at the hands of white folks who take matters into their own hands. She reported her husband is a black man, who is a mail carrier in Golden Valley. She noted during peak hours he works 14 hours a day and does not return home until after 10:00 p.m. She feared for his safety because he delivers packages to homes in the dark and could be mistaken as a burglar or a car jacker. She stated she wanted her husband to return home each day safely after he delivers the mail. She encouraged Mike Freeman and the city to consider real solutions to the crimes that are occurring. She recommended that the next time a message is sent to residents regarding crime that black and brown folks be included.

Wilburn stated she was very excited to be serving as a councilmember for the city of Minnetonka. She read a prepared statement regarding the comments the mayor made regarding public safety. She explained there was a mayor's meeting on December 17, a letter followed shortly thereafter that was signed by five mayors. She noted the mayor then made comments at the December 20 city council meeting. She commented on December 28 the chiefs of police of Minnesota sent a letter to Hennepin and Ramsey County attorneys. She reported on December 29 there was an interview held with the Minnetonka mayor and a second mayors letter was sent on January 4. She indicated public safety has been a frequent topic of discussion with many officials weighing in on possible causes and solutions for the increase in certain crimes. She understood people were anxious to know what is being done. She stated she was troubled

by some recent public statements and the messages they send. She explained claims have been made without any supporting data. She discussed how cities and counties that have adopted pre-trial and bail reform show that releasing people pre-trial did not negatively impact public safety. She reported cash bail systems punish the poor by incarcerating them prior to any trial or conviction and could lead to job loss or alienation from family and the community. She explained experts are telling us the impact of the pandemic on mental health and economic/housing stability, along with the already disparities in education, healthcare, employment and housing are contributing factors to the crime that are being committed. She stated proposing simple solutions to the complex problems without any supporting data does a disservice to marginalized communities who hear the message they will continue to be targeted, but also to concerned residents who are seeking answers. She indicated public safety and social justice can co-exist. She concluded by saying before any solutions are put forth or any statements are made, that data should be reviewed and more people should be at the table discussing these matters. She recommended the DEI task force be included, along with public defenders or people who work with juveniles. She stated what people say matters and she did not want marginalized people to continue to be marginalized.

Kirk reported he had the opportunity to speak with Councilmembers Coakley and Wilburn before the meeting. He indicated he supported their comments regarding getting tough on crime. He stated he has worked for the YMCA for the past 35 years and 20 of those years were in youth development. He explained the young people who were committing these crimes were 15 to 16 years old at the beginning of the pandemic and he assumed they were already facing great social and economic diversities. He understood that criminals needed to be held accountable and safety was his top priority. He encouraged the public to recognize what was causing this bad behavior in the first place in order to end the cycle of crime. He stated by pushing for incarceration only the symptoms of the problem are being addressed and not the cause. He indicated these are mostly crimes of opportunity and the city should be focusing on prevention instead of incarcerating young people in communities that are already struggling. He urged the public to focus on crime prevention measures to remove the opportunity. He stated an ounce of prevention was worth a pound of cure. He recommended the cities impacted by these crimes work with Hennepin and Ramsey County to address the social and economic problems at their core and to help these young people find a more productive path.

Wiersum reported this was not a forum for debate and he was not going to do that. He noted he attended a mayors meeting and the issue of public safety was discussed because public safety was job one for all cities. He stated people expect to be safe, people from all communities. He indicated he did not make any statements on behalf of the city or the city council. He explained the words that appeared were his own words and he stands behind them. He appreciated

the input from his fellow councilmembers and noted he would be happy to speak with anyone about their concerns regarding public safety or social justice.

**8. Citizens Wishing to Discuss Matters not on the Agenda: None**

**9. Bids and Purchases: None**

**10. Consent Agenda – Items Requiring a Majority Vote:**

**A. Resolution accepting plans and specifications and authorizing bids for the Ridgedale Drive Trail Project**

Kirk moved, Calvert seconded a motion to adopt Resolution 2022-001. All voted “yes.” Motion carried.

**B. Designation of official newspaper for 2022**

Kirk moved, Calvert seconded a motion to designate *Sun Sailor* as city’s official newspaper for 2022. All voted “yes.” Motion carried.

**C. Minnetonka School District School Resource Office Agreement**

Kirk moved, Calvert seconded a motion to approve the agreement. All voted “yes.” Motion carried.

**D. Resolution for the Hopkins Crossroad Trail Project Safe Routes to School Grant Application**

Kirk moved, Calvert seconded a motion to adopt Resolution 2022-002. All voted “yes.” Motion carried.

**11. Consent Agenda – Items requiring Five Votes: None**

**12. Introduction of Ordinances: None**

**13. Public Hearings:**

**A. Resolution vacating a portion of a sewer and drainage easement at 12003 Ridgemount Avenue W**

City Engineer Phil Olson gave the staff report.

Wiersum opened the public hearing.

There being no further comments from the public, Wiersum closed the public hearing.

Schack moved, Calvert seconded a motion to hold the public hearing and adopt Resolution 2022-003. All voted "yes." Motion carried.

**14. Other Business:**

**A. Resolution denying a conditional use permit for an accessory structure in excess of 1,000 square feet, at 4127 Williston Road**

Assistant City Planner Susan Thomas gave the staff report.

Wiersum opened the meeting for comments from the public.

Donald Sundell, 14660 Lake Street Extension, reported his property adjoins the property in question. He believed the proposed construction would adversely impact his property. He noted the new building would be directly north of his rear yard and would dominate the view from his deck and living room. He expressed concern with how the proposed garage space would be used, considering the fact the applicant was requesting 12 foot garage doors and a 16 foot overhead door. He believed the home would be better served by putting on an addition for entertainment space. He feared the proposed space would be used for commercial use, noting the applicant was running a contractor business from this property. He stated the applicant has requested a turn around to access the garage because of the slope of the driveway. He noted the applicant already had a paved turnaround at the top of the existing driveway that had a temporary canvas covered structure that was being used for storing materials and equipment for his construction business. He anticipated the existing turnaround would serve the applicants needs. He discussed the second marked up plan noting it was not very different from the first plan and recommended the council deny the conditional use permit request.

Susan Sundell, 14660 Lake Street Extension, explained she lived at the intersection of Lake Street Extension and Williston Road. She stated at the second planning commission meeting she took more risks regarding this request because it was so important to her. She noted she had a daughter who was hit by a car and died at the corner where she lived. She considered herself to be a good citizen and she paid her taxes. She provided staff with a handout which included two letters she wrote to the planning commission. She indicated she did not want to have to police what was being parked in her neighbors garage. She stated she was an outpatient mental health psychologist for 35 years and she was pretty good at seeing things. She reported she did not see this project in the same way the applicant did. She expressed concern with how her property value would be impacted if this garage were constructed. She explained her view

would be adversely impacted and a large number of trees would be lost. She indicated the proposed garage was not in keeping with the neighborhood and encouraged the city council deny the conditional use permit request.

Zack Klonneyes, 4127 Willison Road, explained he was the applicant and property owner. He stated it was unfortunate to be before the council without a recommendation for approval from staff and the planning commission. He discussed how the grade of his lot had made it very difficult to find a location for the proposed garage. It was his opinion, the proposed placement was the best location. He discussed how the proposed structure would help in meeting the needs of his family. He made it clear that if this structure was not approved, another garage structure that does not require city approve would be built on his property in this location. He asked that the council reconsider and offer their approval of the proposed garage.

Kirk asked if the proposed garage could be considered a second home versus an outbuilding given the size of the lot. Thomas reported the city only allows one primary structure on a lot. This meant that if garage structure were to be converted into a home, this request would have to come before the city.

Kirk questioned if the applicant has any storage violations with the city. Thomas indicated the applicants applied for a temporary storage permit in October of 2021 so they have time left on this temporary permit.

Kirk explained city ordinance does not allow a home to be used as a construction company. He inquired if the materials being stored on the property were for the construction business. Thomas reported she has not been in the storage building and was therefore not aware of what was being stored on the property. She stated based on her visits to this site, she did not see anything glaring that says a home occupation was occurring on this site.

Kirk asked if the applicants comments regarding being able to build a garage without a loft would be allowed on this property. Thomas stated staff would need to see the plans in writing, but noted an enclosed space that was less than 1,000 square feet and was 12 feet or less a building permit could be issued.

Schack commented it was disappointing to have a resident come to the city and make threats of building something less appealing if his request was not approved. She indicated this was not the way to convince her to take action. She reported she put a lot of faith in staff, along with the recommendation from the planning commission. She stated she would be supporting staff and planning commissions recommendation.

Calvert noted three members of the city council have served on the planning commission. She indicated it was difficult to respect private property rights along



with taking into consideration the concerns of the neighbors. She agreed with the planning commission that viewshed was not a property right. She was of the opinion the placement of the proposed garage feels very disrespectful and diminishes the experience of all of the other neighbors. She commented she would be supporting the recommendation from the planning commission and staff.

Schaeppi stated he would be supporting the recommendation of staff. He wished the applicant and staff could have found common ground.

Kirk thanked the neighbors and applicant for voicing their concerns at the planning commission and council meetings in a respectful manner. He stated the applicant has a lot that was almost one acre in size and noted the property owner has the right to build on his property. He encouraged the neighbors to reach out to one another in order to find some common ground because it sounded as if the applicant would be building a garage on his property, even if the conditional use permit were denied.

Calvert moved, Kirk seconded a motion to adopt the Resolution 2022-004. All voted "yes." Motion carried.

**B. Resolution for the Tonka-Woodcroft Improvements Project (includes Minnetonka Boulevard Trail)**

City Engineer Phil Olson gave the staff report.

Schaeppi thanked staff for all of their efforts on this project. He stated this project was exciting and he looked forward to its completion. He requested staff educate the public on the driveway curb cuts. Olson explained for the most part the city would be maintaining the normal driveway widths. However, the unique situations would be evaluated by staff to allow for flexibility. He noted staff had already met with several property owners.

Schaeppi questioned where the existing sidewalk would end from Groveland Road as it heads east. Olson indicated the sidewalk would end just to the west of the pond.

Wiersum reported this was the biggest street and utility construction project in the history of the city. He asked if there were any comments from the public.

A resident questioned if there was a timeline on when each individual street would be completed. Wiersum reported the council would not know this, but encouraged the resident to speak with staff. Olson reported a more detailed project schedule would be sent to residents after meeting with the contractor.

Wiersum explained if this project were completed in other cities the residents would be assessed for 20% to 30% of the project costs. He commented the city of Minnetonka pays for its street improvement projects through property taxes.

Calvert moved, Schaeppi seconded a motion to adopt the Resolution 2022-005. All voted "yes." Motion carried

**C. Resolution designating a new Acting Mayor and Alternate Acting Mayor**

Schack gave the staff report and recommended Councilmember Kirk serve as the acting mayor for 2022, with Councilmember Coakley serving as the alternate acting mayor.

Schack moved, Calvert seconded a motion to make designation and adopt Resolution 2022-006. All voted "yes." Motion carried.

**D. COVID-19 pandemic updates**

Acting City Manager Mike Funk and City Attorney Corrine Heine gave the staff report.

Schack asked if the COVID testing was an expense that could be passed along to employees. Heine reported the city policy would provide rapid testing starting February 7 at the city's expense.

Calvert commented she has seen reports that that rapid tests are only 30% accurate for Omicron. She expressed concern with how this may impact city staff. She discussed how PCR's took longer to get results and questioned if staff had considered going this route. Heine the city had the ability to order any type of test. She noted the city would be moving forward with rapid tests because they were the most economical. She indicated staff does not know the scope of how many employees would have to be tested. She explained the contract would allow the city to change tests and could move to PCR's, but these would be more expensive and took longer to get the results.

Funk asked if the city council wished to proceed with the current in-person format for meetings, or should the council move to virtual meetings. He commented if the council were to move to virtual meetings, what would trigger the move back to in-person meetings.

Calvert stated she supported the council moving to virtual meetings. She recommended the trigger to return to in-person follow a metric.

Schack explained she appreciated the comments from Councilmember Calvert, but feared the council was being elitist by making a decision to meet remotely when all other city employees had to work in person. She questioned if the previous metrics applied to the Omicron variant. She suggested that if the council were to move to virtual meetings that a decision be made in real time or what the science is recommending at the time.

Coakley indicated she was open to moving back to virtual meetings. She suggested the trigger to return be based on a metric given the high number of people that have COVID at this time and noted the African American community has been hit really hard.

Kirk stated the council has to abide by quorum requirements and he believed moving to virtual meetings would ensure that the council could continue to meet in the coming weeks and months. He anticipated there would be fewer people interested in attending meetings as the number of COVID cases continue to rise. He indicated he did not understand the metrics well enough to weigh in on this, but recommended science guide the metrics in order to trigger when the council should return to in-person meetings.

Wilburn reported she would be in favor of moving to virtual meetings. She noted she did masters work in immuno-biology and she understood the science. She recommended the council not return to in-person meetings unless the metrics or science approved.

Schaeppi supported the council continuing to meet in-person. He noted the city council were the leaders of this community. He believed the risk at the meetings was very low. He stated the signal virtual meetings sends to the public was that elected officials could choose something that was convenient because they have a choice. He reported not all people have a choice and they have to show up for work every day. While he highly respected the opinions of his colleagues, he indicated the leadership message that virtual meetings send was incorrect.

Wiersum appreciated the input from each councilmember. He reported it was his understanding Omicron was highly contagious. He then discussed the breakthrough rates that were occurring for people who have been vaccinated. He stated he agreed with much of what has been said, and understood going virtual was a privilege. However, he also understood that the work of the city had to get done and he did not want meetings to be canceled due to COVID or COVID exposures. While he felt safe in the council chambers, he believed the most likely way to continue to get the work of the city done was to move to virtual meetings. He recommended this decision be evaluated every four weeks.

#### **1.) Consideration of a city-wide mask mandate**

Acting City Manager Mike Funk gave the staff report.

Wiersum stated he has spoken with residents that want a mask mandate and he has spoken to residents that do not support a mask mandate. He understood that people were emotional on both sides of this issue and that a council decision would not be popular.

Schack reported she supported the city having a mask mandate in place. However, she understood this would adversely impact the business community who was already struggling due to COVID. She suggested the mask mandate move forward with the understanding this would be difficult to enforce. She noted she would be open to athletic or recreational facility exceptions.

Coakley stated she supported a city-wide mask mandate. She noted with the numbers being up this would be a good way to protect the community. She asked if schools would be included in the city-wide mandate. Heine commented on the previously approved mask mandate which occurred in July of 2020. She stated this mandate did not have to be enforced because the governor imposed a state-wide mandate. She noted the city's mandate would not apply to schools as schools would be allowed to make their own determination.

Coakley supported the schools be required to have a mask mandate if a city-wide mandate were approved by the city council.

Kirk agreed with Councilmember Schack's comments. He hoped that this mask mandate would be short lived. He noted the transmission of Omicron was occurring very quickly and this was impacting all industries. For this reason, he believed the mask mandate made sense at this time. He stated he supported exempting recreational facilities, sporting events and the ice rink from the mask mandate.

Schaeppi reported he supported the previous mask mandate. He discussed how the governor was surrounded by highly educated professionals. He indicated he did not support a city-wide mask mandate when the state did not have a mask mandate in place.

Calvert questioned what the penalty would be for noncompliance with a mask mandate. Heine reported violation of a city ordinance was a misdemeanor offense. Police Chief Scott Boerboom commented this would be a very difficult ordinance for his officers to enforce. He stated it was better when it was statewide because there was consistency across borders. He feared that his officers would be getting into an altercation with an individual who feels passionately about this subject if he was asked to enforce this ordinance.

Calvert commented she understood enforcement would be the biggest challenge. She understood there were issues occurring at the state level and therefore the onus was being put on the smaller levels of government to make this difficult decision. She stated she did not relish in making this decision, but she believed it was based on science. She indicated the goal of the mask mandate would be to reduce transmission and to keep workers working. It was her hope that the mask mandate would be quickly lifted noting it would have to be based on science. She explained all citizens have the right to life, liberty and the pursuit of happiness and her goal right now was to preserve life, while protecting the liberties of residents. She supported kids wearing masks at sporting events and in ice rinks. She also preferred letting other units of government, such as the school district, to make their own decisions when it comes to mask mandates.

Wilburn stated she supported a mask mandate noting the science shows masks help with the spread of COVID. She believed this was the responsible way to move forward at this time.

Wiersum indicated he supported wearing masks and he believed it made sense for people to be wearing masks at this time. However, from a public policy standpoint, he could not support an ordinance being put in place that would not be enforced. He explained he had a real problem with laws that were not enforced. He stated the police department had better things to deal with than trying to enforce a mask mandate. He feared that a mask mandate would create an illusion that everyone was going to wear a mask, and this would not be the case. He indicated he supported wearing a mask and would be wearing a mask, but he did not support the city passing an ordinance that would not be enforced. He stated this was bad public policy. He commented he had spoken to a number of mayors and they would not be having a mask mandate but rather would have a strongly worded resolution of encouragement to wear masks. He encouraged everyone in this room to wear a mask, but stated he would not support an ordinance moving forward that would not be enforced.

Wiersum stated he would not be putting a mask mandate in place by declaring a state of emergency. He asked how the council should proceed with this matter. City Attorney Corrine Heine explained the council has the authority to adopt an emergency ordinance. She indicated staff does not have a draft ordinance prepared for a city-wide mask mandate. She reported the council could recess the meeting to allow staff time to draft an ordinance. She stated another alternative would be to schedule another meeting, prior to January 24 to address this matter.

Kirk noted it would take time for businesses to chime in and respond to this mandate. He believed it would be fair to allow for some window of opportunity for local businesses. He understood that a mask mandate would be difficult for both the police and local businesses to enforce. He discussed how businesses would

have to resign their properties and get staff up to speed with the new mandate. He suggested action on this matter be delayed to the next council meeting.

Funk encouraged the council to consider holding a special meeting in three days to allow staff some time to prepare an ordinance and to push communications to the business community and the general public. He noted this meeting would be advertised properly and would be held virtually. He stated an implementation date should be considered by the council.

Wilburn asked if the council were to wait three days what sort of communication would be made with local businesses. Funk reported at a minimum staff would be announcing the purpose for the special council meeting, which would be to consider an ordinance for a city-wide mask mandate. He indicated the city would also be proactive in letting the business community and residents know that this was being considered.

Schack stated time was of the essence and the city had a responsibility to make sure things were being done properly. She supported the council holding a special meeting in three days.

Coakley supported the council holding a special meeting in three days to address the city-wide mask mandate.

Wiersum reiterated there would be no state of emergency declared by the mayor. He noted an ordinance had certain requirements with respect to effective dates. He asked what the charter says in terms of enacting a non-emergency ordinance. Heine stated even if a state of emergency was not declared by the mayor, the council has the ability to adopt an emergency ordinance. She reported an emergency ordinance was an ordinance that was necessary for the immediate preservation of the public peace, health, safety or welfare. It must be adopted by the affirmative vote of at least five councilmembers. She reported the city may not prosecute a violation of an emergency ordinance until 24 hours after the ordinance was either filed with the city clerk and posted in three conspicuous places in the city or published at least once in the official means of publication. She recommended the council follow the posting method.

Wiersum questioned what action the council had to take tonight. Heine stated the council would have to provide staff with direction on when they would like to meet. She reported the council could meet in three days for a special meeting, or could choose to continue this meeting to a date and time specific.

Wiersum recommended the council meet in three days versus continuing this meeting. He suggested the council meet on either Thursday or Friday of this week.

Calvert supported the council meeting in three days as well because this would provide staff with more time to pull information together.

Schack agreed and recommended the meeting be held in the late afternoon.

Coakley supported this recommendation.

Funk requested the council be prepared to discuss exemptions from the mask mandate for recreation facilities on Friday.

Wiersum recommended staff make a list of athletic sites that should be exempt from the mask mandate.

Coakley anticipated other businesses would feel the exemptions for athletic facilities was unfair.

Wiersum stated this would all be worked out on Friday. He suggested the council continue this meeting to Friday, January 14 at 3:30 p.m. The council supported this recommendation.

**15. Appointments and Reappointments:**

**A. Reappointments to Minnetonka boards and commissions**

Wiersum moved, Wilburn seconded a motion to approve the appointments. All voted "yes." Motion carried.

**B. Appointment of student member to the Park Board**

Wiersum moved, Calvert seconded a motion to approve the appointment. All voted "yes." Motion carried.

**16. Meeting Continuation**

Wiersum moved, Calvert seconded a motion to continue this meeting to 3:30 p.m. on Friday, January 14, 2021 pursuant to Minnesota State Statute 13D.021. All voted "yes." Motion carried.

Respectfully submitted,

Becky Koosman  
City Clerk

**Minutes  
Minnetonka City Council  
Friday, January 14, 2022**

**1. Call to Order**

Mayor Brad Wiersum called the virtual meeting to order at 3:31 p.m.

**2. Reconvene of Monday, January 10 Minnetonka City Council Regular Meeting**

**3. Continuation of item 14D: Consideration of city-wide face mask mandate**

Acting City Manager Mike Funk and City Attorney Corrine Heine gave the staff report.

Wilburn asked if the end date for the ordinance could be set at 61 days and then have it the mandate lifted sooner if the numbers supported this action. Heine reported city charter states an emergency ordinance could only be in effect for 61 days. She explained if the council wanted to set a shorter time period it could.

Calvert discussed the current transmissions rates for the county. She questioned if the mask mandate ordinance could be tied to transmission rates. Heine stated language could be added to state the city manager could suspend enforcement of the ordinance at any time the transmission rate for Hennepin County reached the moderate or low levels.

Kirk inquired when the city should address consistencies with the previous mask mandate and the ordinance being presented this evening. He asked why the city went from five year olds to two year olds and questioned why churches were exempted in 2020 but not in 2022. Heine reported for the most part the new ordinance was prepared using the most recently enacted declarations from other cities. She stated these cities were Minneapolis, Golden Valley and Hopkins. She commented staff was trying to maintain some consistency with these ordinances. She explained the council could pick up additional exemptions that were included in the 2020 ordinance.

Kirk asked what the effective date would be for the ordinance. Heine stated staff was recommending late in the day on Monday, January 17.

Wiersum commented for the record the council would be finished with this meeting by 5:00 p.m. and stated he understood there were 26 residents that wanted to speak. He indicated these individuals would be given 90 seconds to speak.



Coakley questioned if the ordinance could be evaluated every two weeks to check levels of transmission.

Wiersum reported this would be something the council could consider. He then opened the meeting for public comments.

Delila Peri, 1900 Vernon Drive South, explained she was an immunologist and has been working in epidemiology and biotech for the past two decades. She encouraged the city to not pass a mask mandate. She reported adjacent communities passed mask mandates quickly based on the number of rising cases without data noting the mildness of this variant. She stated the narrative was less about illness severity and more about number of cases. She commented there was no reason to go back to the same drastic measures that were proven to be failures. She encouraged the council to opt for a more efficient route, to recognize the mildness of the variant, while also recognizing the false security that face masks offer.

Sumner Jones, 4425 Tonkawood Road, stated he opposed the proposed mask mandate. He indicated the latest report from the Minnesota Department of Health shows that hospital admittance was decreasing, ICU admittance was decreasing, convalescent cases were decreasing and deaths are decreasing. He did not believe forcing people to wear masks would have an effect, but rather would show the council felt the need to act in some way on an issue that was already resolving itself. Furthermore, the CDC has recently updated its messaging noting cloth masks do very little if anything to stop the spread of COVID aerosols. He reported a mandate that would allow cloth masks would be ignoring the data that was available. He stated if a mandate were enacted that only allowed for N95 masks, the entire population of Minnetonka would be inconvenienced in order to find N95 masks to comply with the mandate to address a problem that was already going away.

Karen Scheltma, 10551 Greenbriar Road - Apartment 333, commented she agreed with the last callers comments that cloth masks were ineffective. She agreed 100% and noted she was recently recovering from Omicron. She noted it does not matter what mask you wear. She reported if the council did approve a mask mandate that the city should not be excluded.

Thomas Bohn, 1908 Welland Avenue, stated the residents of Minnetonka have seen the pandemic play out over the past year and he did not believe masks were effective. He encouraged the council to visit [maskoffmn.org](http://maskoffmn.org) to view numerous science studies that show the ineffectiveness of masks. He indicated he has only worn a mask three times in the past two years and his three young children have not worn masks yet. He explained his family was healthy, well and they were relying on their God-given immune system to do what it was designed to do. He encouraged the council to allow people to choose whether or not they

would like to wear a mask. He suggested that those individuals that were scared should stay home, in order to let the remainder of the population to go back to normal. He stated if this mandate were to go into effect, he would be working diligently to move his business out of the community that does not have a mask mandate in place.

Mark Ostlie, 14303 Mount Terrace, explained he was a local pastor in Minnetonka and encouraged the council to be led by God during their decision making. He indicated the church was at a busy intersection that was receiving new visitors. He discussed how the church was helping people regardless of their ability to comply with city ordinances, social norms, mental capacity or vaccination status. He stated if a mask mandate were put in place, he encouraged that the strain not be placed on staff to enforce the mandate. He encouraged the city to not discriminate against people who were not vaccinated. He asked that the city exempt houses of worship from the mask mandate because this could limit help getting to those most in need.

Jenna Bohn, 1908 Welland Avenue, expressed strong opposition to the mask mandate. She reported she was an advanced practice registered nurse in a facility in the metro. She stated she has been working on the front lines for the past two years. She indicated there was no research that supported healthy people wearing masks. She discussed how a mask mandate would infringe upon the healthy and their right for informed consent. She indicated if a mask mandate was put in place she would take her business to a community that does not have a mask mandate in place.

Dee Long, 249 Willoby Way East, explained she and her husband were 82 year old residents of Minnetonka. She stated she was healthy about her health, especially during this difficult time. She reported she wears easily available N95 masks and was vaccinated. She commented for her own physical and mental health that people not be locked up in their house in isolation. She indicated she likes to visit the library and noted masks are required. She strongly urged the council to adopt an ordinance so that people like her can feel safe and secure when she goes about her daily lives.

Maria Ahlers, 5537 Woodland Road, discussed how a mask mandate would impact underrepresented communities in Minnetonka. She stated she was a speech language pathologist and has worked with people over the years who have a difficult time communicating. She reported this issue was becoming more of a concern with masks on. She commented on how masks were impacting people with Parkinson's disease, neuro-divergent, those with autism, those with hearing aids or cochlear implants, those who rely on lip reading and children with articulation errors. She thanked the council for taking into consideration her concerns and for better understanding how a mask mandate may be impacting some Minnetonka residents in ways that have not been considered.

Mary Ross, 3978 Vandan Road, indicated she supported a local mandate and believed it was critical. She noted she would only shop where masks were required and she respected the businesses that asked for masks. She commented if the city did not have a mask mandate in place she would not visit local businesses. She indicated she has a family member that works in the retail environment and she understood this was difficult because they were required to be the enforcers. She recommended that if an ordinance was put in place that the enforcement details be shared with business owners.

Drake Lorence, 13555 Essex Place, reported he has been a resident of Minnetonka for the past 40 years. He noted he provided the council with a written comment showing a chart from the Minnesota Department of Health showing when the Minnesota mask mandate was put in place. He explained this chart shows that COVID cases actually increased after the mandate was put in place and once the masks could come off, the number of cases fell. He noted Minnesota had one of the best mask wearing rate in the country. However, he was concerned for local businesses and commercial real estate owners. He understood they have already been under extreme duress, have lost tenants, lost small businesses and were working to recover. He feared how these businesses would be impacted if masking were reenacted now. He anticipated Minnetonka residents would drive to another community with their business if a mask mandate were put in place. He indicated this would trickle down to all businesses over time. He asked the council to exempt religious organizations and daycares.

Chris Fields, 2354 Cherrywood Road, stated this ordinance was a hostile takeover of American freedom and liberty. He believed he had the right to choose how he would protect himself and his family. He reported the proposed mask mandate was not based on science. He explained the mandates do not work. He encouraged the council to allow residents to be smart enough to protect themselves. He stated America was special and Minnetonka was special. He recommended Minnetonka not follow other cities, but rather to stand on their own and give the mask mandate a rest.

Susannah Nelson, 16101 Kensington Court, reported the community was now in the middle of a massive labor shortage and all businesses were struggling to hire staff. She questioned if now was the right time to require these struggling businesses to enforce a mask mandate. She commented if this was truly about public health, should N95 masks be required and asked if businesses would be required to find these. She stated she was concerned with requiring 2 year olds to wear a mask, noting the governor's previous mask mandate was not this extreme. She expressed concern with how employees at local businesses would be able to discern the difference between a 1½ year old and a 2 year old. She encouraged the school board to manage their own matters and not get the city council involved.

Tom Madden, 19260 Lake Avenue, stated he was a small business owner in Minnetonka. He reported the proposed mask mandate would absolutely destroy his business. He indicated with the last mask mandate he had to let four people go and he now only had eight employees. He explained several of his employees have had the Omicron variant, which was like a three day flu. He encouraged the council to follow Dr. Malone and his talks about the Omicron variant. He stated he would like the community to move on and reiterated that study after study show that masks do nothing.

Moshe Peri, 1900 Vernon Drive South, reminded the council that they are elected to serve all members of the community. He reported there were members of the community that do not want to wear a mask and others that do. He stated if the mask mandate were put in place, he would not have the option to walk without a mask. He indicated this was the land of the free and he does not want masks to be forced.

Briana Bers, 4656 Caribou Drive, noted she supported the mask mandate. She indicated a mask mandate protected both you and the people around you, who may be vulnerable.

Rachel Amundson, 3432 County Road 101, stated she would like people to be able to go back to a time where people can make decisions for themselves and their families, without the government telling them what they have to do. She commented her family does not go places where mask mandates are in place. She indicated there were numerous studies in place that state masks do not work. She did not want her children thinking masks are part of the normal world. She feared how masks were impacting children and the isolation the entire pandemic had created. She encouraged the council to let people choose and to let Americans have their freedom back.

Brandon Voges, 4815 Hamilton Road, stated he was a certified registered nurse anesthetist and was an airway expert in the medical field. He reported he has been on the frontline of COVID-19 for the entire pandemic. He stated he based his decisions on data and not emotions or politics. He explained he believed the mask mandate was unjust and ineffective. He commented decisions for COVID-19 should be made on the best available data. He discussed the primary worldwide data that was available regarding cloth masks and noted the first study out of Waterloo, Canada concluded that only 10% of the exhaled aerosols can be filtered by cloth masks. He noted the second study out of Bangladesh concluded that cloth masks do not reduce the transmission of COVID-19. He indicated these studies were both done on the Alpha variant, noting the Delta and Omicron variant were even more transmissible than Alpha. He explained even with the strictest cloth mask mandates, COVID cases were not reduced.

Camellia Ramos, 18405 Tristram Way, Eden Prairie, indicated she was a Minnetonka school parent. She discussed how COVID was spreading in Minnesota noting the infection rate was higher than it has ever been since the pandemic began. She commented on how the number of active cases in Minnetonka has almost doubled from last week to this week. She encouraged the city council to put a mask mandate in place. She discussed how the school district was addressing the rise in COVID cases, noting all middle and high schools had to go to distant learning due to the number of teachers that were out sick. She urged the council to address the spread of COVID and recommended a mask mandate be put in place to keep the community safe and functioning.

Bill Anderson, Essex Road, stated if masks work, he does not need someone else to tell him to wear a mask. He explained he did not appreciate someone enforcing their will on him.

Alyssa Lamoreaux, 10613 Crestridge Drive, reported she opposed the mask mandate. She indicated the pandemic has been going on now for two years and masks were not changing things. She stated she has three young children and they have not been wearing masks. She encouraged residents to wear masks if they wanted, but recommended residents not be forced to wear masks. She reported CDC studies have shown that cloth masks do not work. She commented she would like to see the narrative towards COVID changed and noted a mask would not do this.

Rickey Brown, 10521 Cedar Lake Road Apt. 512, stated the residents and business community in Minnetonka do not like or want lock downs. He anticipated residents were concerned about public health and for this reason, he urged the council to put a city wide mask mandate in place. He recommended a city wide data driven mask policy in place. He believed this would address the surge of COVID cases both now and in the future.

Lauren Gomes, 16324 Highwood Drive, stated she was a resident and mother in Minnetonka. She indicated she was adamantly opposed to the mask mandate. She asked that the council let every member of the community choose to mask or choose to smile and greet others. She explained this was a crazy time for families with young children. She commented after investing in the community her family has felt suffocated by the schools due to the mask mandate. She reported this has led her family to find a schooling alternative. She indicated she could not let her children live amidst constant fear, noting the masks scare her children. She stated she was trying to give her children a normal childhood through these crazy times. She explained she no longer feels welcome in Minnetonka, nor was this a good place to raise a young family. She encouraged the council to consider how much she values her children being able to see her smile and others when out and about in the community. She wanted to be able to show her children joy and bravery because the world no longer does.

Lawrence Wulk, 15134 Woodhill Trail, Eden Prairie, asked the council to consider the mask mandate seriously. He noted, as has been stated earlier, there was no strong data that proves cloth masks prevent the spread of the disease. He urged the council to consider this information carefully. He commented there was information that proves cloth masks increase health risks, whether this is social, mental or physical. He encouraged the council to consider all of this information when voting on the mask mandate.

Wiersum closed the meeting for public comments. He stated the council now had to consider whether to move forward with the mask mandate. If this were to move forward, the council would have to consider when the mandate should start and expire.

Funk reported the council should also consider exemptions within the ordinance. He reported another option for the council to consider would be a resolution that strongly encourages mask wearing versus a mandate.

Schack commented this was a difficult decision that has garnered a great deal of community input. She indicated she has received calls, emails and text messages over the course of the past week. She understood people felt passionately about this topic. She explained she reached out to six or seven residents in Ward 2 and noted the response was split, but most people came down in favor of the mandate. She indicated the main concern was how the mask mandate would be enforced. She reported she reached out to three businesses in the Ridgedale area and all three were supportive of masking for three reasons, because they want to stay open, to keep employees safe, and to have enhanced enforcement authority. These businesses recognize that they may lose some customers, but this was better than not being able to stay open at all due to employees being sick. She read the city's strategic priorities, which was to develop programs, policies and procedures that enhance the communities well-being. She believed the proposed mask mandate would do this. She indicated the mandate would be narrow because it was for a minimum amount of time. She supported the ordinance as proposed by staff with the ordinance going into effect at midnight on January 17. She understood this ordinance would be applauded by some and extremely unpopular with others. She commented she was really disappointed by the emails she received from residents stating they worry about the impact this mask mandate would have on local businesses, but then also refuse to support Minnetonka businesses if a mask mandate were in place. She encouraged residents to put a mask on, continue to support their local businesses and to take their frustrations out on the city council at the next local election in two years.

Kirk commented he supported the mask mandate. He recommended that the mandate be for children five and older and that churches be exempt. He

understood the debate with the mask mandate and noted the data shows cloth masks slows the velocity of the matter that is being exhaled. He discussed how masking was helping those who are immune-compromised, which required all people to be masked.

Wilburn stated she read all of the emails and listened to the voicemails she received. She indicated the Omicron variant tends to be less severe but was extremely infectious which was overloading the healthcare system. She reported this was putting people with a life threatening injury, heart attacks or a stroke at risk. She commented on the exponential growth rate of COVID and stated if the city stops two or three people from getting infected this has positive trickle down effects as well. She noted she would be supporting the mask mandate.

Coakley indicated she supported the mask mandate, along with the school having a mask mandate in place.

Calvert stated she appreciated all of the comments from her colleagues. She thanked all of the members of the community who reached out to her. She explained she cared about the community along with the rest of the residents in Minnetonka. She assured everyone that she read every email and text and listened to every voicemail she received. She indicated she was not trying to end COVID but rather was trying to flatten the curve to give the hospitals a reprieve because they are overrun. She commented as a public servant, public safety and public health were her number one concern. She reported people were getting severely ill and she had the responsibility to protect the public. She indicated she supported the mask mandate with the exemptions as proposed by Councilmember Kirk.

Schaepfi thanked the community for reaching out to him via email or text. He noted he would not be supporting the mask mandate. He stated he was frustrated by the council at this point because the comments from the public were 3:1 in opposition of the mask mandate. He commented this was clear from the calls at this meeting, as well as the emails the council received. He stated he was elected to represent the people of the community. He explained he was not a public health expert and he was not hear to weigh in for what the governor could be doing. He believed if there was a huge problem, the governor would take action because he has experts advising him on a daily basis. He reported this past week the governor relaxed quarantine periods for childcare centers, which was the exact opposite of moving towards a mask mandate. He encouraged the council to consider the direction of the governor because no one on the council was a medical expert. In addition, he stated the majority of the residents in Ward 3 were not supportive. He commented he could not in good conscience support this mandate, given the fact the majority of the people do not support it. He reported he spoke to several businesses in his neighborhood and in the Ridgedale area that do not support the mandate. He indicated the proposed

mandate was not the will of Minnetonka, but rather was the will of a small voice that has now turned into the council majority. He stated he would be voting no to the proposed mask mandate.

Wiersum appreciated all of the public input the council received on this matter. He understood a lot of the communication the council received was from outside the community. He encouraged all residents, as a common courtesy, to include their name and address when reaching out to the city council. He stated he supported wearing masks but believed that mandating masks without enforcement was not city policy. He believed this mandate would put extra stress on the police department. He did not believe now was the time to put extra stress on the police department. He recommended the city stay in their lane and not make policy for the school district. He commented he understood the council had enough votes to pass this ordinance and requested the council make a motion when moving this item with a specific start and end date.

Funk discussed the current language within the ordinance noting the mandate would expire 61 days after starting. He reviewed language from the city attorney that should be included and would read: The acting city manager is authorized to suspend enforcement of this ordinance at any time the level of community transmission of COVID-19 within Hennepin County, according to the Center for Disease Control, is at a level of substantial or lower.

Heine reported this language would be added to paragraph 3 of section 3.06 which deals with enforcement. She explained the ordinance would remain in place for 61 days but the acting city manager could suspend enforcement.

Calvert stated she would like the ordinance to read moderate or lower.

Wiersum supported the language as recommended by staff. He recommended the council receive a report every two weeks and that a change be made if numbers are down.

Schack agreed with the suggested language from staff and looked forward to receiving reports from staff every two weeks.

Schack moved, Kirk seconded a motion to approve the mask mandate Ordinance 2022-01 as amended by staff's language, changing the age of children to five (5) years old and exempting religious institutions with a start date of January 17, 2022 at 11:59 p.m. Kirk, Calvert, Coakley, Schack, Wilburn, and Wiersum voted "yes." Schaeppi voted "no". Motion carried.



**4. Adjournment**

Schack moved, Calvert seconded a motion to adjourn the meeting at 5:05 p.m.  
All voted "yes." Motion carried.

Respectfully submitted,

Becky Koosman  
City Clerk



**City Council Agenda Item 6A  
Meeting of Jan. 24, 2022**

**Title:** Retirement recognition for Sergeant Mike Nelson  
**Report From:** Shelley Petersen, Police Captain  
**Submitted through:** Mike Funk, Acting City Manager  
Scott Boerboom, Police Chief

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**Action Requested:**  Motion  Informational  Public Hearing  
**Form of Action:**  Resolution  Ordinance  Contract/Agreement  Other  N/A  
**Votes needed:**  4 votes  5 votes  N/A  Other

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**Summary Statement**

The city has a practice of recognizing city employees upon their retirement. Sergeant Mike Nelson is retiring on January 31, 2021 after more than 26 years of service to the city.

**Recommended Action**

Recognize Mike Nelson upon his retirement.

**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            |
| <input checked="" type="checkbox"/> N/A                              |   |

Statement: N/A

**Financial Consideration**

- Is there a financial consideration?  No  Yes [Enter estimated or exact dollar amount]  
Financing sources:  Budgeted  Budget Modification  New Revenue Source  
 Use of Reserves  Other [Enter]

Statement: N/A

### Background

Mike Nelson was hired as a police officer in February of 1996. After completing his field training, Mike worked as a patrol officer taking calls for service, enforcing traffic violations, investigating accidents and managing criminal incidents. Mike went on to become a field-training officer who helped shape and develop future officers.

Mike was selected as a member of the SWAT team where he later became a SWAT team co-leader. Mike gained experience as a detective while assigned to Ridgedale Mall and he was the first school resource officer assigned to the Bren Road Educational Center.

In 2010, Mike was promoted to Sergeant. Mike has served as a patrol sergeant for the past 11 years and in addition to his patrol supervisor duties he also managed the police detention facility and bike patrol unit.

In 2017, Sergeant Nelson was selected to work the 58<sup>th</sup> Presidential Inauguration with a team of Minnesota officers in Washington, D.C.

In retirement, Mike plans to travel and enjoy cabin time with his wife Kathy, daughter Maddie, son-in-law Mitch (expectant first Grandchild) and his son Sam.

Thank you Sgt. Nelson for dedicating more than 26 years to our community and city!



**City Council Agenda Item 6B  
Meeting of Jan. 24, 2022**

**Title:** Cullen Smith Property Restoration Project

**Report From:** Leslie Yetka, Natural Resources Manager

**Submitted through:** Mike Funk, Acting City Manager  
Will Manchester, P.E., Public Works Director

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**Action Requested:**  Motion  Informational  Public Hearing  
**Form of Action:**  Resolution  Ordinance  Contract/Agreement  Other  N/A  
**Votes needed:**  4 votes  5 votes  N/A  Other

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**Summary Statement**

Approximately 13 acres of oak savanna and woodland habitat will be restored on the Cullen Smith property over the next two years, in collaboration with the Friends of Cullen Nature Preserve. Work is expected to begin in February 2022.

**Recommended Action**

Informational only, no action required.

**Strategic Profile Relatability**

Financial Strength & Operational Excellence  Safe & Healthy Community  
 Sustainability & Natural Environment  Livable & Well-Planned Development  
 Infrastructure & Asset Management  Community Inclusiveness  
 N/A

Statement: This restoration project helps achieve the council's key strategy of implementing long-term plans to mitigate threats to our ecosystems.

**Financial Consideration**

Is there a financial consideration?  No  Yes [Enter estimated or exact dollar amount]  
Financing sources:  Budgeted  Budget Modification  New Revenue Source  
 Use of Reserves  Other [Enter]

Statement: The \$95,000 project costs will be funded over two years through a combination of grant funds already secured through Hennepin County and the Minnesota Department of Natural Resources (\$65,000), and existing stewardship funds from the Natural Resource Division's operation budget (\$30,000).

## **Background**

In 2015, the City of Minnetonka purchased the 30-acre Ann Cullen-Smith property located at 2510 Oakland Road. The entire property is encumbered by a conservation easement held by the Minnesota Land Trust. This is one of the largest remaining undeveloped parcels of land in Minnetonka, with rolling upland, multiple knolls and wetlands. Large, pre-settlement oaks remain from a landscape that was formerly oak woodland and savanna. The property is technically not open to the public, but will eventually be used for passive activities including bird watching, hiking, nature observation and study as described in the Minnesota Land Trust's easement agreement.

Restoring habitat on the property to develop a more resilient landscape that supports pollinators, birds and other local wildlife has been a goal of the city since the property was purchased. This is in-line with the city's Natural Resources Master Plan, the Parks, Open Space, and Trail (POST) plan and the council's strategic plan. To date, restoration has focused primarily on invasive species removal, as the property is heavily infested with European buckthorn and other invasive species. Natural Resources staff routinely collaborates with volunteers from the [Friends of the Cullen Nature Preserve](#) who also access the site for restoration purposes.

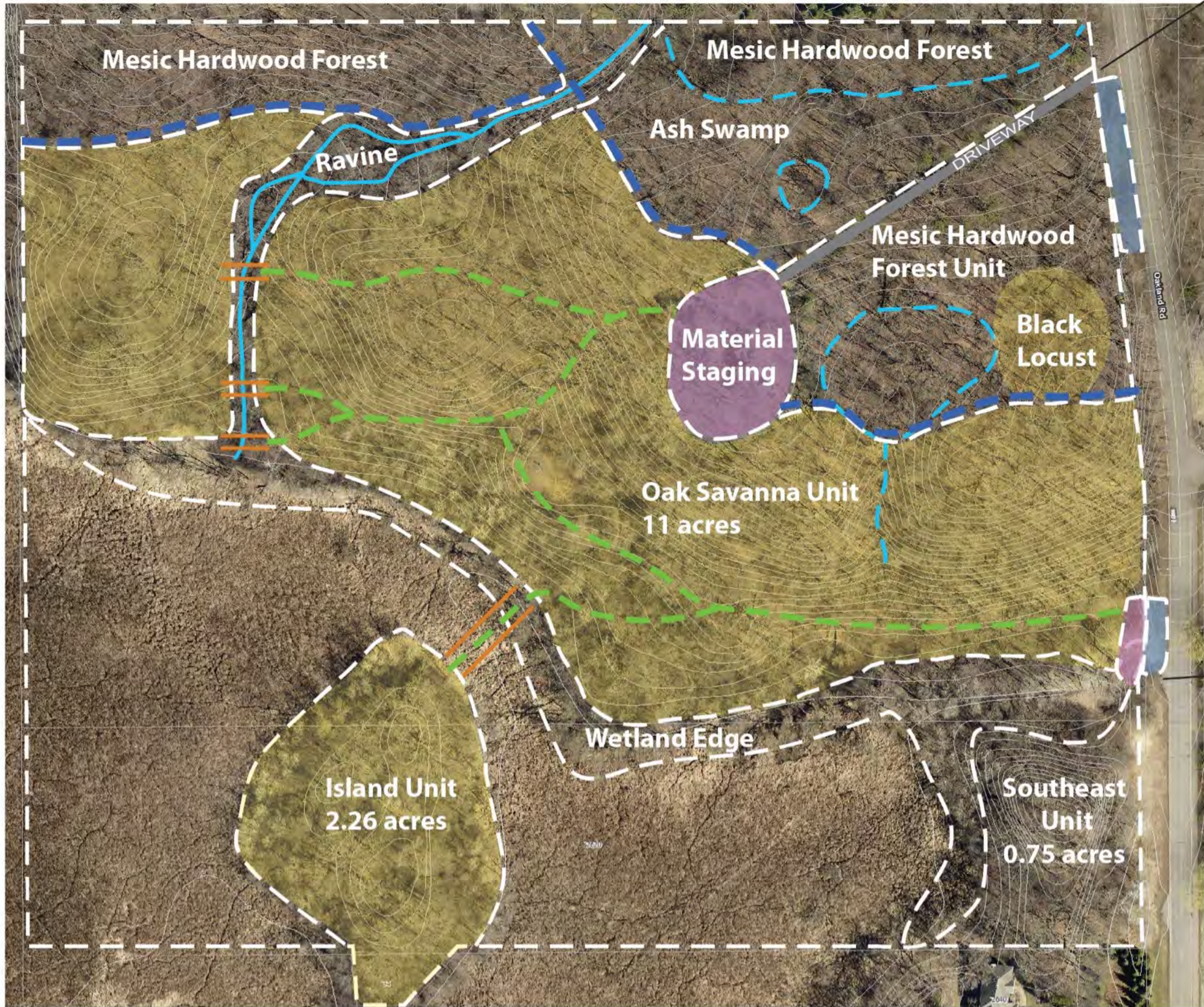
In early 2021, city staff collaborated with the Friends of the Cullen Nature Preserve to apply for and receive two grants totaling \$65,000. The funds are intended to support intensive habitat restoration activities through 2023 to convert much of the property to oak savannah and woodland. The attached map and [presentation](#) to the Park Board on April 7, 2021 describes the grant resources and the restoration project in general. More up-to-date information is also included on the [Cullen Property](#) project page on the city's website.

A general project timeline includes:

- February – March 2022
  - Working with Landbridge Ecological Co. to remove a significant amount of woody material (ash, elm, buckthorn) over approximately 13 acres to create large openings in the canopy and allow more light to reach the ground. Work is expected to take approximately two weeks.
  - It is estimated that a large number of individual trees will be removed, mostly young, small (~2-12") and early successional (pioneer) trees such as ash, elm, ironwood, and black locust, as well as a several acres of dense, mature buckthorn growth. Large diameter trees will be generally protected and saved per the proposed plan.
  - Most woody tree material will be relocated to the city's public works facility for processing. Some logs will be saved for use in future property improvements such as signs etc.
- June – August 2022: Cutting of buckthorn regrowth and spot treatment of other non-native plants that emerge.
- September-November 2022: Seeding of native grasses and wildflowers in understory and open areas; potential fall burn if conditions warrant.
- June – August 2023: Re-treatment of invasive species regrowth; mowing and spot spraying
- September – November 2023: Continued treatment of buckthorn regrowth; spot seeding as necessary; potential fall burn if conditions warrant.

City staff and Friends of Cullen Nature Preserve members hosted a project open house on Oct. 26, 2021. Notices were sent to all residences within 400 feet of the property. Information shared during the meeting can be found [here](#). Eight people attended the meeting and asked questions. A project sign has been installed at the entrance to the property alerting people to the upcoming project with instructions on how to subscribe to the project page. A second notice describing upcoming activities in more detail and project contact information will be sent to properties in adjacent neighborhoods a few weeks before contracted work and tree removal begins.

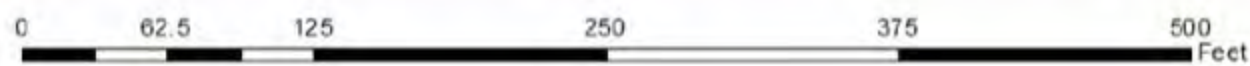
# CULLEN NATURE PRESERVE PROJECT AREA AND MATERIALS HANDLING MAP



Driveway Entrance

- Project Area
- Material Staging Areas
- Material Loading Areas
- Primary Skid & Equipment Footprint
- Creek Crossing
- Blue Flagging Boundary/Unit Demarcation

Sewer Line Entrance





**City Council Agenda Item 10A  
Meeting of Jan. 24, 2022**

**Title:** Resolution accepting the Pay Equity Implementation Report

**Report From:** Dawn Pearson, Human Resources Manager

**Submitted through:** Mike Funk, Acting City Manager  
Moranda Dammann, Acting Assistant City Manager

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**Action Requested:**  Motion  Informational  Public Hearing  
**Form of Action:**  Resolution  Ordinance  Contract/Agreement  Other  N/A  
**Votes needed:**  4 votes  5 votes  N/A  Other

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**Summary Statement**

State law requires all public jurisdictions such as cities, counties, and school districts to eliminate any gender-based wage inequities in compensation and submit reports to MMB. All public jurisdictions are required to submit a report every three years showing the status of their compliance with the law.

**Recommended Action**

Adopt the attached resolution accepting the city of Minnetonka's Pay Equity Implementation Report and authorize the HR Manager to submit the report to the Pay Equity Office at Minnesota Management and Budget.

**Strategic Profile Relatability**

Financial Strength & Operational Excellence  Safe & Healthy Community  
 Sustainability & Natural Resources  Livable & Well-Planned Development  
 Infrastructure & Asset Management  Community Inclusiveness  
 N/A

**Financial Consideration**

Is there a financial consideration?  No  Yes  
Financing sources:  Budgeted  Budget Modification  New Revenue Source  
 Use of Reserves  Other

**Background**

The city filed its first pay equity compliance report with the Department of Employee Relations, now Minnesota Management and Budget (MMB), on Jan. 31, 1992. The city has consistently been found in compliance with pay equity regulations, and staff trusts the current report (attached) is also in compliance.



*What does pay equity mean?*

Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of equal pay for equal work where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job; and 2) that salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points.

The 2022 report for the city of Minnetonka is attached. The analysis of the data demonstrates the city is compliant with state law. Pay equity reports must be approved by the governing body and signed by the Mayor. The report must be approved by the city council and submitted by Jan. 31, 2022.

Attached is the resolution that approves the Pay Equity Implementation Report and authorizes the Mayor to sign this report. MMB will review this information and notify the city whether or not it is in compliance with the pay equity law. That review is expected to take several months.

**Resolution No. 2022-**

**Resolution accepting the Pay Equity Implementation Report**

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Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01 In 1984, the Minnesota Legislature passed a bill requiring all political subdivisions to implement pay equity. The purpose of the pay equity legislation is to ensure that equitable compensation relationships exist between various groups of employees.

1.02 The first compliance report was filed in 1992.

1.03 The city of Minnetonka is required to formally report its compensation information to Minnesota Management and Budget by Jan. 31, 2022.

Section 2. Council Action.

2.01. The city council accepts the Pay Equity Implementation Report and officially submits it to Minnesota Management and Budget.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Jan. 24, 2022

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Brad Wiersum, Mayor

Attest:

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Becky Koosman, City Clerk

**Action on this resolution:**

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Jan. 24, 2022.

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Becky Koosman, City Clerk

Pay Equity Implementation Report

11/12/2010

Part A: Jurisdiction Identification

Jurisdiction: City of Minnetonka  
14600 Minnetonka Blvd  
Minnetonka, MN 55345

Jurisdiction Type: City

Contact: Dawn Pearson

Phone: 952-939-8214

E-Mail: dpearson@minnetonkamn.gov

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Description: The Systematic Analysis and Factor Evaluation System (SAFE) by Baker Tilly. See below.

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

- 3. An official notice has been posted at:

Employee Bulletin Boards

(prominent location)

Informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

City Council

(governing body)

Brad Wiersum

(chief elected official)

Mayor

(title)

Part C: Total Payroll

\$ 28,324,289.98

is the annual payroll for the calendar year just ended December 31.

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: January 25, 2022

The Systematic Analysis and Factor Evaluation (SAFE®) System ensures a consistent and equitable method of evaluating jobs. The basis for the system is an arrangement of job groupings predicated on Characteristics of Work. A series of job factors are then applied to the work characteristics in order to determine a numerical value for each position. The system ensures that each element of job responsibility and each work characteristic is given proper consideration. The total of the points assigned represents the rank of the position in relation to all other positions within the organization.

# Compliance Report

Jurisdiction: Minnetonka  
14600 Minnetonka Boulevard

Report Year: 2022  
Case: 1 - 2022 DATA (Private (Jur  
Only))

Minnetonka, MN 55345

Contact: Dawn Pearson

Phone: (952) 939-8214

E-Mail: dpearson@minnetonka  
mn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	62	67	4	133
# Employees	165	77	10	252
Avg. Max Monthly Pay per employee	7607.96	7226.92		7473.35

## II. STATISTICAL ANALYSIS TEST

### A. Underpayment Ratio = 85.70634 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	39	38
b. # Below Predicted Pay	23	29
c. TOTAL	62	67
d. % Below Predicted Pay (b divided by c = d)	37.10	43.28

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 240	Value of T = -1.413
-------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = -86

b. Avg. diff. in pay from predicted pay for female jobs = 110

## III. SALARY RANGE TEST = 103.23 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 3.10

B. Avg. # of years to max salary for female jobs = 3.00

## IV. EXCEPTIONAL SERVICE PAY TEST = 100.00 (Result is B divided by A)

A. % of male classes receiving ESP = 100.00 \*

B. % of female classes receiving ESP = 100.00

\*(If 20% or less, test result will be 0.00)



**City Council Agenda Item 10B  
Meeting of Jan. 24, 2022**

**Title:** Overlook on the Creek at 9731 Minnetonka Blvd

**Report From:** Alisha Gray, EDFP, Economic Development and Housing Manager

**Submitted through:** Mike Funk, Acting City Manager  
Julie Wischnack, AICP, Community Development Director

---

**Action Requested:**  Motion     Informational     Public Hearing  
**Form of Action:**     Resolution     Ordinance     Contract/Agreement     Other     N/A  
**Votes needed:**     4 votes     5 votes     N/A     Other

---

**Summary Statement**

Overlook on the Creek, LLC (formally Tonka on the Creek, LLC) is requesting a collateral assignment of the Tax Increment Financing Note to refinance the project with Wells Fargo/Fannie Mae in February 2022.

**Recommended Action**

Adopt the resolution approving the execution of a collateral assignment of development agreement and TIF note.

**Strategic Profile Relatability**

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

Statement: The Overlook on the Creek contributed to the city's affordable housing goals.

**Financial Consideration**

Is there a financial consideration?     No     Yes [Enter estimated or exact dollar amount]

Financing sources:     Budgeted     Budget Modification     New Revenue Source  
 Use of Reserves     Other [Enter]

Statement: Overlook on the Creek, LLC is refinancing.

**Background**

On Feb. 10, 2014, the city council and economic development authority approved the contract for private development and tax increment financing with Tonka on the Creek, LLC (for the Overlook on the Creek), located at 9731 Minnetonka Blvd. Overlook on the Creek is now seeking to refinance the project with Wells Fargo and Fannie Mae. As a condition of the refinancing, the lender requires that the developer assign the interest of the development agreement and related documents and TIF note to the lender as collateral for the security of the loan. The collateral agreement also subordinates the city and EDA rights in the development agreement; however, the city and EDA maintain the rights and remedies under the development agreement.

The resolution authorizes the city council to execute and deliver all documents necessary to facilitate the collateral assignment to the developer. The EDA must approve a similar action to approve the request.

**Attachments:**

Resolution  
Collateral Assignment

## COLLATERAL ASSIGNMENT OF DEVELOPMENT AGREEMENT AND TIF NOTE

This Collateral Assignment of Development Agreement and TIF Note (“**Collateral Assignment**”) is dated as of February , 2022, by and among **TONKA ON THE CREEK LLC**, a Minnesota limited liability company (“**Assignor**”) and **WELLS FARGO BANK, NATIONAL ASSOCIATION**, a national banking association (together with its successors and assigns, “**Lender**”), and the **ECONOMIC DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF MINNETONKA, MINNESOTA**, a body corporate and politic under the laws of Minnesota, and the **CITY OF MINNETONKA, MINNESOTA** (collectively, the “**Authority**”).

### Recitals

A. Assignor is the owner of certain improved real property located in the County of Hennepin, State of Minnesota, as more particularly described on Exhibit A attached hereto (“**Property**”).

B. Assignor is a party to a Contract for Private Development dated as of June 11, 2014 with the Authority and recorded on June 27, 2014 in the land records of Hennepin County as Instruments No. T05180344 and A10091503 (the “**Development Agreement**”). Pursuant to the Development Agreement, the Property was subjected to certain restrictions by the Authority in connection with the prior development or rehabilitation of the Property.

C. The Authority executed a Tax Increment Revenue Note Series 2014 to Assignor in the original principal amount of \$2,283,000.00 (the “**TIF Note**”).

D. In connection with the refinance of the Property by Assignor, Lender is making a loan to Assignor in the original principal amount of \$17,500,000.00 (“**Loan**”) pursuant to a Multifamily Loan and Security Agreement between Lender and Assignor (as supplemented or amended from time to time, the “**Loan Agreement**”) and evidenced by an Amended and Restated Multifamily Note by Assignor to Lender (as supplemented or amended from time to time, the “**Note**”). The Loan is to be secured by an Amended and Restated Multifamily Mortgage, Assignment of Leases and Rents, Security Agreement and Fixture Filing that will be recorded in the Official Records of Hennepin County (as supplemented or amended from time to time, the “**Mortgage**”) (the Loan Agreement, the Note and the Mortgage, together with all other documents executed with respect to the Loan, are hereinafter collectively referred to as the “**Loan Documents**”).

E. As a condition of the Loan, Assignor has agreed to assign its rights and interests under the Development Agreement and the TIF Note to Lender for the purpose of securing certain obligations for which Assignor may become personally liable under the Loan Agreement.

Now therefore, in consideration of their mutual undertakings, and intending to be legally bound hereby, Lender and Assignor agree as follows:

1. For the purpose of securing the Loan, Assignor hereby transfers and collaterally assigns to Lender, and grants to the Lender a security interest in, all of Assignor’s right, title and interest in and to the Development Agreement and the TIF Note. Assignor hereby authorizes Lender to file any financing statements, continuation statements, termination statements and amendments as Lender may require in order to protect and preserve Lender’s lien priority and security interest in this Collateral Assignment (and to the extent Lender has filed any such financing statements,



continuation statements or amendments prior to the Effective Date, such filings by Lender are hereby authorized and ratified by Assignor).

2. Assignor shall not take or omit to take any action, the taking or omission of which might result in an alteration or impairment of (a) the Development Agreement, (b) the TIF Note, (c) this Collateral Assignment, or (d) any of the rights created by the aforementioned documents in the foregoing subparagraphs (a) – (c). Assignor covenants and agrees to comply strictly with the terms of the Development Agreement and all other requirements of the Authority with respect thereto, and Assignor covenants and agrees to continue to perform all of its obligations under the Development Agreement. Assignor shall provide Lender with copies of all certificates, reports, reviews, notices, correspondence, records and other written communications received from, or sent to, the Authority, no later than five (5) days following the receipt or sending thereof by Assignor, as the case may be.

3. Assignor represents and warrants to Lender that: (a) Assignor has not assigned or pledged, and hereby covenants that it will not assign or pledge, so long as this Collateral Assignment shall remain in effect, any of its right, title or interest in or under the Development Agreement and/or the TIF Note to anyone other than Lender (and Assignor agrees that any such existing or further assignment or pledge is void), and that it will not, except upon the prior written consent of Lender and upon the terms and conditions, if any, specified in any such consent, enter into any agreement amending or supplementing the Development Agreement and/or the TIF Note, or settle or compromise any claim against the maker of the TIF Note; (b) Assignor's right, title and interest in and to the TIF Note is not now subject to any lien, encumbrance or security interest; (c) to Assignor's knowledge, the Development Agreement and/or the TIF Note are in all respects in full force and effect and enforceable in accordance with their terms; and (d) to Assignor's knowledge, no default exists under the Development Agreement and/or the TIF Note as of the date of this Collateral Assignment.

4. This Collateral Assignment shall be binding upon Assignor, its heirs, successors and assigns, and shall inure to the benefit of Lender and its successors and assigns.

5. To the extent permitted by applicable law, Assignor waives all claims, damages and demands it may acquire against Lender arising out of the exercise by it of any rights hereunder, except for the Lender's gross negligence or willful misconduct. If any notice of a proposed sale or other disposition of the TIF Note shall be required by law, such notice shall be deemed reasonable and proper if given at least ten (10) days before such sale or other disposition.

6. All rights and remedies afforded to Lender by reason of this Collateral Assignment and any other Loan Document, or by law, are separate and cumulative and not alternative to the exercise of any other of such rights or remedies. No delay or omission by Lender in exercising any such right or remedy shall operate as a waiver thereof. No waiver of any right or remedy hereunder, and no modification or amendment hereof, shall be deemed made by Lender unless in writing and duly signed by an expressly authorized officer of Lender. Any such written waiver shall apply only to the particular instance specified therein and shall not impair the further exercise of such right or remedy or of any other right or remedy of Lender, and no single or partial exercise of any right or remedy hereunder shall preclude other or further exercise thereof or of any other right or remedy.

7. Any provision of this Collateral Assignment which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Collateral Assignment or affecting the validity or enforceability of such provision in any other jurisdiction.

8. This Collateral Assignment shall be governed by, and construed in accordance with, the laws of the State of Minnesota. Assignor waives personal service of any process and consents that such process shall be made by pursuant to the notice provisions of Section 15.02 of the Loan

Agreement, and service so made shall be deemed to be complete when such notice is deemed given pursuant to Section 15.02(a)(3) of the Loan Agreement.

9. From and after the date hereof, and for so long as this Collateral Assignment shall remain in full force and effect, Assignor, for itself, its successors and assigns, covenants and agrees to do all acts and execute and deliver all documents reasonably necessary to assist Lender in obtaining the rights, benefits and privileges granted pursuant to this Collateral Assignment.

10. Assignor shall have the right to receive all payments under the TIF Note until such time as Lender shall deliver to the Authority written notice that Assignor is in default under the Loan Documents. Following receipt of such notice, the Authority and Assignor hereby acknowledge and agree that Lender (i) shall have control of all payments that Assignor is entitled to receive with respect to the TIF Note, and (ii) shall have the right and power to instruct and direct the Authority, pursuant to a written notice from Lender to the Authority and without any further consent of Assignor, to make all payments that Assignor is entitled to receive with respect to the TIF Note directly to Lender, or as Lender may otherwise instruct and direct in writing to the Authority upon delivery of the original TIF Note in escrow to the Authority for re-registration in the name of the Lender, all in accordance with the provisions of the TIF Note and Development Agreement. The affidavit or written statement of an officer, agent or attorney of Lender stating that Lender is exercising its right to payments under the TIF Note or this Assignment shall constitute conclusive evidence thereof, and the Authority or other persons are authorized and directed to rely thereon. The Assignor hereby irrevocably directs the Authority to make TIF Note payments to or at the direction of the Lender upon the Authority's receipt of the notice described herein. To the extent such sums are paid to the or at the direction of the Lender, the Assignor acknowledges and agrees that the Authority shall have no further liability to the Assignor for the same. The receipt by the Lender or its designee of any sums shall be in discharge and release of that portion of any amount owed by the Authority. The Authority is intended to be and shall be the beneficiary of the foregoing acknowledgment.

11. The Authority hereby consents, subject to receipt of an Investment Letter executed by the Lender as of the date hereof, to the Assignor's collateral assignment of the Development Agreement and the TIF Note to Lender pursuant to the terms and conditions of this Collateral Assignment. The Authority also confirms that it has not declared an event of default under the TIF Note and Development Agreement, and that Lender shall have the right, but not the obligation, to cure any default by Assignor under the TIF Note and Development Agreement on Assignor's behalf.

12. Section 15.01 (Governing Law; Consent to Jurisdiction and Venue), Section 15.02 (Notice) Section 15.03 (Successors and Assigns Bound; Sale of Mortgage Loan), Section 15.04 (Counterparts), Section 15.07 (Severability; Entire Agreement; Amendments), and Section 15.18 (WAIVER OF TRIAL BY JURY) of the Loan Agreement are each hereby incorporated herein, mutatis mutandis, as if fully set forth in the body of this Agreement.

**[THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK]**

**[SIGNATURE PAGE FOLLOWS]**

Executed the day and year first set forth above.

**ASSIGNOR:**

**TONKA ON THE CREEK LLC**, a Minnesota  
limited liability company

By: \_\_\_\_\_  
Todd B. Urness  
Chief Manager

**LENDER:**

**WELLS FARGO BANK, NATIONAL  
ASSOCIATION**, a national banking  
association

By: \_\_\_\_\_  
Christian Adrian  
Managing Director

**AUTHORITY:**

**ECONOMIC DEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF MINNETONKA,  
MINNESOTA**, a body corporate and politic  
under the laws of Minnesota

By: \_\_\_\_\_  
Name: Brad Wiersum  
Title: President

By: \_\_\_\_\_  
Name: Mike Funk  
Title: Acting Executive Director

**AUTHORITY:**

**CITY OF MINNETONKA, MINNESOTA**

By: \_\_\_\_\_  
Name: Brad Wiersum  
Title: Mayor

By: \_\_\_\_\_  
Name: Mike Funk  
Title: Acting City Manager

**EXHIBIT A**  
**REAL PROPERTY**

[Legal description to be included at closing]

## Resolution No. 2022-

### Resolution approving the execution of a collateral assignment of development agreement and TIF note

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Be it resolved by the City Council (the "Council") of the City of Minnetonka, Minnesota (the "City") as follows:

#### Section 1. Background.

- 1.01. The Economic Development Authority in and for the City of Minnetonka, Minnesota (the "Authority") and the City have created the Tonka on the Creek Housing Tax Increment Financing District within the Tonka on the Creek Redevelopment Project in the City (the "Redevelopment Project") and have adopted a tax increment financing plan for the purpose of financing certain improvements within the Redevelopment Project.
- 1.02. The Authority, the City, and Tonka on the Creek LLC, a Minnesota limited liability company (the "Developer"), entered into a Contract for Private Development, dated June 11, 2014 (the "Contract"), pursuant to which the Developer agreed to construct an approximately 100-unit rental housing facility on certain property located in the City (the "Minimum Improvements") and the Authority agreed to issue a tax increment revenue note (the "TIF Note") in the maximum principal amount of \$2,283,000 to reimburse the Developer for land acquisition costs and certain site improvements.
- 1.03. The Authority issued the TIF Note to the Developer, and the Developer assigned the payments to be made by the Authority to Bridgewater Bank, a Minnesota banking corporation, pursuant to an Assignment of Payments under Tax Increment Revenue Note, dated August 13, 2014.
- 1.04. Wells Fargo Bank, National Association, a national banking association (the "Lender"), has agreed to make a loan to the Developer in the principal amount of \$17,500,000 to refinance the Minimum Improvements. As a condition to providing the Loan to the Developer, the Lender requires that the Developer assign its rights to and interests in the Contract and the TIF Note to the Lender and that the Authority and the City consent to the assignment thereof.
- 1.05. There has been presented before the Council a form of Collateral Assignment of Development Agreement and TIF Note (the "Collateral Assignment") to be executed by the Developer, the Authority, the City, and the Lender, which sets forth the terms of the Developer's assignment of its rights and interest in the Contract and the TIF Note to the Lender and the consent of the Authority and the City to such assignment.

#### Section 2. Council Action.

- 2.01. The Mayor and the City Manager are hereby authorized and directed to execute and deliver the Collateral Assignment. All of the provisions of the Collateral Assignment, when executed and delivered as authorized herein, shall be



deemed to be a part of this resolution as fully and to the same extent as if incorporated verbatim herein and shall be in full force and effect from the date of execution and delivery thereof. The Collateral Assignment shall be substantially in the form on file with the City, which is hereby approved, with such omissions and insertions as do not materially change the substance thereof, or as the Mayor and the City Manager, in their discretion, shall determine, and the execution thereof by the Mayor and the City Manager shall be conclusive evidence of such determination.

2.02. The Mayor and the City Manager are authorized and directed to execute any documents or certificates necessary to carry out the transactions described in the Collateral Assignment or herein.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Jan. 24, 2022.

---

Brad Wiersum, Mayor

Attest:

---

Becky Koosman, City Clerk

**Action on this resolution:**

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Jan. 24, 2022.

---

Becky Koosman, City Clerk



**City Council Agenda Item 10C  
Meeting of Jan. 24, 2022**

**Title:** Strategic profile 2021 quarter four report/year-end report

**Report From:** Moranda Dammann, Acting Assistant City Manager

**Submitted through:** Mike Funk, Acting City Manager

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**Action Requested:**  Motion  Informational  Public Hearing

**Form of Action:**  Resolution  Ordinance  Contract/Agreement  Other  N/A

**Votes needed:**  4 votes  5 votes  N/A  Other

---

**Summary Statement**

The strategic profile is an instrumental and living document that guides the work of the city. Providing quarterly updates on the progress of the strategic profile action items and key strategies will help inform the city council and community on the efforts of the city under the six strategic priorities outlined below. This report concludes 2021 reporting of action steps.

**Recommended Action**

Adopt a motion accepting the strategic profile quarter four report.

**Strategic Profile Relatability**

Financial Strength & Operational Excellence

Safe & Healthy Community

Sustainability & Natural Resources

Livable & Well-Planned Development

Infrastructure & Asset Management

Community Inclusiveness

N/A

Statement: The quarter four report provides an update on all six strategic priorities listed above.

**Financial Consideration**

Is there a financial consideration?  No  Yes [Enter estimated or exact dollar amount]

Financing sources:  Budgeted  Budget Modification  New Revenue Source

Use of Reserves  Other [Enter]

**Background**

In late summer and early fall of 2020, the city council met over a series of meetings to draft an updated strategic profile. Staff have implemented the three-level plan and have started working on the various actionable items outlined. The profile was input into the city's strategic profile software, Envisio. This software tracks the progress of the actionable items, holds data for the

metrics that align with those items and will generate a public dashboard that will display overall progress on an ongoing basis.

The fourth quarter of the year has been completed and the report attached holds progress updates and completion for all levels of the profile. In addition to written updates, there are multiple progress indicators depicted throughout the report. Total plan progress is summarized on the second page of the report by indicating the percentage of actionable items that are “on track”, “some disruption”, “major disruption” or “status pending”. Similar indicators are available through the report for the progress of each strategic priority, key strategy and action item.

A number of other metrics are also utilized to support the progress updates. Relevant questions from our annual community survey are shown under the appropriate strategic priority sections and other staff identified metrics are shown under certain key strategies to assist in representing updates on the plan’s progress. The 2021 community survey was completed in March and the results are shown in the updated metrics. Appendix A outlines historical trends from survey questions that correlate with the strategic profile goals. Metrics will be updated on an ongoing basis so that quarterly reports can reflect the most up to date figures.

Last, there is a [community dashboard](#) component that allows the community to view the status as well. This is another layer of transparency and for the city to demonstrate progress, and it is now fully functional on the city’s website.

This report concludes the 2021 action steps. The development of 2022 action steps are underway and will be brought forth to council at the Feb. 28, 2022 regular council meeting for approval.



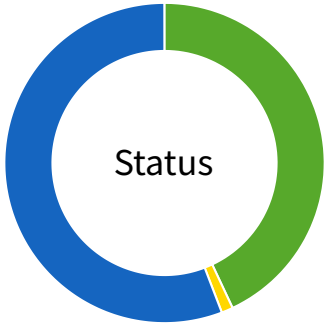
# **Quarter Four Report**

## **City of Minnetonka Strategic Profile**

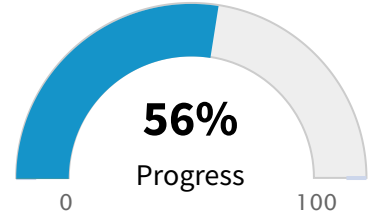
2021

<b>6</b> Strategic Priority	<b>21</b> Key Strategy	<b>86</b> Action Item
--------------------------------	---------------------------	--------------------------


## Overall Summary




	%
On Track	43.02
Some Disruption	1.16
Completed	55.81



### Report Legend

 No Update

 Overdue

 Priority

## Plan Summary

### Strategic Priority 1

Owner: Darin Nelson

Key Strategy: 3

Action Item: 9

Financial Strength and Operational Excellence Maintain a long-term positive financial position by balancing revenues and expenditures for operations, debt management and capital investments. Provide innovative, responsive, qual...

### Strategic Priority 2

Owner: Scott Boerboom

Key Strategy: 4

Action Item: 19

Safe and Healthy Community Develop programs, policies and procedures that enhance the community's well-being and partner with the community to provide engagement opportunities and build trust. Sustain focus on prevention progra...

### Strategic Priority 3

Owner: Leslie Yetka

Key Strategy: 3

Action Item: 11

Sustainability and Natural Environment Support long-term and short-term initiatives that lead to the protection and enhancement of our unique and natural environment while mitigating climate change impacts.

### Strategic Priority 4

Owner: Julie Wischnack

Key Strategy: 3

Action Item: 10

Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's unique neighborhoods while continuing community reinvestment.

### Strategic Priority 5

Owner: Will Manchester

Key Strategy: 4

Action Item: 14

Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well-maintained infrastructure and transportation systems. Build, maintain and manage capital assets to preserve long-term investment a...

### Strategic Priority 6

Owner: Mike Funk

Key Strategy: 4

Action Item: 23

Community Inclusiveness Create a community that is engaged, tolerant and compassionate about everyone. Embrace and respect diversity, and create a community that uses different perspectives and experiences to build an inclusive...

**Key Strategy 1.1**

Owner: Darin Nelson

Action Item: 3

Maintain the city's AAA bond rating.

**Key Strategy 1.2**

Owner: Darin Nelson

Action Item: 3

Develop an annual budget that meets community needs and is in alignment with the strategic plan and financial policies.

**Key Strategy 1.3**

Owner: Darin Nelson

Action Item: 3

Provide excellent, meaningful programs and amenities to serve and enhance our community.

**Key Strategy 2.1**

Owner: Andy Gardner

Action Item: 6

Identify and adapt to public safety service models that support evolving changes in service delivery expectations.

**Key Strategy 2.2**

Owner: Shelley Petersen

Action Item: 5

Identify safety strategies and practices that promote positive quality of life for all.

**Key Strategy 2.3**

Owner: Kevin Fox

Action Item: 4

Collaboratively review current integrated police and fire policy and training protocols and implement appropriate changes.

**Key Strategy 2.4**

Owner: Kelly O'Dea

Action Item: 4

Provide a full range of recreational programs, services and amenities.

**Key Strategy 3.1**

Owner: Susan Thomas

Action Item: 3

Carefully balance growth and development with preservation efforts that protect the highly valued water and woodland resources of our community.

**Key Strategy 3.2**

Owner: Leslie Yetka

Action Item: 3

Develop and implement long-term plans to mitigate threats to water quality, ecosystems, urban forests and the unique natural character of Minnetonka.

**Key Strategy 3.3**

Owner: Julie Wischnack

Action Item: 5

Take an active role in promoting energy and water conservation, sustainable operations and infrastructure, recycling and environmental stewardship.

**Key Strategy 4.1**

Owner: Julie Wischnack

Action Item: 3

Implement programs and policies to diversify housing and increase affordable housing options.

**Key Strategy 4.2**

Owner: Julie Wischnack

Action Item: 4

Support business retention and expansion and attract new businesses.



**Key Strategy 4.3**

Owner: Julie Wischnack

Action Item: 3

Manage and promote the Opus area as a unique mix of uses and increased development reinvestment.

**Key Strategy 5.1**

Owner: Will Manchester

Action Item: 4

Provide and preserve a quality local street and trail system.

**Key Strategy 5.2**

Owner: Will Manchester

Action Item: 3

Ensure connectivity through increased access to local and regional means of transportation (new mobility options).

**Key Strategy 5.3**

Owner: Will Manchester

Action Item: 3

Develop an annual capital improvement plan that supports the sustainable maintenance and replacement of assets.

**Key Strategy 5.4**

Owner: Will Manchester

Action Item: 4

Expand and maintain a trail system to improve safe connectivity and walkability throughout the community.

**Key Strategy 6.1**

Owner: Dawn Pearson

Action Item: 4

Develop and implement inclusive recruiting, application, hiring and retention practices to attract excellent, qualified and diverse candidates from all backgrounds.

**Key Strategy 6.2**

*Owner: Moranda Dammann*

Action Item: 7

Foster an inclusive boards and commissions recruitment and appointment process to increase diversity.

**Key Strategy 6.3**

*Owner: Moranda Dammann*

Action Item: 5

Actively engage the community by working collaboratively to broaden policy outcomes and respond to community's needs, views and expectations.

**Key Strategy 6.4**

*Owner: Kelly O'Dea*

Action Item: 7

Remove identifiable barriers to create equal opportunity for accessing programs and services.

## Strategic Priority 1

### Financial Strength and Operational Excellence

Maintain a long-term positive financial position by balancing revenues and expenditures for operations, debt management and capital investments. Provide innovative, responsive, quality city services at a level that reflects community value and is supported by available resources.

Owner: Darin Nelson

Key Strategy: 3

Action Item: 9

Update provided by Darin Nelson on Dec 20, 2021 21:49:32

The city is on track to continue its long history of financial strength and positioning. The 2020 annual financial report was presented to the council in June. Audited results included a positive increase of \$2.6 million for the General Fund. COVID-19 impacted revenues and expenditures, but federal pandemic funding did aid in offsetting these differences. Moody's Investor Service also released its annual issuer comment report on May 18, 2021, and within the report reaffirmed the city's Aaa bond rating, which was again reaffirmed in November with a utility bond issuance. Lastly, the 2022 annual budget was adopted on Dec. 6, 2021 that prioritizes and aligns with the city's strategic profile.

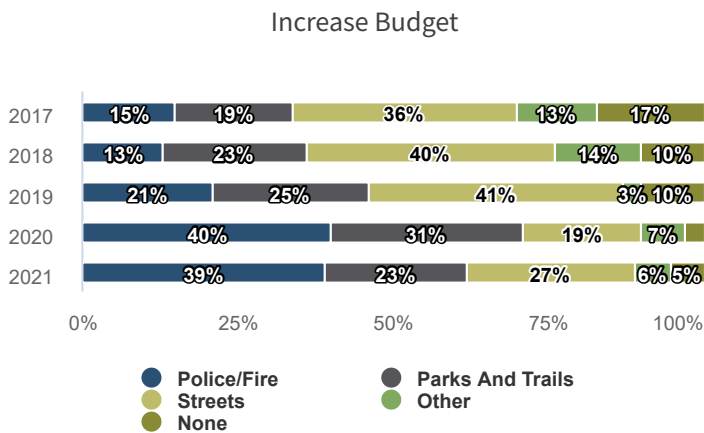
The Administration division conducted a successful municipal election on November 2 utilizing ranked choice voting.

The City Council approved revised bids for the the Ridgedale Commons and Crane Lake Preserve construction projects in August. All construction plans and documents have been finalized and construction began in September.

## Strategic Priority 1 > Long Term Target

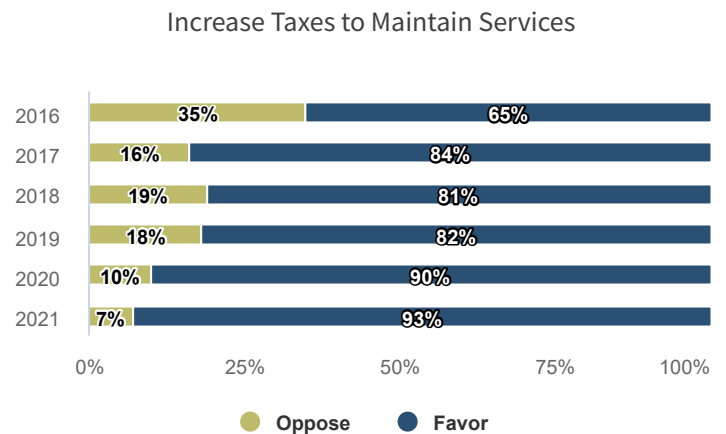
### Where Should the City Increase Budget

Strategic Priority 1 Financial Strength and Operational Excellence Maintain a long-term positive financial position by ...



### Taxes vs Services

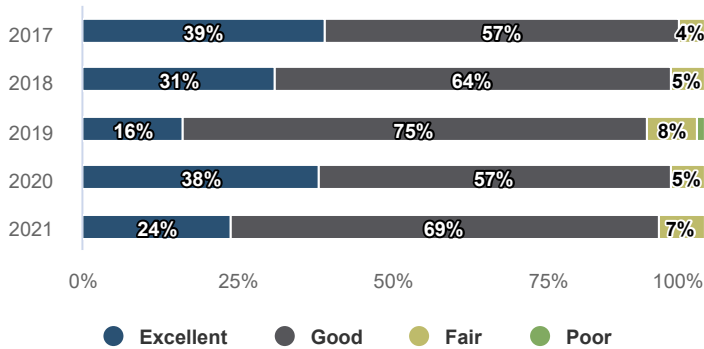
Strategic Priority 1 Financial Strength and Operational Excellence Maintain a long-term positive financial position by ...



## Value of City Services

Strategic Priority 1 Financial Strength and Operational Excellence Maintain a long-term positive financial position by ...

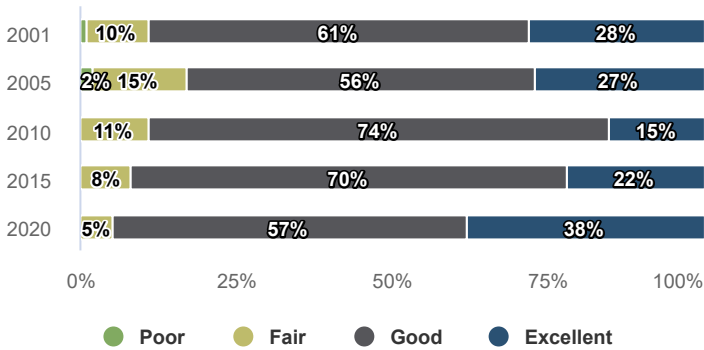
Value of city services



## HT - Value of City Services

Strategic Priority 1 Financial Strength and Operational Excellence Maintain a long-term positive financial position by ...

How would you rate the value of city services?



## Key Strategy 1.1

Maintain the city's AAA bond rating.

Owner: Darin Nelson

Action Item: 3

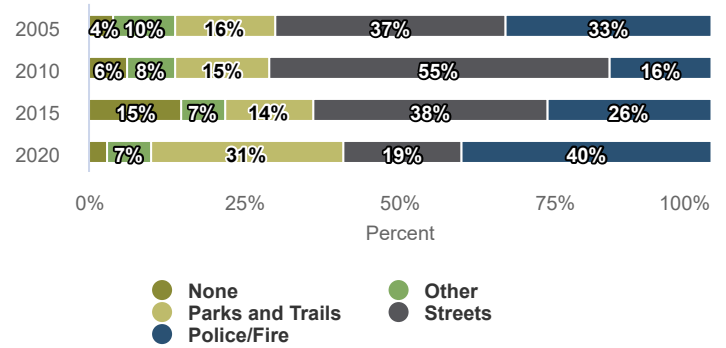
Update provided by Darin Nelson on Dec 20, 2021 21:32:23

Moody's Investor Service issued its annual issuer comment report on May 18, 2021, and within the report reaffirmed the city's Aaa bond rating. The city issued utility improvement bonds in late November. Prior to the sale date, Moody's issued a bond rating and again reaffirmed the city's Aaa bond rating.

## HT - Increase in Budget

Strategic Priority 1 Financial Strength and Operational Excellence Maintain a long-term positive financial position by ...

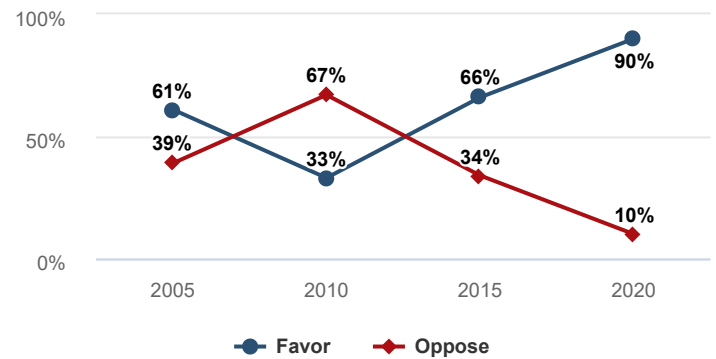
Which major area would you prioritize an increase in budget?



## HT - Increase Taxes to Maintain Services

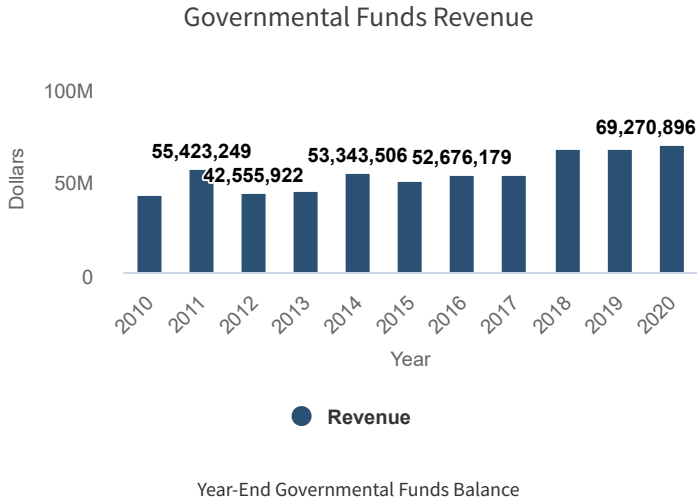
Strategic Priority 1 Financial Strength and Operational Excellence Maintain a long-term positive financial position by ...

Would you favor or oppose an increase in your taxes to maintain city services?



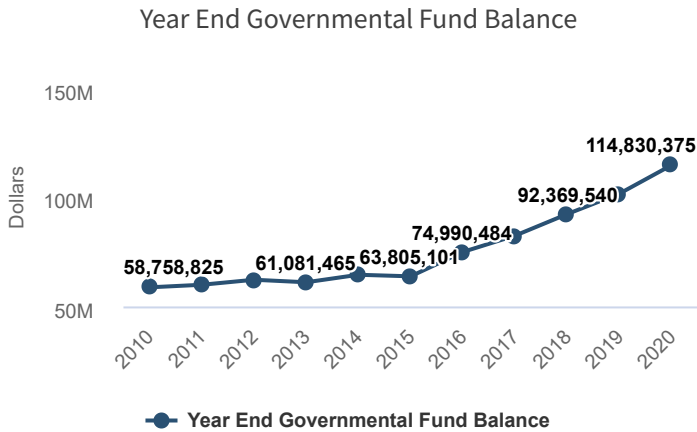
### Governmental Funds Revenue

Key Strategy 1.1 Maintain the city's AAA bond rating.



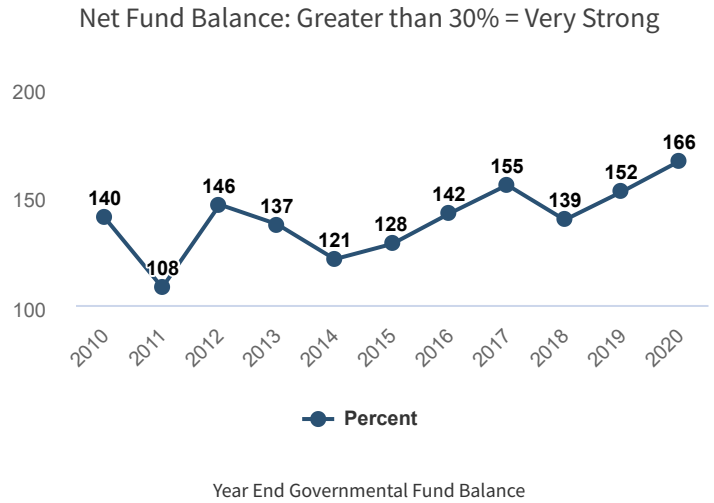
### Year End Governmental Fund Balance

Key Strategy 1.1 Maintain the city's AAA bond rating.



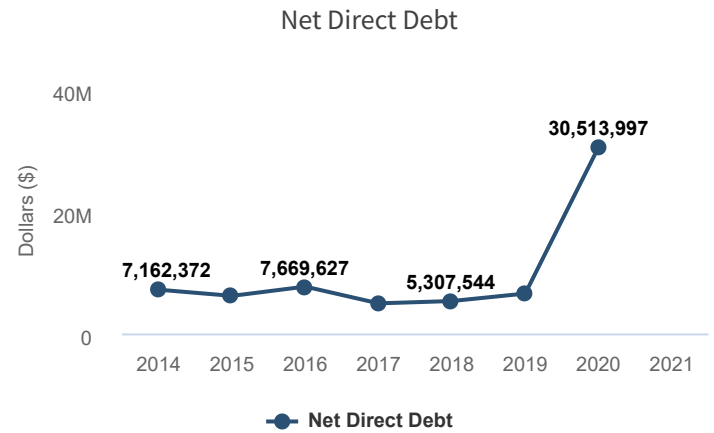
### Net Fund Balance

Key Strategy 1.1 Maintain the city's AAA bond rating.



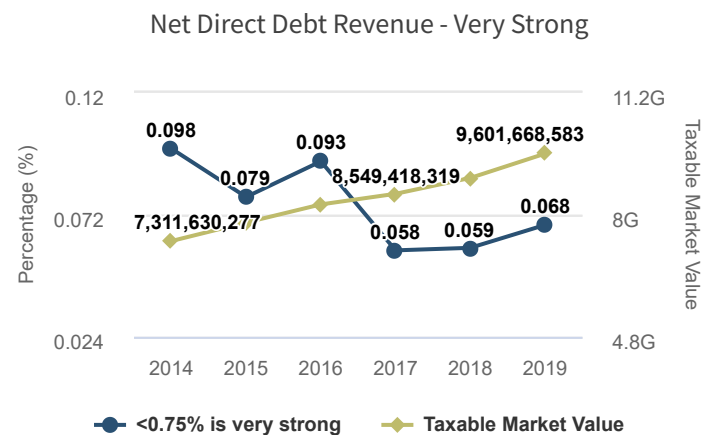
### Net Direct Debt

Key Strategy 1.1 Maintain the city's AAA bond rating.



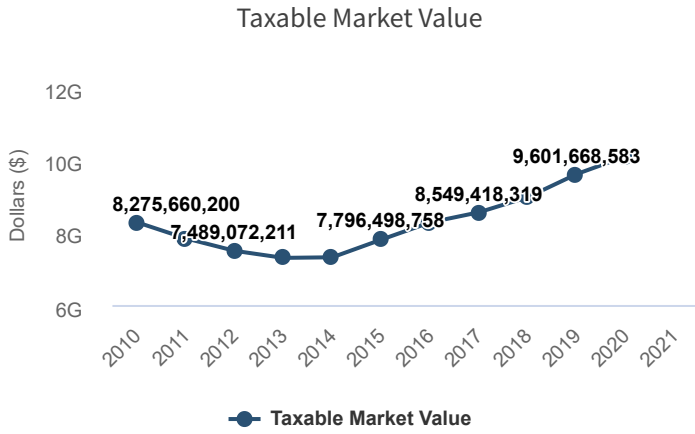
### Net Direct Debt Revenue - Very Strong

Key Strategy 1.1 Maintain the city's AAA bond rating.



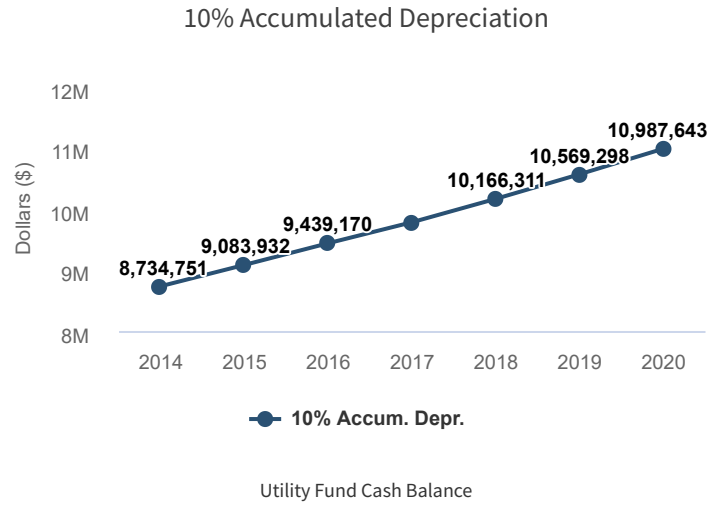
### Taxable Market Value

Key Strategy 1.1 Maintain the city's AAA bond rating.



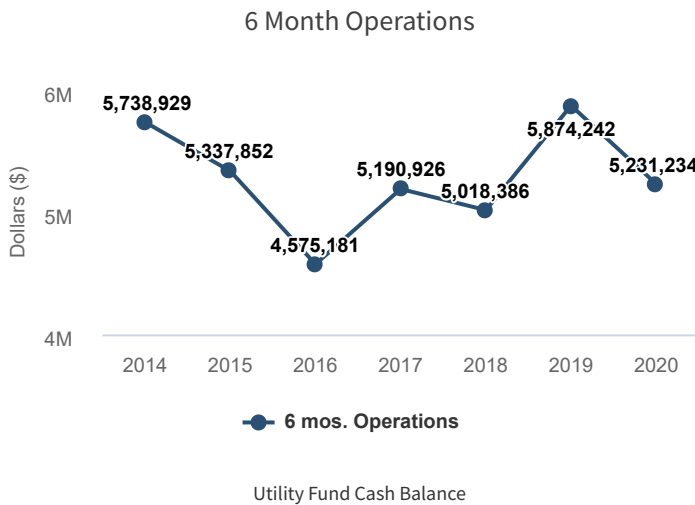
### Utility Fund Cash Balance - 10% Accumulated Depreciation

Key Strategy 1.1 Maintain the city's AAA bond rating.



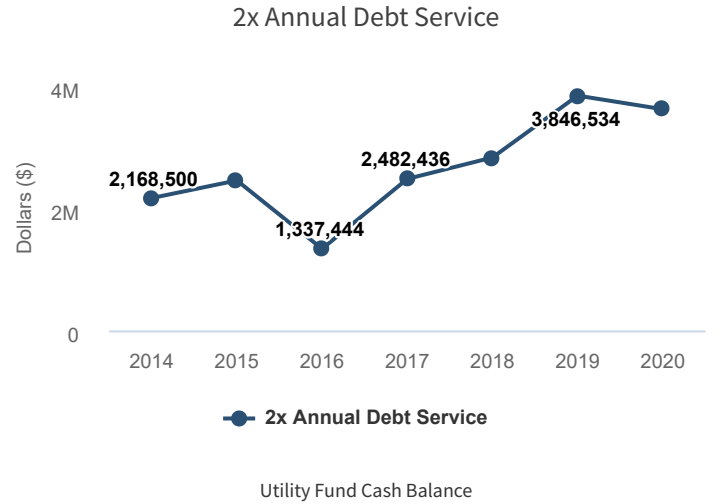
### Utility Fund Cash Balance - 6 Month Operations

Key Strategy 1.1 Maintain the city's AAA bond rating.



### Utility Fund Cash Balance - 2x Annual Debt Service

Key Strategy 1.1 Maintain the city's AAA bond rating.



### Action Item 1.1.1

Ongoing - Ongoing Completed

Maintain a Moody's fund balance rating of "Very Strong", which equates to a fund balance of greater than 30 percent of revenues.

Owner: Darin Nelson Contributor: Joel Merry

Update provided by Darin Nelson on Jul 06, 2021 21:32:53

As of December 31, 2020, the city's governmental funds had an available fund balance as a percentage of operating revenues of 60.3 percent.

### Action Item 1.1.2

Update provided by Darin Nelson on Jul 06, 2021 21:38:31

Ongoing - Ongoing Completed

Maintain a Moody's net direct debt rating of "Very Strong", which equates to net direct debt being less than 0.75 percent of the city's taxable market value.

The city's net direct rating remains very strong. After issuing approximately \$30 million in General Obligation bonds for the public safety facility remodel and expansion project, the city's net direct debt is 0.28 percent of the city's taxable market value as of December 31, 2020. The U.S. median is 1.1 percent.

Owner: Darin Nelson Contributor: Joel Merry

### Action Item 1.1.3

Update provided by Darin Nelson on Jul 06, 2021 22:11:29

Ongoing - Ongoing Completed

Maintain Water and Sewer Utility fund cash balance of least two times the annual debt service, six months of ongoing operations, and 10 percent of accumulated depreciation.

The Water and Sewer Utilities fund cash balance as of December 31, 2020 was \$20.9 million, which exceeded the minimum cash balance target of approximately \$17.7 million. The percent of target achieved was 118 percent.

Owner: Darin Nelson Contributor: Joel Merry

## Key Strategy 1.2

Develop an annual budget that meets community needs and is in alignment with the strategic plan and financial policies.

Owner: Darin Nelson

Action Item: 3

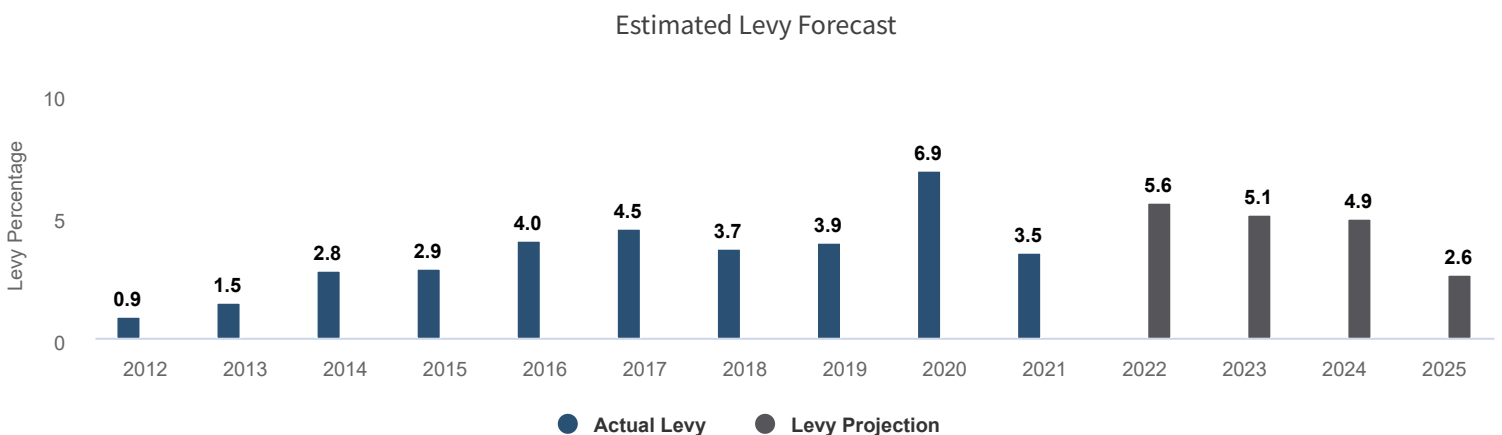
Update provided by Darin Nelson on Dec 20, 2021 21:18:46

The 2022 budget and levy was officially adopted by the city council on Dec. 6, 2021. Prior to adoption, a second budget study session was held on November 15 to review the proposed budget. In addition, the required public meeting to discuss the budget was also held on December 6, prior to the budget adoption, which is an advertised public meeting inviting the public to comment on the budget and levies. The city's strategic profile guided the development of the 2022. Each of the city's six strategic priorities have a direct link and impact on the budget.

Key Strategy 1.2 > KPI

### Estimated Levy Forecast

Key Strategy 1.2 Develop an annual budget that meets community needs and is in alignment with the strategic plan a...



### Action Item 1.2.1

Ongoing - Ongoing On Track

Review annual strategic plan to prioritize city council objectives.

Owner: Mike Funk

Update provided by Mike Funk on Nov 05, 2021 13:56:29

The 2021 strategic profile/strategic plan was accepted by the city council in December of 2021. The council was presented with a Q1 report in May of 2021 and the Q2 report in July of 2021. It is anticipated the city council will continue to receive Q4 and year-end report in early 2022.

### Action Item 1.2.2

Ongoing - Ongoing Completed

Develop and approve 5-year Capital Improvements Plan (CIP).

Owner: Darin Nelson Contributor: Joel Merry

Update provided by Darin Nelson on Sep 28, 2021 18:24:54

Complete

### Action Item 1.2.3

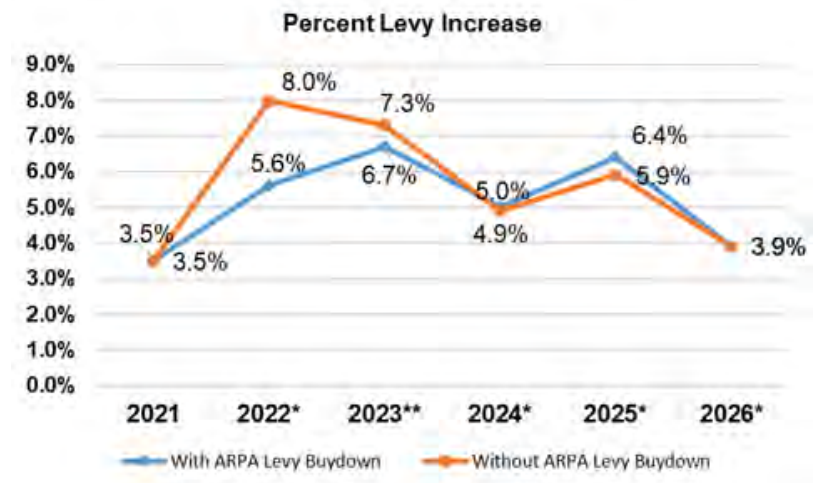
Ongoing - Ongoing Completed

Perform long-term levy projections to ensure financial sustainability and responsible stewardship of the public's tax dollars.

Owner: Darin Nelson Contributor: Joel Merry

Update provided by Darin Nelson on Sep 28, 2021 20:16:46

The five-year levy forecast was presented at the Aug. 16 budget study session and the Sept. 13 council meeting. The future levy forecasts are dependent upon a number of variables including unknown programming or capital changes along with the potential receipt of a fire department SAFER grant. If the city does receive the SAFER grant, the 2022 levy could be reduced by about \$950,000 or 2.2 percent. The 5.6 percent preliminary levy approved by the council on Sept. 13 includes utilizing the city's ARPA dollars to subsidize the levy increase for 2022.



### Key Strategy 1.3

Provide excellent, meaningful programs and amenities to serve and enhance our community.

Owner: Darin Nelson

Action Item: 3

Update provided by Darin Nelson on Dec 20, 2021 21:30:14

On Nov. 2, 2021, a municipal election was successfully held using ranked choice voting. Results were canvassed on Nov. 8 during the regular council meeting. The Ridgedale Commons and Crane Lake Preserve construction projects are now well under construction.



### Action Item 1.3.1

Ongoing - Ongoing Completed

Create internal work committee to evaluate and maintain services through the COVID-19 pandemic.

Owner: Mike Funk

Update provided by Mike Funk on Apr 10, 2021 15:36:06

The committee (RCP) was formed in April of 2020 and has meet every two weeks since that time. The mission and scope of the committee was:

- To create uniform guidelines for staff currently deployed in the workplace as well as for those who will be returning to their workplace. This includes configuring layouts and workspaces to maintain required social distancing along with appropriate PPE resources, cleaning, and sanitization to ensure a safe workplace is established and maintained.
- To create a phased strategy for the safe return of employees currently teleworking and/or covid idle to their public work space.
- Review delivery of services and service modeling related to pandemic. Analyze opportunities to deliver services in an effective, efficient, and innovative manner. Improve operations.

### Action Item 1.3.2

Ongoing - Ongoing Completed

Transition to ranked choice voting in 2021 elections, including the development of an educational campaign.

Owner: Moranda Dammann

Update provided by Moranda Dammann on Dec 17, 2021 18:47:10

On Nov. 2, 2021, a municipal election was successfully held using ranked choice voting. Results were canvassed on Nov. 8 during the regular council meeting.

### Action Item 1.3.3

Ongoing - Ongoing Completed

Prepare construction plans for Ridgedale Commons and Crane Lake Preserve.

Owner: Sara Woeste

Update provided by Sara Woeste on Oct 05, 2021 15:24:24

Council approved revised bids for the project in August 2021. All construction plans and documents have been finalized and construction began in September 2021.

## Strategic Priority 2

### Safe and Healthy Community

Develop programs, policies and procedures that enhance the community's well-being and partner with the community to provide engagement opportunities and build trust. Sustain focus on prevention programs, education, hazard mitigation and rapid emergency response.

Owner: Scott Boerboom

Key Strategy: 4

Action Item: 19

Update provided by Scott Boerboom on Dec 30, 2021 17:59:25

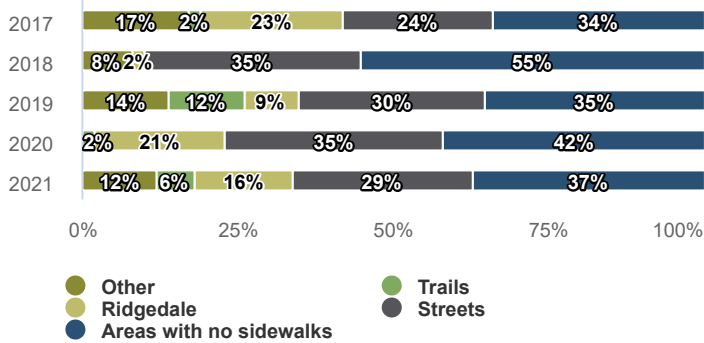
The police department has engaged community members to discuss police officer hiring processes. This includes officers which are needed currently to fill vacancies and future positions. On November 10, the police department hosted a hiring open house and community members were invited to participate. This was a great opportunity for community members to interact with potential hires. In addition, community members will be included in the final interview phase.

Strategic Priority 2 > Long Term Target

#### PS - Areas Feeling Unsafe

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's...

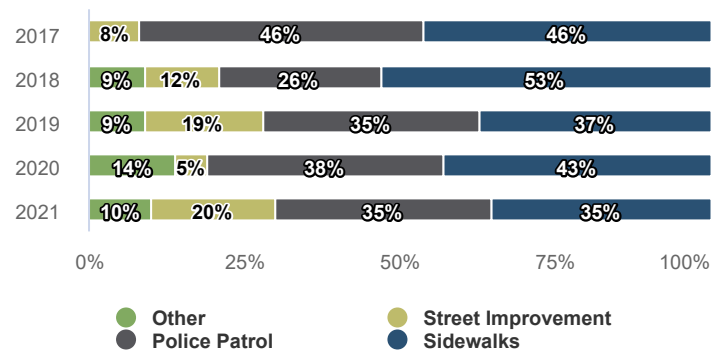
Areas that Do Not Feel Safe



#### Feel More Safe

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's...

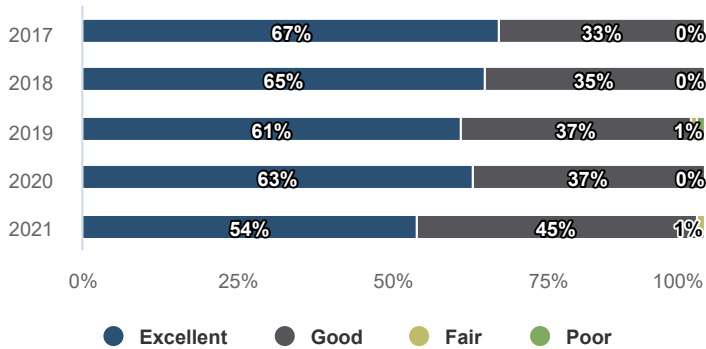
What Would Make You Feel More Safe?



## Quality of Fire Protection

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

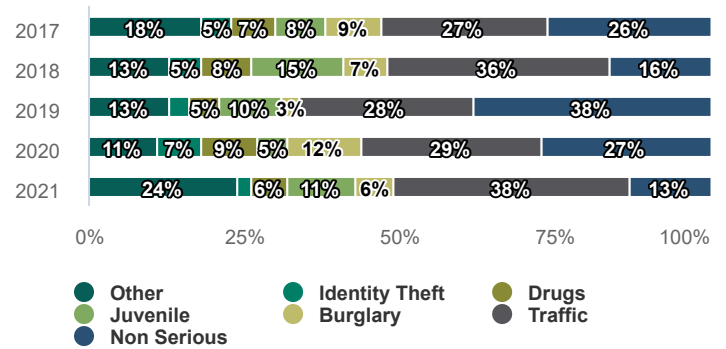
### Quality of fire protection



## Public Safety Concerns

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

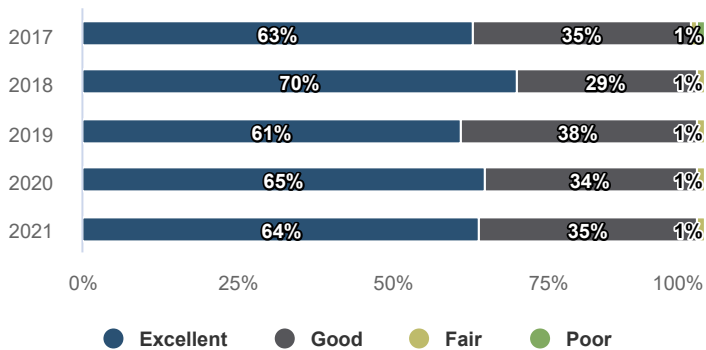
### Public Safety Concerns



## Quality of Police Protection

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

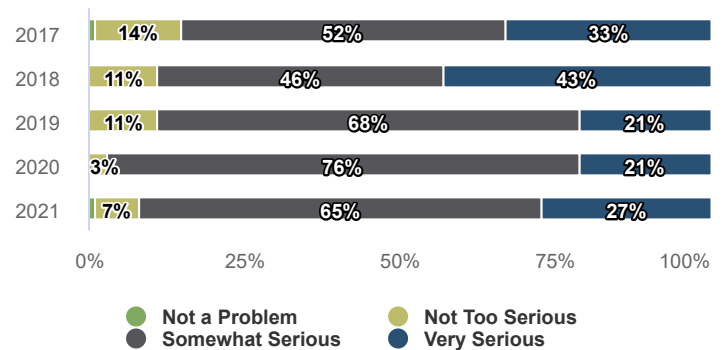
### Quality of police protection



## Residential Speeding

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

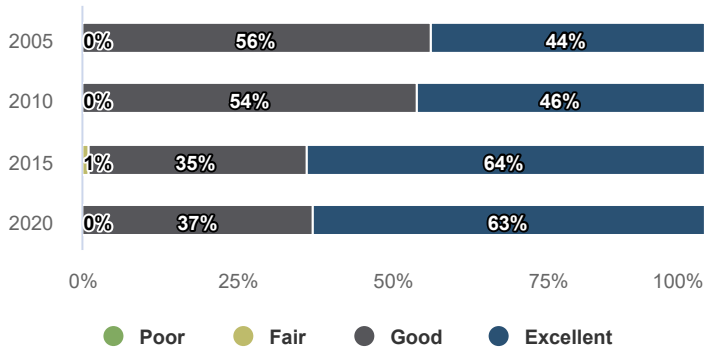
### Residential Speeding



## HT - Fire Protection

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

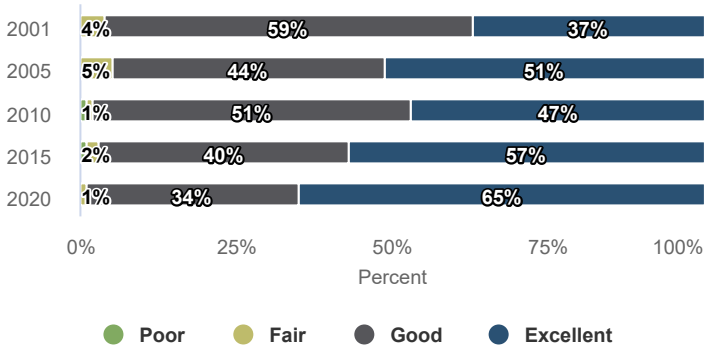
How would you rate the quality of fire protection?



## HT - Police Protection

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

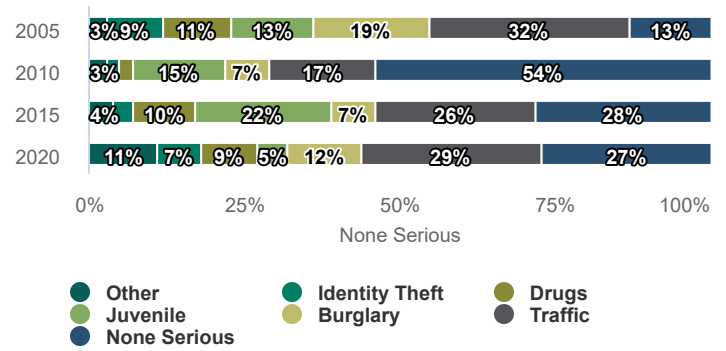
How would you rate the quality of police protection?



## HT - Public Safety Concerns

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

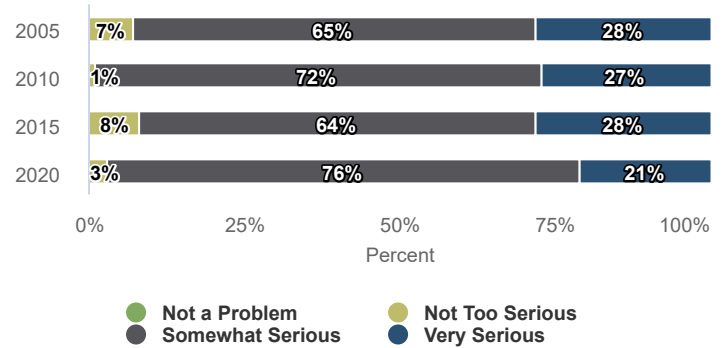
Public Safety Concerns



## HT - Residential Speeding

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

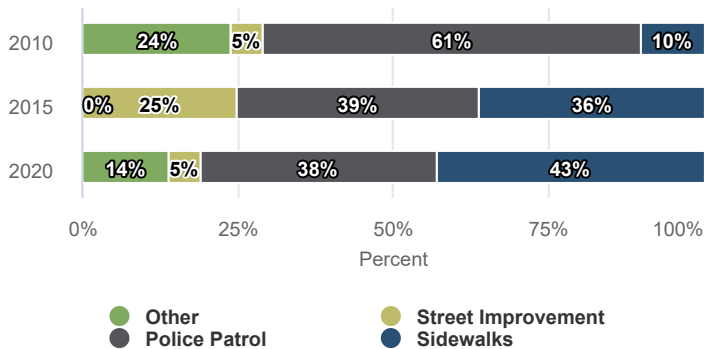
How serious of a problem is residential speeding?



## HT - What would make you feel more safe?

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

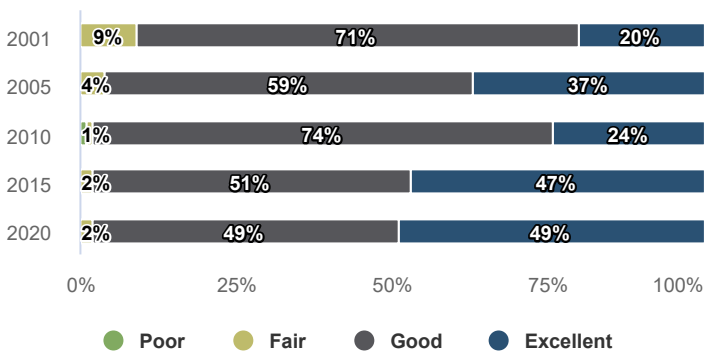
What would make you feel more safe?



## HT - Recreation Programs

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

How would you rate the quality of recreation programs?



## Key Strategy 2.1

Identify and adapt to public safety service models that support evolving changes in service delivery expectations.

Owner: Andy Gardner Contributor: Shelley Petersen

Action Item: 6

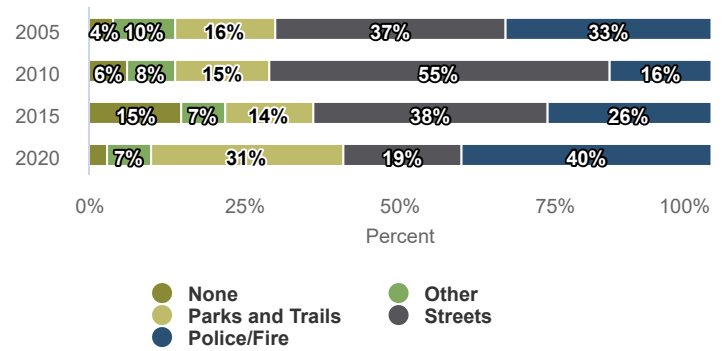
Update provided by Andy Gardner on Oct 04, 2021 17:38:30

The Minnetonka Police have come to an agreement with a mental health professional who will begin providing mandatory mental health check-ins for all police staff beginning in 2022. In addition to the existing peer support program and employee assistance program, the department will make additional therapy sessions available if suggested by either the employee or the mental health professional.

## HT - Increase in Budget

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

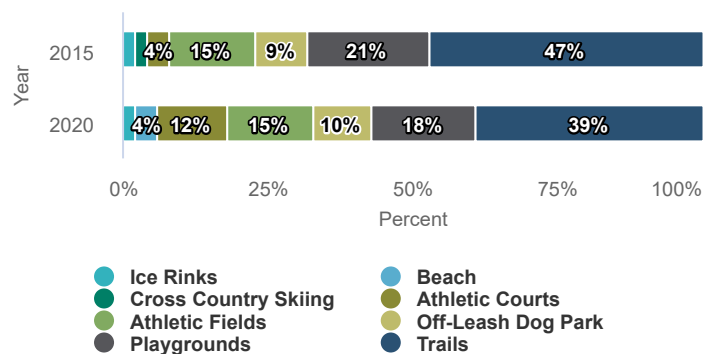
Which major area would you prioritize an increase in budget?



## HT - Park Amenities Most Often Used

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

Which park amenities do you use most often?



In regard to data collection, an ad hoc committee of crime analysts from suburban Hennepin County police departments are having conversations about a common approach to data collection. The group is being lead by Minnetonka's crime analyst who has also met with representatives from Hennepin County about proposed changes to the methodology of data collection.

#### Action Item 2.1.1

Ongoing - Ongoing

Completed

Develop a long term staffing strategy for the fire department.

Owner: Kevin Fox

Update provided by Kevin Fox on Dec 16, 2021 14:17:44

As a result of not receiving the SAFER grant in 2021, the fire department presented the City Council with an alternative plan that will add 9 full time personnel in 2022. As part of our long term staffing plan, the 9 personnel will consist of 6 officers and 3 firefighters augmented by the Paid On Call firefighters. This staffing plan will allow the Fire Department to continue to staff two fire stations full time.

#### Action Item 2.1.2

Ongoing - Ongoing

On Track

Collect demographic data to guide public safety training and policy development and strategic planning.

Owner: Andy Gardner

Update provided by Andy Gardner on Dec 20, 2021 22:05:26

Minnetonka Police presented a proposal to the Hennepin County Chiefs of Police on data collection from a data analysts perspective and suggested that data be collected consistently across suburban Hennepin County police departments. Since the data collection point is through the Mobile Data Computers inside squad cars, and the software is managed by the Hennepin County Sheriff's Department Emergency Communications Division, Minnetonka Police continue to work with Hennepin County, and a third party contractor, to fine tune the ongoing collection of data as well as initiate the collection of benchmark data.

#### Action Item 2.1.3

Ongoing - Ongoing

On Track

Partner with Metro Transit Police to explore establishment of a joint use police substation in the Opus area/Southwest Light Rail Transit.

Owner: Scott Boerboom

Update provided by Scott Boerboom on Jan 03, 2022 15:05:04

Community Development and police continue to monitor Opus redevelopment proposals looking for opportunities for a substation.

#### Action Item 2.1.4

Ongoing - Ongoing

On Track

Align Minnetonka police officer training with the criteria established by the P.O.S.T. Board, MN Professional Peace Officer Education and professional organizations, along with federal and state requirements.

Owner: Andy Gardner

Update provided by Andy Gardner on Dec 20, 2021 21:22:31

Sworn staff participated in the annual POST required low light and adverse weather firearms training. Police officers with a license expiring in 2022 began one hour of the mandate 4 hours of Autism awareness training.

#### Action Item 2.1.5

Ongoing - Ongoing

On Track

Identify and pursue additional partnerships to enhance public safety by providing access to mental health and support resources for residents in crisis.

Owner: Scott Boerboom

Update provided by Scott Boerboom on Jan 03, 2022 15:06:17

The 2022 budget includes a full-time embedded social worker which will greatly enhance our mental health response.

### Action Item 2.1.6

Ongoing - Ongoing On Track

On-going review of the recommendations made by The President's Task Force on 21st Century Policing.

Owner: Andy Gardner

Update provided by Andy Gardner on Dec 20, 2021 21:48:57

Pillar 1 of The President's Task Force on 21 Century Policing is Building Trust and Legitimacy. Recently, the Minnesota Peace Officer Standards and Training Board conducted a compliance check of the Minnetonka Police Department. POST found Minnetonka Police to be 100% compliant in maintaining state mandated policies, conducting required training, performing thorough pre-employment background checks including drug screens and psychological assessments as well as investigating and reporting allegations of police misconduct.

### Key Strategy 2.2

Identify safety strategies and practices that promote positive quality of life for all.

Owner: Shelley Petersen Contributor: Andy Gardner

Action Item: 5

Update provided by Shelley Petersen on Dec 20, 2021 19:41:09

In November we hosted our first ever "hiring open house." The open house provided us an opportunity to engage with potential, future employees prior to the hiring processes.

In October, both sworn and civilian staff met with congregants of Sharei Chesed synagogue for an appreciation lunch and learn.

In October, we hosted the City and Fire Department open house. Police staff highlighted community and Halloween safety.

### Action Item 2.2.1

Ongoing - Ongoing On Track

Collaborate with local business and non-profits to provide vehicle equipment safety inspections including child seat inspections.

Owner: Shelley Petersen

Update provided by Shelley Petersen on Dec 20, 2021 18:46:37

We are planning a second annual "Meet and Greet", hopefully this will be a spring meet and greet. Initial thoughts are we would like to build connections in the Opus area, Preserve at Shady Oak and/or Bren Road Station.

Additionally, it is our goal to get an officer safety seat certified through a certified inspection course. Unfortunately, these courses are hard to find, offered outstate and typically 5 days long.

### Action Item 2.2.2

Ongoing - Ongoing On Track

Prepare to facilitate a distribution site in Minnetonka for COVID-19 testing or mass public vaccinations.

Owner: Shelley Petersen

Update provided by Shelley Petersen on Dec 20, 2021 19:02:20

We continue to monitor covid-19 and it's variants, most recently the omicron variant found in Hennepin County, December 2021. Legal decisions surrounding employment and vaccination requirements are also being closely watched.

There is a small potential a covid-19 testing site could be opened in our city should outbreaks increase. We do not expect there will be any additional mass public vaccinations.

### Action Item 2.2.3

Ongoing - Ongoing On Track

Perform departmental reviews to identify policies within each department that may perpetuate disparities or be rooted in systemic racism.

Owner: Scott Boerboom

Update provided by Scott Boerboom on Jan 03, 2022 15:12:26

The police department is in the process of switching to the Lexipol police policy and procedural framework solution. This program provides a full library of state-specific law enforcement policies that are updated in response to new state and federal laws and court decisions. This cost-effective solutions allows our agency to enhance compliance, professionalism and transparency.

#### Action Item 2.2.4

Ongoing - Ongoing

On Track

Participate in community engagement activities to increase understanding between law enforcement and people of color.

Owner: Scott Marks

Update provided by Scott Marks on Dec 16, 2021 14:53:02

Worked with students from Minnetonka High School's Vantage Public Policy group on their project to strengthen community engagement with the Minnetonka community, youth, and BIPOC residents. Awaiting their final report.

#### Action Item 2.2.5

Ongoing - Ongoing

On Track

Provide educational materials on police interactions to new drivers and elicit feedback from students.

Owner: Shelley Petersen

Update provided by Shelley Petersen on Dec 20, 2021 18:48:19

Officer P. Bauer has agreed to plan and instruct a "Point of Impact" class again. Goal dates are August or September 2022.

### Key Strategy 2.3

Collaboratively review current integrated police and fire policy and training protocols and implement appropriate changes.

Owner: Kevin Fox

Action Item: 4

Update provided by Kevin Fox on Jul 20, 2021 15:54:45

Police and Fire have begun working on the action steps with several being completed. We are on track to complete all action steps by end of year.

#### Action Item 2.3.1

Ongoing - Ongoing

Completed

Establish a group of personnel from police and fire departments to identify the most critical potential incidents that would require joint policy.

Owner: Kevin Fox

Update provided by Kevin Fox on Jul 20, 2021 15:52:13

Status updated to "Completed"

#### Action Item 2.3.2

Ongoing - Ongoing

Completed

Develop a joint standard operating guideline for response to Mass Casualty/Active Shooter Events

Owner: Kevin Fox

Update provided by Kevin Fox on Jul 20, 2021 15:52:39

Status updated to "Completed"

#### Action Item 2.3.3

Ongoing - Ongoing

On Track

Develop a standard operating guideline for traffic management at emergency and non-emergency scenes.

Owner: Kevin Fox

Update provided by Kevin Fox on Dec 16, 2021 14:19:06

Police and Fire continue to work on this document. It is anticipated that an agreement on SOG's should be reached with implementation in early 2022.



### Action Item 2.3.4

Update provided by Kevin Fox on Dec 16, 2021 14:20:55

Ongoing - Ongoing On Track

Develop a policy for joint structure fire response.

Owner: Kevin Fox

This policy continues to be developed. The Fire Chief recently spent time with members of the Police Department to discuss how the PD's role at fire scenes can have significant and positive impacts on the outcome of a fire.

### Key Strategy 2.4

Provide a full range of recreational programs, services and amenities.

Owner: Kelly O'Dea

Action Item: 4

Update provided by Kelly O'Dea on Jan 11, 2022 21:39:45

Recreation staff are continuing to add new offerings each season to expand the range of programs and hopefully attract new participants. Some new additions for the upcoming seasons focus on skill development, such as an introduction to ice fishing class for youth and adults (women only offering too); bike maintenance classes for all ages; and classes for youth on caring for puppies.

Key Strategy 2.4 > KPI

### HopKids Programs

Key Strategy 2.4 Provide a full range of recreational programs, services and amenities.

#### HopKids Programs

HopKids Programs	2017	2018	2019	2020
Number of Programs	8	122	141	79
Number of Registrations	983	1637	1600	624
Average Attendance	12	13	11	8
Cost of Program	\$62	\$58	\$59	\$63

### Recreation

Key Strategy 2.4 Provide a full range of recreational programs, services and amenities.

#### Recreation

Recreation	2017	2018	2019	2020
Williston Programs Offered w/COVID Requirements	NA	NA	NA	82
Aquatics Program Numbers	876	797	801	516
Virtual Program Numbers	NA	NA	NA	344

### Action Item 2.4.1

Update provided by Ann Davy on Jan 14, 2022 15:48:53

Ongoing - Ongoing On Track

Collaborate with the Hopkins School District to provide diverse and affordable preschool programming.

Owner: Ann Davy

We are continuing to partner with the Hopkins School District. Our original agreement was to collaborate on pre-school programming only, but we have expanded into the youth and teen categories more and more in recent seasons.

### Action Item 2.4.2

Update provided by Kristin Pimental on Jan 14, 2022 23:08:31

Ongoing - Ongoing Completed

Safely reopen Williston Fitness Center and provide socially distanced opportunities.

Owner: Kristin Pimental

Completed

### Action Item 2.4.3

Ongoing - Ongoing

On Track

Develop a water safety class for kids that explores different water safety concepts with lakes, oceans, rivers, currents, cold water, etc.

Owner: Ann Davy

*Update provided by Ann Davy on Jan 14, 2022 15:50:23*

Planning continues for a water safety event at Shady Oak Beach in early June.

### Action Item 2.4.4

Ongoing - Ongoing

Completed

Provide virtual programming for our senior population to ensure they stay connected.

Owner: Mike Pavelka

*Update provided by Mike Pavelka on Oct 25, 2021 21:11:23*

Senior Services is now offering most programs in-person, however some of the same virtual options from this past spring continue to be offered on the city's web site (i.e. Yoga, British History, Over 50 & Fit [on-line & cable channel], Bird Club and Computer Group). Since April 2021, new virtual offerings include Instant Piano, Instant Guitar, a hybrid option for History of Minnetonka program, as well as continuing to offer take-out meals in addition to the dine-in option.

### Strategic Priority 3

#### Sustainability and Natural Environment

Support long-term and short-term initiatives that lead to the protection and enhancement of our unique and natural environment while mitigating climate change impacts.

Owner: Leslie Yetka

Key Strategy: 3

Action Item: 11

Update provided by Leslie Yetka on Nov 12, 2021 19:18:46

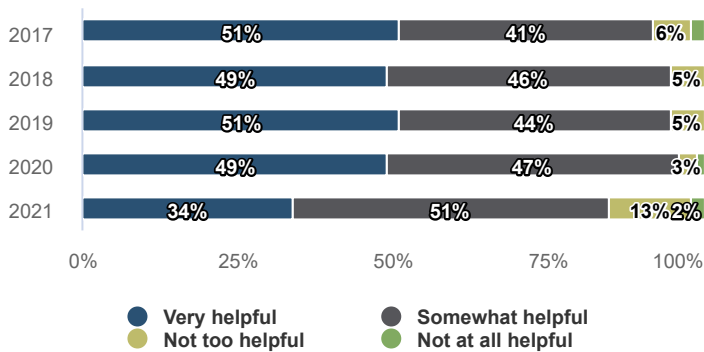
The city continues to implement initiatives related to natural resources protection and climate resilience. Planning staff collaborate with natural resources and engineering staff to review development applications to ensure compliance with resource protection ordinances. Staff is almost finished updating the city's Natural Resources Master plan, which will guide restoration and protection efforts to create more climate resilient landscapes, and staff work to promote various initiatives related to water and energy conservation actions.

Strategic Priority 3 > Long Term Target

#### Environmental Information Provided by the City

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

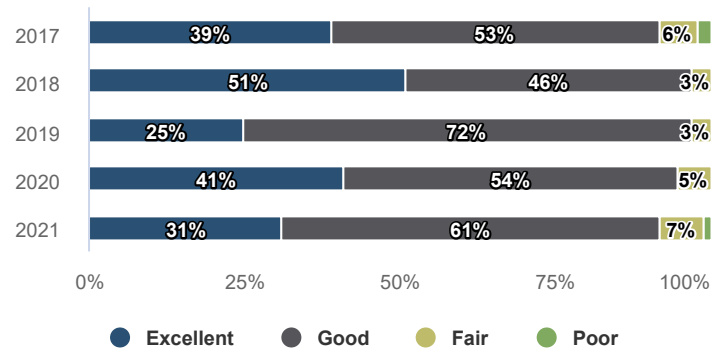
Environmental Information Provided by the City



#### Forested Area Efforts

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

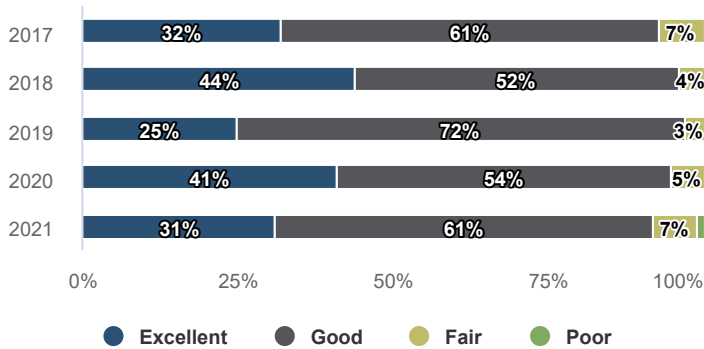
Quality of forested area efforts



## Quality of Natural Environment

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

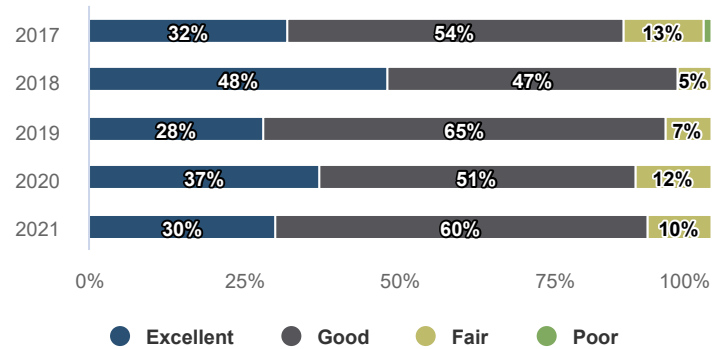
Quality of natural environment



## Wetlands and Streams Efforts

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

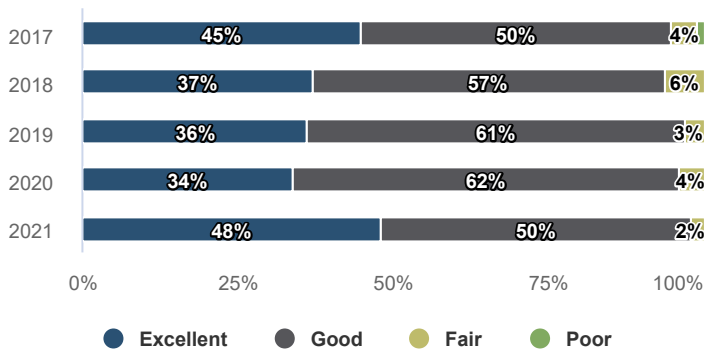
Quality of wetlands and streams efforts



## Quality of Recycling Services

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

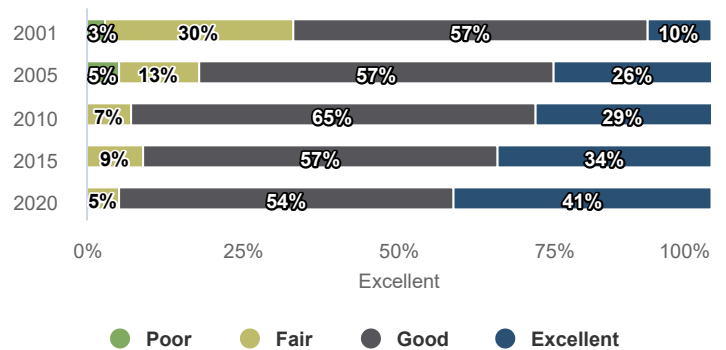
Quality of recycling services



## HT - Forested Areas Efforts

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

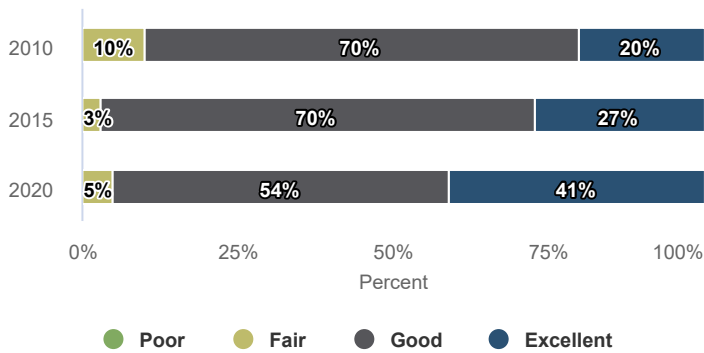
How would you rate the quality of forested areas efforts?



## HT - Quality of Natural Environment

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

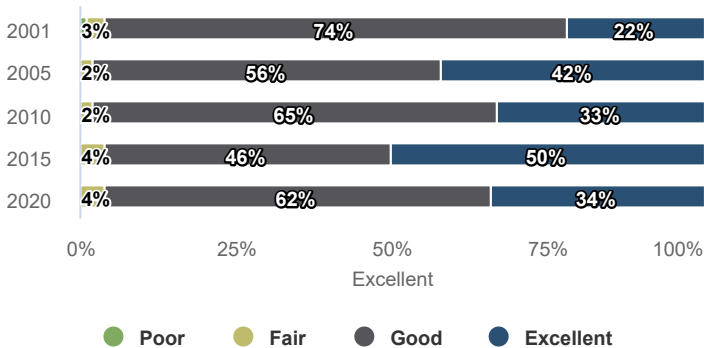
How would you rate the quality of the natural environment?



## HT - Recycling

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

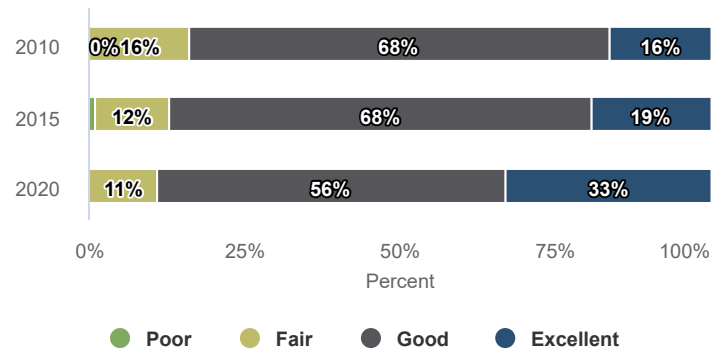
How would you rate the quality of recycling services?



## HT - Water Quality Rating

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

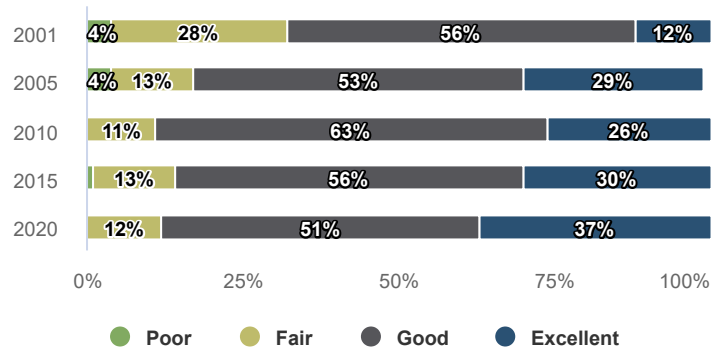
How would you rate the water quality?



## HT - Wetlands and Streams Efforts

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

How would you rate the quality of the wetlands and streams efforts?



### Key Strategy 3.1

Carefully balance growth and development with preservation efforts that protect the highly valued water and woodland resources of our community.

Owner: Susan Thomas Observer: Leslie Yetka

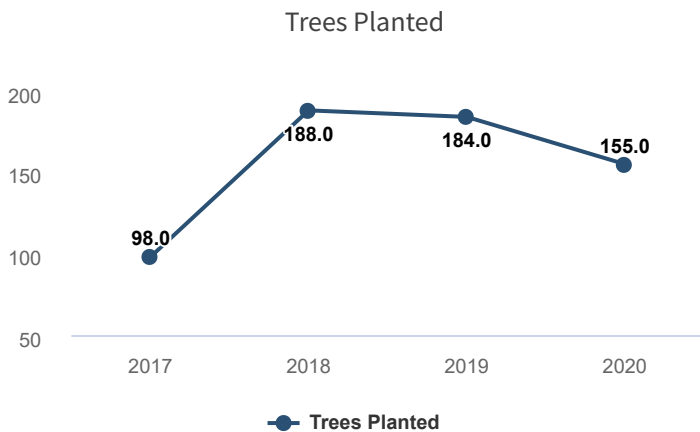
Action Item: 3

Update provided by Susan Thomas on Jul 19, 2021 21:07:17

Planning staff continues to collaborate with natural resources staff to: (1) ensure compliance with resources protection ordinances; and (2) work towards an update to the tree protection ordinance.

## Trees Planted

Key Strategy 3.1 Carefully balance growth and development with preservation efforts that protect the highly valued...

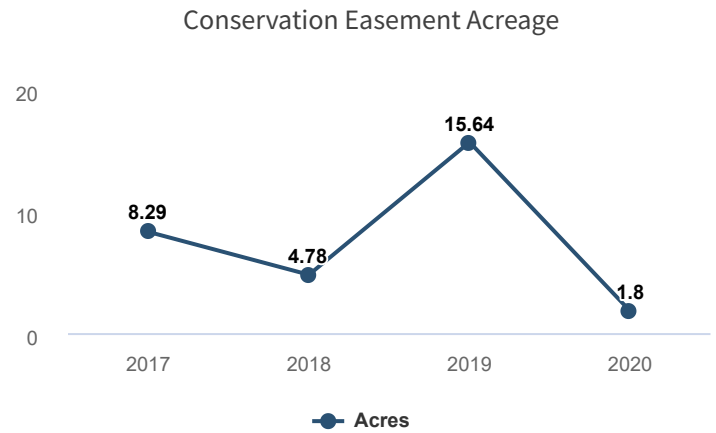


## Conservation Easement Acreage

Key Strategy 3.1 Carefully balance growth and development with preservation efforts that protect the highly valued...

Owner: Leslie Yetka

Last Update: Jan 13, 2022 15:41:06



Comment  
0.9 acres for 2021

### Action Item 3.1.1

Ongoing - Ongoing Completed

Review and gather public input to help guide updates to the tree protection ordinance.

Owner: Susan Thomas Contributor: Leslie Yetka

Update provided by Susan Thomas on Dec 16, 2021 14:26:02

Public input was gathered using MinnetonkaMatters. The vast majority of comments received supported the staff-drafted tree ordinance amendment

### Action Item 3.1.2

Ongoing - Ongoing Completed

Develop a guide for the updated tree ordinance that can be used as a developer's tool and for general outreach.

Owner: Susan Thomas Contributor: Leslie Yetka

Update provided by Susan Thomas on Dec 16, 2021 14:27:56

Natural resources staff has drafted two guides to the new tree ordinance; one is intended for developers and the other for residential property owners.

### Action Item 3.1.3

Ongoing - Ongoing Completed

Incorporate green infrastructure practices (e.g. raingardens) as part of the Groveland Bay Area street reconstruction project to enhance water quality and increase landscape sustainability.

Owner: Sarah Schweiger

Update provided by Sarah Schweiger on Jan 14, 2022 22:08:09

Public and private green infrastructure practices have been incorporated into the final plans of the Groveland Bay Area street reconstruction project and have now been constructed.

## Key Strategy 3.2

Develop and implement long-term plans to mitigate threats to water quality, ecosystems, urban forests and the unique natural character of Minnetonka.

Owner: Leslie Yetka

Action Item: 3

Update provided by Leslie Yetka on Nov 12, 2021 19:17:23

A draft of the Natural Resources Master Plan was made available for public review using the Minnetonka Matters public engagement website, and presented to the joint Park Board/City Council meeting on November 3. Final adoption is expected by city council in December. Draft stormwater runoff model updates have been completed for two of the four watersheds in the city, and are currently under review by city staff. The city has also applied for the new MS4 permit, which was received on October 29. This city has one year to achieve permit compliance, which staff will implement.

### Action Item 3.2.1

Ongoing - Ongoing

Completed

Update the natural resources master plan to protect and enhance the biological and ecological integrity of the city's natural resources.

Owner: Leslie Yetka

Update provided by Leslie Yetka on Jan 10, 2022 22:04:15

The Natural Resources Master Plan was adopted by City Council at their December 20, 2021 meeting. A copy of the plan will be posted in the city's website to be available to the public.

### Action Item 3.2.2

Ongoing - Ongoing

On Track

Continue to update flood vulnerability models city-wide.

Owner: Sarah Schweiger

Update provided by Sarah Schweiger on Jan 14, 2022 22:22:06

Draft model updates have been completed for the Bassett Creek and Purgatory Creek watersheds and are being reviewed.

### Action Item 3.2.3

Ongoing - Ongoing

On Track

Apply for the new state MS4 permit and update the city's Stormwater Pollution Prevention Plan.

Owner: Sarah Schweiger

Update provided by Sarah Schweiger on Jan 14, 2022 22:19:17

The MPCA issued MS4 permit coverage to the City of Minnetonka on October 29th. Draft updates to the city's Stormwater Pollution Prevention Plan are being completed.

## Key Strategy 3.3

Take an active role in promoting energy and water conservation, sustainable operations and infrastructure, recycling and environmental stewardship.

Owner: Julie Wischnack

Action Item: 5

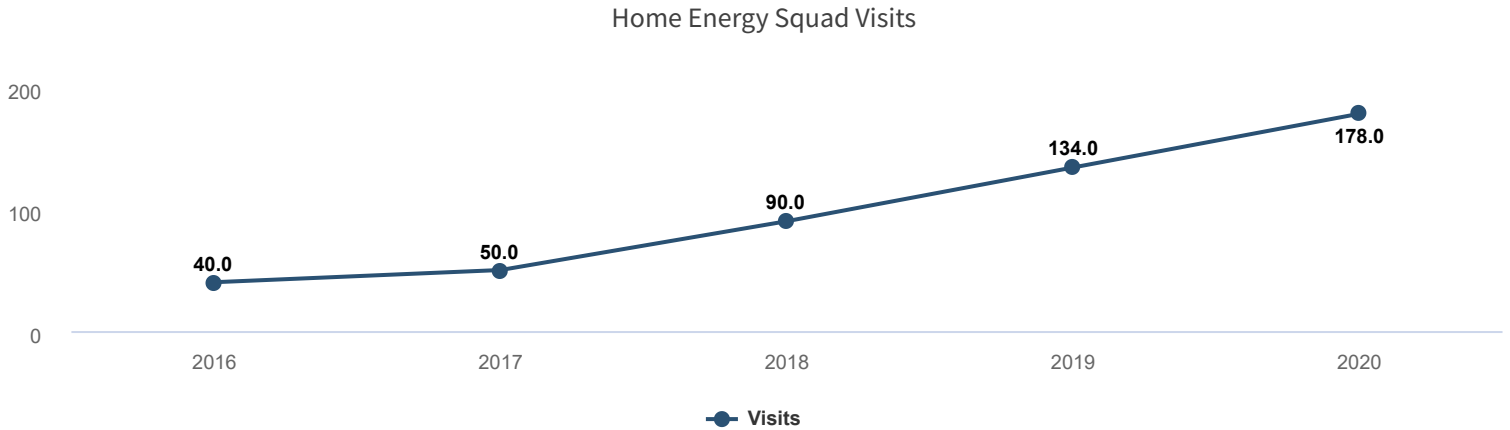
Update provided by Julie Wischnack on Jan 19, 2022 02:01:54

The focus of continuing implementation of the energy action plan has been priority this year. As a result of this priority, there has been an increase in the awareness for various types of properties (residential and commercial) about best practices and available programs. The work of the Sustainability Commission has connected community members with information about best practices to be good environmental stewards.

## Home Energy Squad Visits

Key Strategy 3.3 Take an active role in promoting energy and water conservation, sustainable operations and infras...

Owner: Julie Wischnack



### Action Item 3.3.1

Ongoing - Ongoing

On Track

- Implement the city's Energy Action Plan for promoting energy conservation, including promotion of sustainability efforts the city takes.

Owner: Julie Wischnack

Update provided by Julie Wischnack on Jan 19, 2022 01:33:29

Strategy 7; tactic 7B indicates the city would have an annual event that celebrates all of the improvements residents and building owners have completed. The outline for the Minnetonka Sustainability Award program was presented to the Sustainability Commission (Jan. 18, 2022) with Energy, Landscape, Waste, Water, and Young Adult categories for recognition. An outline of the time frame for the awards process was also developed. The awards will be selected in the summer of 2022.

### Action Item 3.3.2

Ongoing - Ongoing

Completed

- Implement a city sustainability commission.

Owner: Julie Wischnack

Update provided by Julie Wischnack on Jan 19, 2022 01:38:37

The sustainability commission is meeting regularly and members have volunteered at many events throughout 2021 to promote sustainability throughout the community.

### Action Item 3.3.3

Ongoing - Ongoing

On Track

- Implement a water conservation rebate program to reduce summer peak water use through irrigation.

Owner: Mike Kuno Contributor: Christine Petersen

Update provided by Mike Kuno on Dec 20, 2021 13:15:57

Through the Water Efficiency Grant Program, the city has provided over \$4,000 in water conservation rebates in 2021. The funds were used to replace existing irrigation controllers and sprinklers with new WaterSense certified products. We are also currently working with a large Homeowners Association to conduct a WaterSense certified irrigation audit and make recommended repairs to their system.



#### **Action Item 3.3.4**

Ongoing - Ongoing

On Track

- Conduct an annual leak detection survey to reduce unaccounted water loss.

*Owner: Mike Kuno Contributor: Tom Pletcher*

*Update provided by Mike Kuno on Dec 20, 2021 13:56:34*

Water Conservation Services completed our annual leak detection survey in October. The survey identified 11 leaks that were repaired in October or November.

#### **Action Item 3.3.5**

Ongoing - Ongoing

On Track

- Implement a pilot cellular water meter program to address water conservation and reduce water use.

*Owner: Mike Kuno Contributor: Tom Pletcher*

*Update provided by Mike Kuno on Dec 20, 2021 13:57:07*

We continue to monitor user adoption of the new technology to determine the overall value.

## Strategic Priority 4

### Livable and Well-Planned Development

Balance community-wide interests and respect Minnetonka's unique neighborhoods while continuing community reinvestment.

Owner: Julie Wischnack

Key Strategy: 3

Action Item: 10

Update provided by Julie Wischnack on Dec 10, 2021 22:08:10

This quarter the city completed a number of initiatives to create community wide interests in providing additional affordable housing within new building projects. The Shady Oak Crossing project added 23 units of the 75 units created to be at affordable rents (60% AMI). The Birke was also opened this year; with 20% of the 174 units affordable to those earning 60% AMI. Additional contracts were negotiated in new development which would add more than 200 additional units of affordable housing.

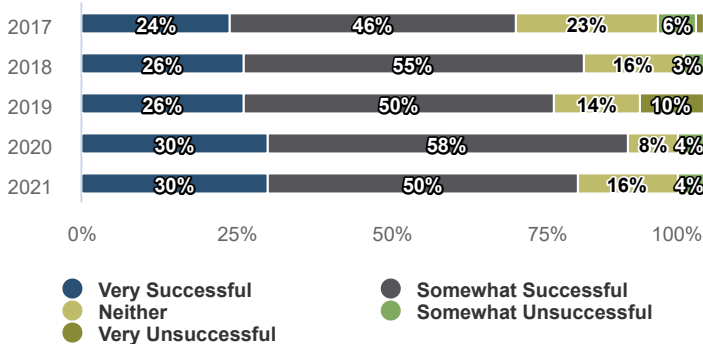
The city also completed an initiative to create stronger tree preservation requirements in the city. Property owners in the city have long identified this as a major asset to the community. The additional regulations will continue to balance community interests with additional reinvestment.

Strategic Priority 4 > Long Term Target

### City's Success in Balancing Rights

Strategic Priority 4 Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's uni...

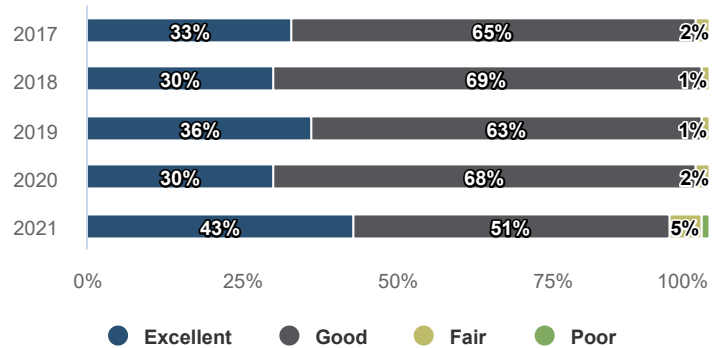
City's success in balancing rights



### Quality of Community Planning

Strategic Priority 4 Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's uni...

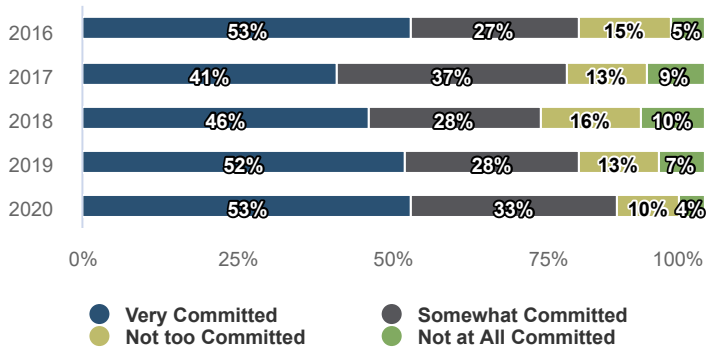
Quality of Community Planning



## Staying in Minnetonka - Upgrade

Strategic Priority 4 Livable and Well-Planned DevelopmentBalance community-wide interests and respect Minnetonka's uni...

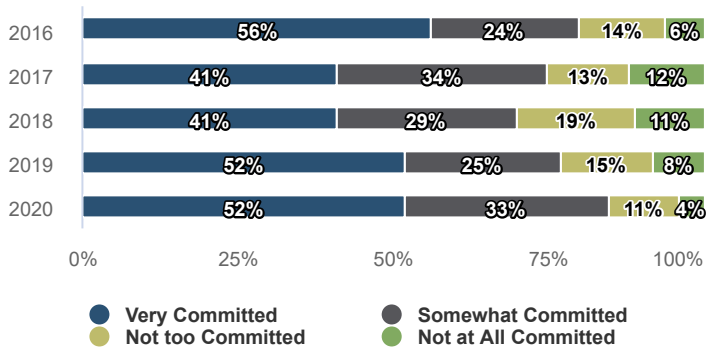
### Staying in Minnetonka - Housing Upgrade



## Staying in Minnetonka- Downgrade

Strategic Priority 4 Livable and Well-Planned DevelopmentBalance community-wide interests and respect Minnetonka's uni...

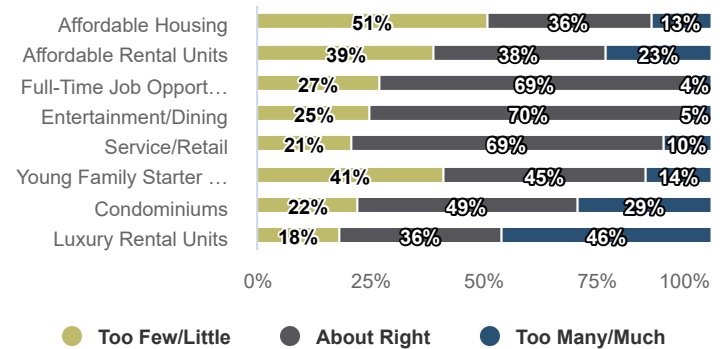
### Staying in Minnetonka - Housing Downgrade



## Have Enough... 2021 Data

Strategic Priority 4 Livable and Well-Planned DevelopmentBalance community-wide interests and respect Minnetonka's uni...

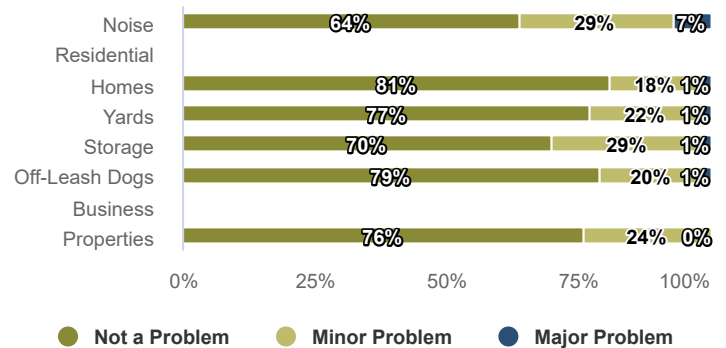
### Does Minnetonka have enough...



## Neighborhood Nuisances - 2021 Data

Strategic Priority 4 Livable and Well-Planned DevelopmentBalance community-wide interests and respect Minnetonka's uni...

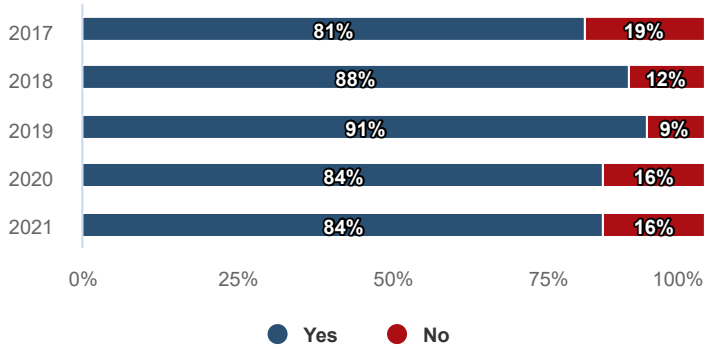
### Neighborhood Nuisances



## Appropriate Public Input Opportunity

Strategic Priority 4 Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's uni...

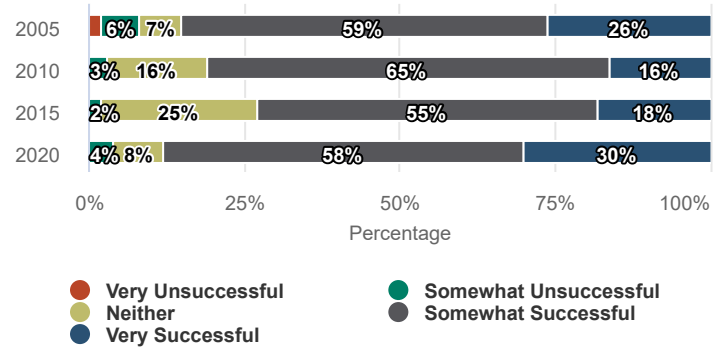
### Appropriate opportunities for input into zoning & development process



## HT - Balancing Rights

Strategic Priority 4 Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's uni...

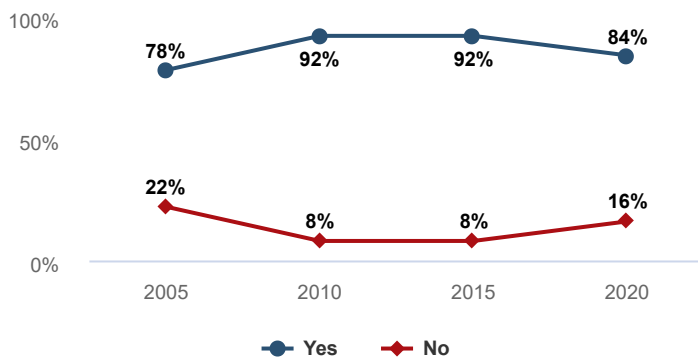
### How successful is the city in balancing individual property owners rights?



## HT - Appropriate Public Input Opportunity

Strategic Priority 4 Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's uni...

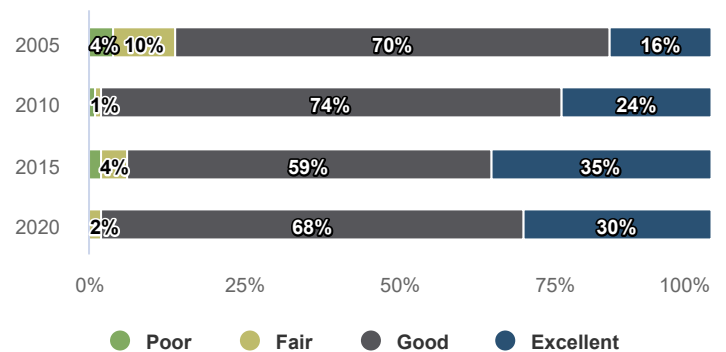
### Does the City provide appropriate public input opportunities?



## HT - Community Planning

Strategic Priority 4 Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's uni...

### How would you rate the quality of community planning?



## Key Strategy 4.1

Implement programs and policies to diversify housing and increase affordable housing options.

Owner: Julie Wischnack

Action Item: 3

Update provided by Julie Wischnack on Dec 10, 2021 21:38:07

In October 2021, the city met with various nonprofits and the Hennepin County Commissioner to discuss the issues of homelessness in the western suburbs. Concerns about the process, difficulty in finding shelter and potential avenues to help were discussed. The city agreed to continue a discussion and asked the nonprofit entities to outline the specific needs to help identify the items where the city and county could assist.

## New Outcome

### Adoption of Goals by City Council

Key Strategy 4.1 Implement programs and policies to diversify housing and increase affordable housing options.

#### Action Item 4.1.1

Update provided by Julie Wischnack on Dec 10, 2021 22:14:03

Status updated to "Completed"

Ongoing - Ongoing Completed

Implement two components of the housing work plan.

Owner: Alisha Gray Observer: Julie Wischnack

#### Action Item 4.1.2

Update provided by Julie Wischnack on Dec 10, 2021 22:13:43

Status updated to "Completed"

Ongoing - Ongoing Completed

Address accessory dwelling units in detached buildings in city code.

Owner: Loren Gordon Observer: Julie Wischnack

#### Action Item 4.1.3

Update provided by Julie Wischnack on Apr 08, 2021 18:24:14

On November 9, 2020, the city council adopted the goals which effectively enrolls the city in the Metropolitan Livable Community Act program.

Background materials may be found at this link:

<https://www.minnetonkamn.gov/Home/ShowDocument?id=7756#page=463>

Sep 01, 2020 - Dec 31, 2020 Completed Progress 100%

Set ten-year affordable housing goals in accordance with the Metropolitan Council Livable Community Act.

Owner: Julie Wischnack

## Key Strategy 4.2

Support business retention and expansion and attract new businesses.

Owner: Julie Wischnack

Action Item: 4

Update provided by Julie Wischnack on Dec 10, 2021 21:43:41

On Dec. 10, 2021, the business survey results were presented to the economic development advisory commission. The report indicated Minnetonka businesses have a high level of satisfaction with city services and majority of businesses are reporting positive activity; despite the pandemic. The report highlighted various issues for the city to be aware of as they make decisions relating to businesses. The results will be utilized to develop additional action steps relating to economic development.

#### Action Item 4.2.1

Ongoing - Ongoing

Completed

Identify 15 various types of businesses to conduct a business retention and expansion visit.

Owner: Rob Hanson Observer: Julie Wischnack

Update provided by Rob Hanson on Jan 10, 2022 14:49:41

In 2021, staff held business introductory / assistance meetings with 13 potential or existing business over the course of the year.

Additionally, staff conducted a business survey that was distributed to about 1500 Minnetonka businesses in fall. We received 157 responses and will use the information gathered to strategize business outreach and programming in 2022 and beyond.

#### Action Item 4.2.2

Ongoing - Ongoing

Completed

Produce and distribute Thrive Newsletter to business community.

Owner: Rob Hanson Observer: Julie Wischnack

Update provided by Julie Wischnack on Dec 10, 2021 22:14:26

Status updated to "Completed"

#### Action Item 4.2.3

Ongoing - Ongoing

Completed

Promote city in target marketing, including diversity strategies.

Owner: Alisha Gray Observer: Julie Wischnack

Update provided by Julie Wischnack on Dec 10, 2021 22:14:34

Status updated to "Completed"

#### Action Item 4.2.4

Ongoing - Ongoing

Completed

Establish cross departmental adaptations that respond to businesses changing needs.

Owner: Alisha Gray Observer: Julie Wischnack

Update provided by Julie Wischnack on Dec 10, 2021 22:14:44

Status updated to "Completed"

#### Key Strategy 4.3

Manage and promote the Opus area as a unique mix of uses and increased development reinvestment.

Owner: Julie Wischnack

Action Item: 3

Update provided by Julie Wischnack on Dec 10, 2021 21:48:06

Staff continues to manage various building projects within the Opus area. Two apartment projects are currently under construction. Both projects will have a portion of the buildings include affordable housing. Additionally, staff is coordinating multiple infrastructure improvements relating to these projects and rail construction.

### Action Item 4.3.1

Ongoing - Ongoing

Completed

Complete Alternative Urban Areawide Review process for Opus.

Owner: Loren Gordon Observer: Julie Wischnack

Update provided by Loren Gordon on Apr 09, 2021 20:53:57

The Opus Alternate Urban Area Review (AUAR) is a planning study that performs environmental analysis and projects the cumulative impacts of anticipated development in the Opus area. The Opus AUAR was developed in 2020. The city sought public input on the Opus AUAR Study in November 2020. Residents were encouraged to review the study and email feedback by Nov. 25, 2020. The planning commission (Jan. 21, 2021) and city council (Feb. 8, 2021) reviewed the Opus AUAR Study at public meetings in early 2021 and encouraged residents to provide feedback. The city council approved the document on Feb. 8, 2021.

### Action Item 4.3.2

Ongoing - Ongoing

Completed

Further refine capital improvement costs for infrastructure improvements (Bridges/LRT construction).

Owner: Phil Olson Observer: Julie Wischnack

Update provided by Julie Wischnack on Dec 10, 2021 22:15:00

Status updated to "Completed"

### Action Item 4.3.3

Ongoing - Ongoing

Completed

Incorporate Opus wayfinding (public/private) in development and public projects.

Owner: Loren Gordon Contributors: Phil Olson and Rob Hanson

Observer: Julie Wischnack

Update provided by Julie Wischnack on Dec 10, 2021 22:15:07

Status updated to "Completed"

## Strategic Priority 5

### Infrastructure and Asset Management

Provide safe, efficient, sustainable, cost-effective and well-maintained infrastructure and transportation systems. Build, maintain and manage capital assets to preserve long-term investment and ensure reliable services.

Owner: Will Manchester

Key Strategy: 4

Action Item: 14

Update provided by Will Manchester on Oct 18, 2021 18:26:45

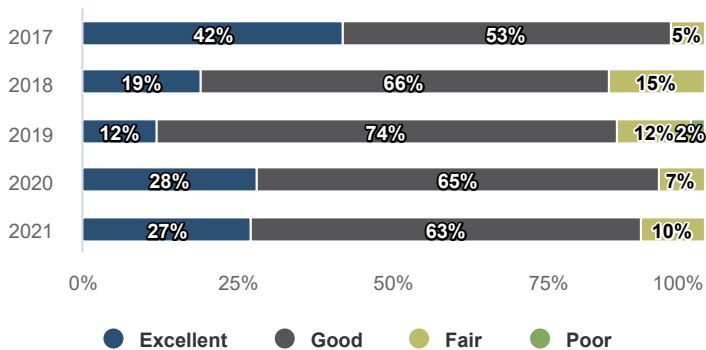
A number of infrastructure and maintenance activities were completed and continued this summer and fall including street and utility rehabilitation projects, street and park maintenance activities, and specific project preparations prior to winter including utility inspections to make certain systems are prepared for upcoming cold winter month operations.

Strategic Priority 5 > Long Term Target

### Quality of Snow Plowing

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

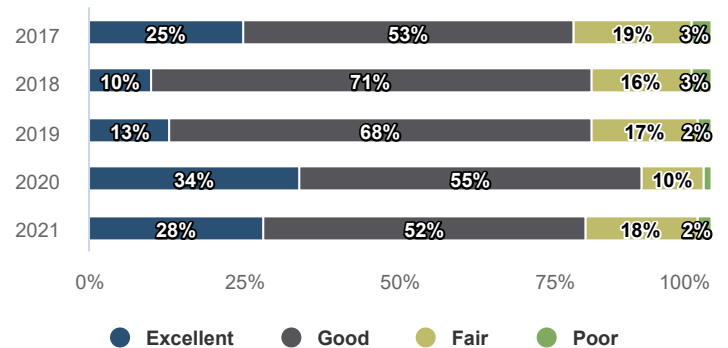
Quality of snow plowing



### Quality of Street Maintenance

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

Quality of pavement repair and patching on city streets

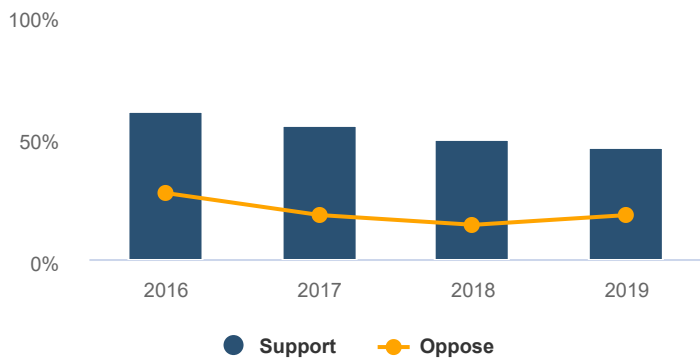




## Trail Expansion

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

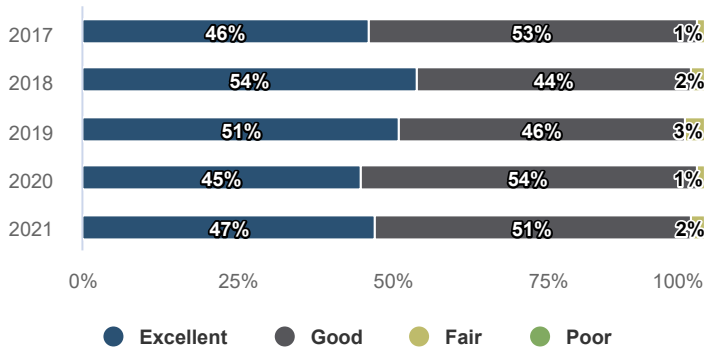
### Trail Expansion



## Quality of Trail Maintenance

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

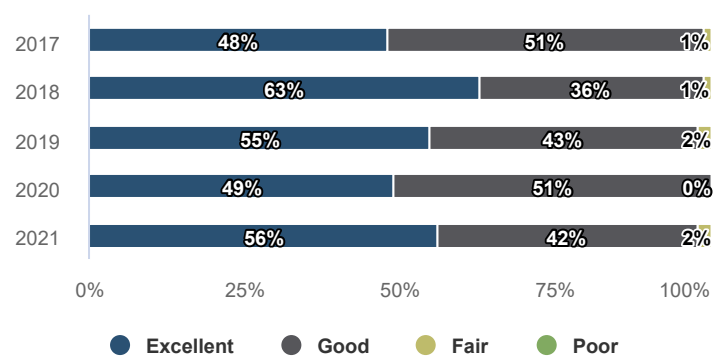
### Quality of trail maintenance



## Quality of Park Maintenance

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

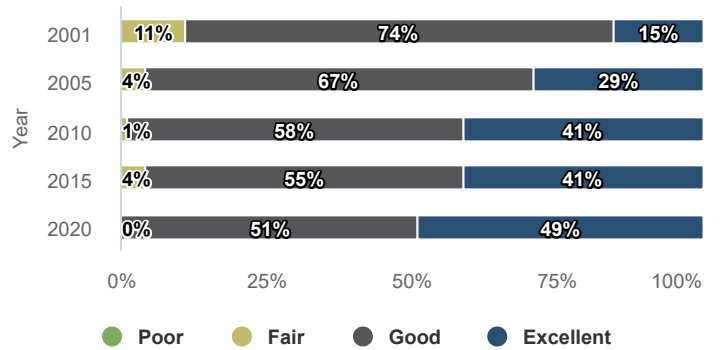
### Quality of park maintenance



## HT - Park Maintenance

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

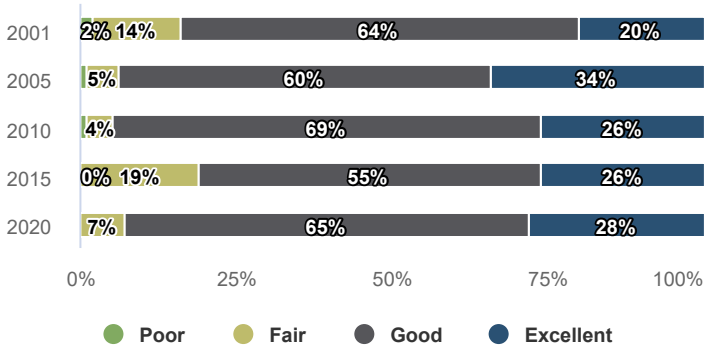
### How would you rate the quality of park maintenance?



## HT - Snow Plowing

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

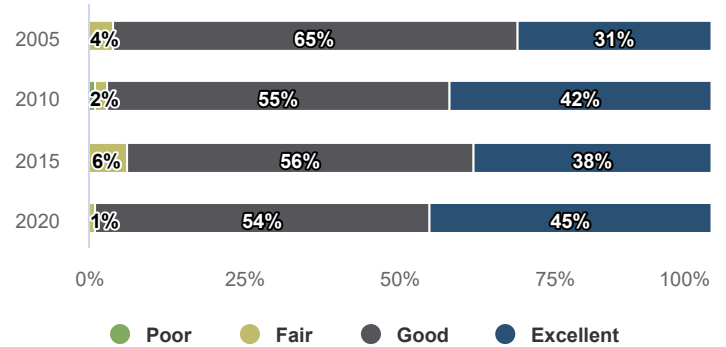
How would you rate the quality of snow plowing?



## HT - Trail Maintenance

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

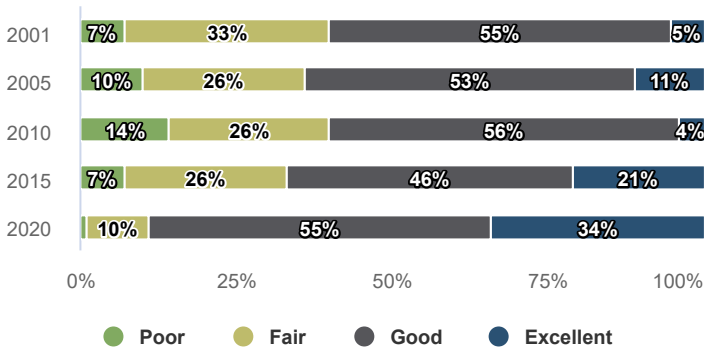
How would you rate the quality of trail maintenance?



## HT - Street Maintenance

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

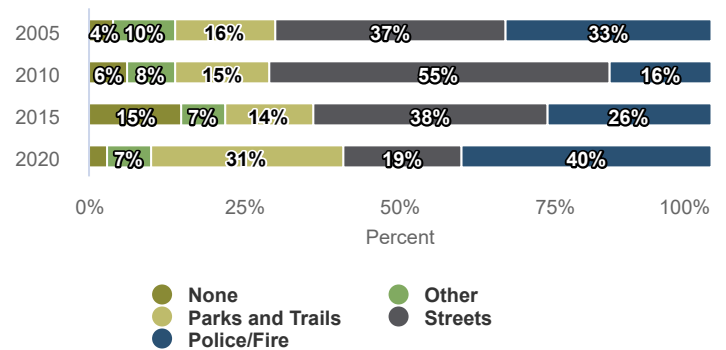
How would you rate the quality of street maintenance?



## HT - Increase in Budget

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

Which major area would you prioritize an increase in budget?



## Key Strategy 5.1

Provide and preserve a quality local street and trail system.

Owner: Will Manchester

Action Item: 4

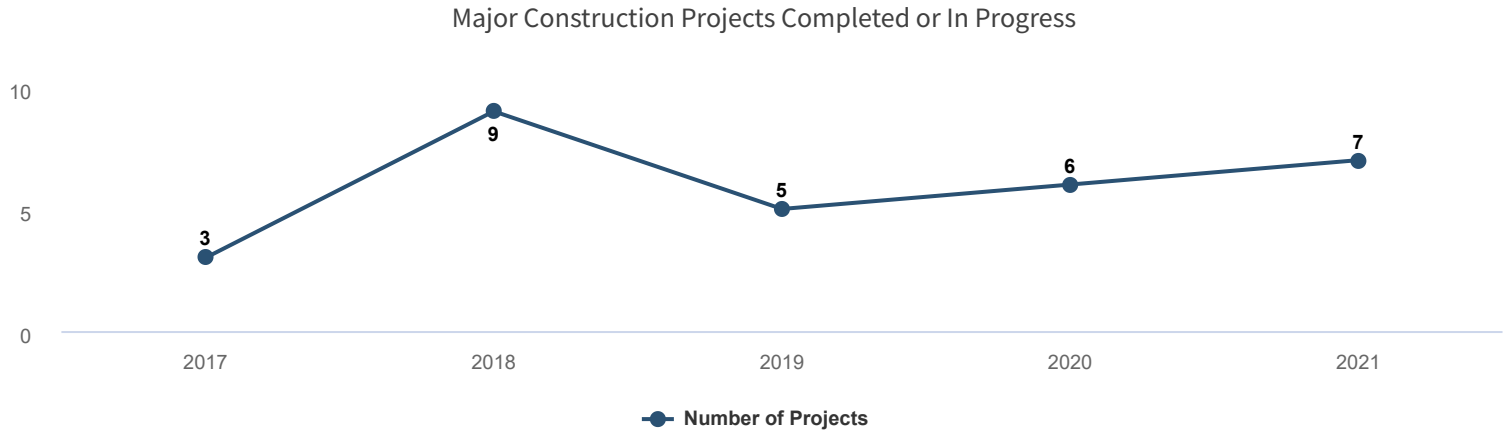
Update provided by Will Manchester on Jan 19, 2022 12:56:47

All 2021 projects were completed on time and budget and staff is currently working on 2022 preparations, which are scheduled to bid this spring. Preserving the cities local street and trail system is an ongoing cycle which continues to be included in the city's capital improvement program and annual budget cycles. Staff is continuously reviewing the systems to make certain specific improvements are included each year in the city's plan.

### Number of Major Construction Projects Completed

Key Strategy 5.1 Provide and preserve a quality local street and trail system.

Owner: Will Manchester



#### Action Item 5.1.1

Ongoing - Ongoing On Track

Coordinate Capital Improvement Program projects and oversee management of local street and trail projects.

Owner: Phil Olson Contributor: Darin Ellingson

Update provided by Phil Olson on Dec 16, 2021 15:37:41

Staff is continuing to work on projects budgeted in the CIP.

#### Action Item 5.1.2

Ongoing - Ongoing On Track

Coordinate all regional improvements including Hennepin County road work along segments of Minnetonka Boulevard, Plymouth Road, Baker Road and Shady Oak Road.

Owner: Phil Olson

Update provided by Phil Olson on Dec 16, 2021 15:37:16

Staff is continuing to work with MnDOT, Hennepin County and SWLRT on regional projects. Work on Baker Road and Shady Oak Road is complete.

#### Action Item 5.1.3

Ongoing - Ongoing On Track

Participate in statewide technical advisory group to review citywide speed limits and develop recommendation on future city consideration.

Owner: Phil Olson Contributors: Will Manchester and Scott Boerboom

Update provided by Phil Olson on Dec 16, 2021 15:36:08

The statewide technical advisory group in the process of finalizing a draft document for all cities to review. When available, the draft will be reviewed by city staff.

#### Action Item 5.1.4

Update provided by Jeremy Koenen on Jan 03, 2022 17:07:37

Ongoing - Ongoing On Track

Using pavement management software to analyze pavement ratings in order to update the pavement management plan for the 2023-2027 CIP cycle.

Review and update the pavement management plan.

Owner: Jeremy Koenen

#### Key Strategy 5.2

Ensure connectivity through increased access to local and regional means of transportation (new mobility options).

Owner: Will Manchester

Action Item: 3

Update provided by Will Manchester on Jan 19, 2022 13:04:04

The Excelsior Boulevard Phase II trail project was completed in 2021 and staff is currently underway in bidding the 2022 Minnetonka Boulevard project (to be fully constructed in 2023) as well as Ridgedale Drive Trail project. Connectivity continues to be an ongoing process and is continuously reviewed with the city's capital improvements and budgeting cycles for new projects. The city's new Park and Trail project manager began in January and will be looking for new opportunities across the city, as well as continuing relationships with Three Rivers Parks, Hennepin County, MnDOT and other agencies.

#### Action Item 5.2.1

Update provided by Alisha Gray on Jan 05, 2022 15:35:57

Ongoing - Ongoing On Track

Work with Metropolitan Transit on contract extension and route connections for SWLRT to plan for improved walkability and connectivity within the city.

Owner: Alisha Gray

In 2021, staff met on a quarterly basis to discuss disruptions to the transit services that were impacted by reduced ridership due to COVID-19. The contract extension is due for renewal in July 2022.

#### Action Item 5.2.2

Update provided by Darin Ellingson on Apr 14, 2021 14:11:55

Ongoing - Ongoing Completed

Revise winter trail maintenance priorities by adding park maintenance staff to the Opus area.

Owner: Darin Ellingson

An additional Park staff FTE was added in the fall of 2020. The winter trail and sidewalk snow removal routes were reorganized to provide snow removal in the Opus area as a first priority route for the winter of 2020/2021. Prior to this change the Opus area was designated as a third priority route.

#### Action Item 5.2.3

Update provided by Mitch Hatcher on Jan 14, 2022 22:06:21

Ongoing - Ongoing On Track

Coordinate Capital Improvement Program trail construction program along Excelsior Boulevard, Minnetonka Boulevard, Ridgedale Drive, Hopkins Crossroad and in the Opus area.

Owner: Mitch Hatcher

Trail construction along Excelsior Boulevard is complete. Trails along Minnetonka Boulevard, Ridgedale Drive, Hopkins Crossroad and Opus area are included in the 2022-2026 Capital Improvement Program and are in various stages of feasibility and design.

### Key Strategy 5.3

Develop an annual capital improvement plan that supports the sustainable maintenance and replacement of assets.

Owner: Will Manchester

Action Item: 3

Update provided by Will Manchester on Jan 19, 2022 13:06:51

Preliminary capital improvement planning for 2023-2027 is underway to look at new sustainable maintenance and replacement considerations and opportunities on components of all projects, including vehicle replacements, equipment, and construction practices. Staff has since continued to look at upcoming additions to these planning efforts with use of energy savings and partnerships with Xcel Energy.

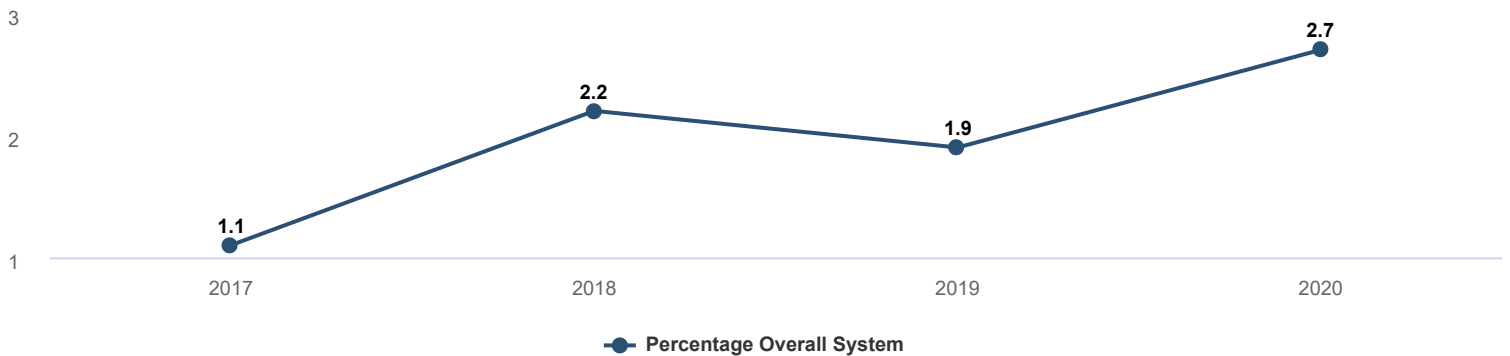
Key Strategy 5.3 > KPI

### Money Spent on Asset Improvements as Percentage of Overall System

Key Strategy 5.3 Develop an annual capital improvement plan that supports the sustainable maintenance and replacem...

Owner: Will Manchester

Money Spent on Asset Improvements as Percentage of Overall System



\*2021 data is projected

#### Action Item 5.3.1

Ongoing - Ongoing On Track

Identify utility replacement program needs and future long-term utility replacements.

Owner: Mike Kuno

Update provided by Mike Kuno on Dec 20, 2021 13:59:47

Staff is using the annual sewer flow monitoring program to identify areas within the sanitary sewer collection system that contribute excessive levels of inflow and infiltration. Utilities has money programmed in 2022 to begin a comprehensive sanitary sewer televising program, which includes money to televise large trunk sewer lines and purchase new sewer televising equipment to televise smaller diameter laterals. Utilities is also working with a consultant to update the 2014 Water Supply and Treatment System Capital Sustainability Plan to incorporate the work that has been completed.

### Action Item 5.3.2

Update provided by Drew Ingvalson on Nov 10, 2021 17:58:25

Meeting has been set for Friday, Dec. 3rd (1:30-2:30 pm)

Ongoing - Ongoing On Track

Review overall city assets and infrastructure plan with internal sustainability committee.

Owner: Julie Wischnack

### Action Item 5.3.3

Update provided by Will Manchester on Jan 19, 2022 13:25:32

Staff continued to review fleet operations and other city infrastructure in preparation of the capital improvements planning (CIP) process for 2023-2027. In 2022 the city will begin operation of 2-fully electric fleet vehicles for the city's planning and engineering departments. Staff will continue ongoing review of these items in preparation for future CIP's.

Ongoing - Ongoing On Track

Review asset management and city infrastructure including fleet operations and other city infrastructure.

Owner: Will Manchester

## Key Strategy 5.4

Expand and maintain a trail system to improve safe connectivity and walkability throughout the community.

Owner: Will Manchester

Action Item: 4

Update provided by Will Manchester on Jan 19, 2022 13:18:28

Excelsior Boulevard Phase II and Ridgemount Avenue trail projects were completed in 2021 and included improved safe connections and walkability improvements. Staff has completed design of the Minnetonka Boulevard Trail project, which includes an enhanced crossing at Groveland Elementary School. Further, design is wrapping up on the Ridgedale Drive Trail project and both projects will be bid this spring for construction to begin in 2022 with completion of Ridgedale Drive scheduled for 2022 and Minnetonka Boulevard in 2023. Staff will begin work on Hopkins Crossroad planning and coordination with Hennepin County following construction of these projects as well as review of other city project areas that can be included in upcoming years funding. The city's new park and trail project manager will be taking a lead role in these planning efforts.

Key Strategy 5.4 > KPI

### Number of New Trail Miles

Key Strategy 5.4 Expand and maintain a trail system to improve safe connectivity and walkability throughout the co...

Owner: Will Manchester



\*2021 data is projected

#### Action Item 5.4.1

Ongoing - Ongoing Completed

Collaborate with local school districts for grant funding.

Owner: Sara Woeste

Update provided by Sara Woeste on Jan 11, 2022 13:16:29

The city, along with partners from the Hopkins School district, are applying for a safe routes to school grant for the Hopkins-Crossroads trail project.

#### Action Item 5.4.2

Ongoing - Ongoing On Track

Identify opportunities to connect businesses to public trail system during development review applications.

Owner: Alisha Gray

Update provided by Alisha Gray on Jan 05, 2022 15:57:17

Staff continues to utilize the placemaking worksheet to evaluate trail connections to businesses and multifamily housing.

#### Action Item 5.4.3

Ongoing - Ongoing Completed

Establish a resident request process for trail improvements to the Trail Improvement Plan.

Owner: Sara Woeste

Update provided by Sara Woeste on Oct 05, 2021 15:41:24

Resident feedback and requests will be compiled by the Park and Trail Planner throughout the year and reviewed by the internal Trails Team annually prior to CIP planning. Any potential changes to the Trail Improvement Plan would be presented to Park Board and Council during the CIP approval process.

#### Action Item 5.4.4

Ongoing - Ongoing On Track

Research feasibility of bike share program.

Owner: Rob Hanson

Update provided by Rob Hanson on Jan 10, 2022 14:50:08

Research continues in this area.

## Strategic Priority 6

### Community Inclusiveness

Create a community that is engaged, tolerant and compassionate about everyone. Embrace and respect diversity, and create a community that uses different perspectives and experiences to build an inclusive and equitable city for all.

Owner: Mike Funk

Key Strategy: 4

Action Item: 23

Update provided by Mike Funk on Nov 05, 2021 14:55:45

As recruitments to fill a new or replacement position occur, HR and the Hiring Manager are updating position descriptions to include diversity and inclusion competencies.

A DEI training session was held at the annual boards and commissions dinner/training event on Wednesday, July 21. Of 76 total members invited, including the DEI task force, 40 are able to attend.

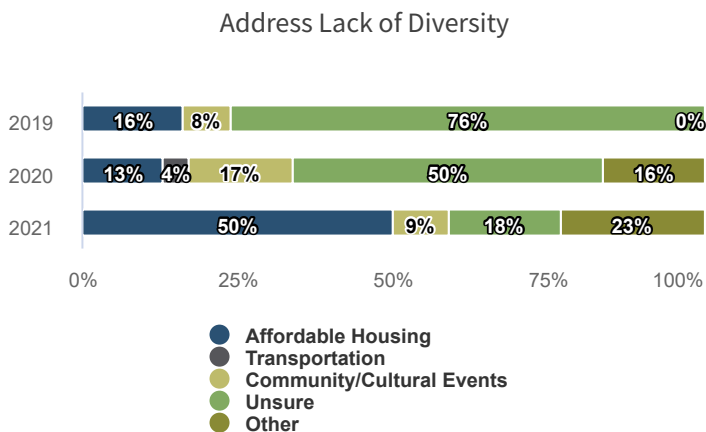
The DEI task force continued to meet monthly during Q3. They began working with a consultant, Turnlane, to assist with the task force's charge to work collaboratively to engage the community, broaden policy outcomes and respond to community needs, views, and expectations.

Recreation staff works cooperatively with the communication division to promote our programs and services. Seasonally staff evaluates programs and services to ensure that we are meeting the needs of the residents. The Richard Wilson Scholarship program has funded 100% of the requests this year.

Strategic Priority 6 > Long Term Target

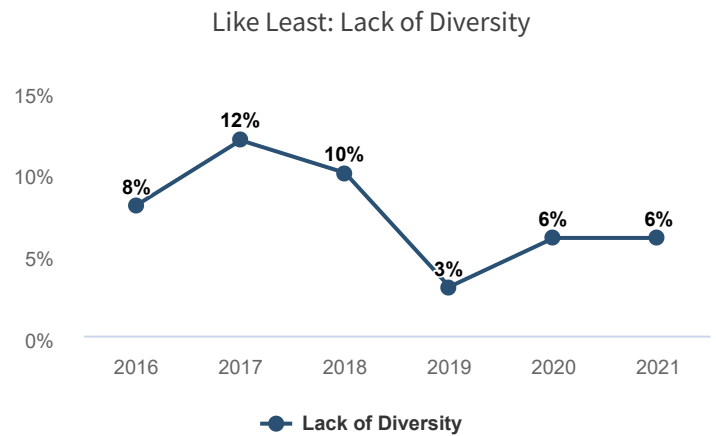
### Address Lack Diversity

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...



### Like Least: Lack of Diversity

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

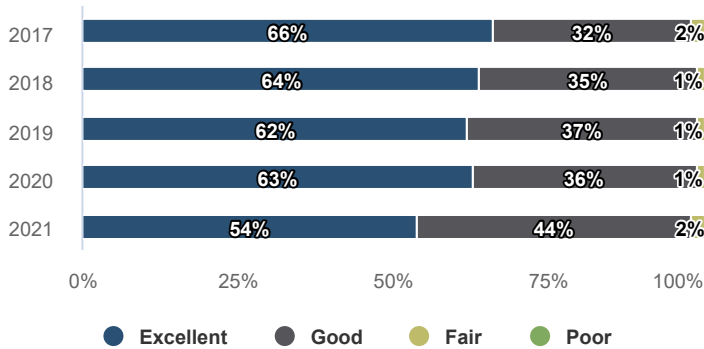




## Quality of Life

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

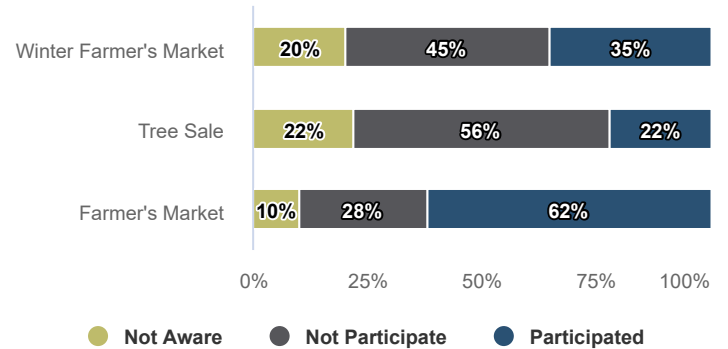
### Quality of life



## Community Activities - 2021 Data

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

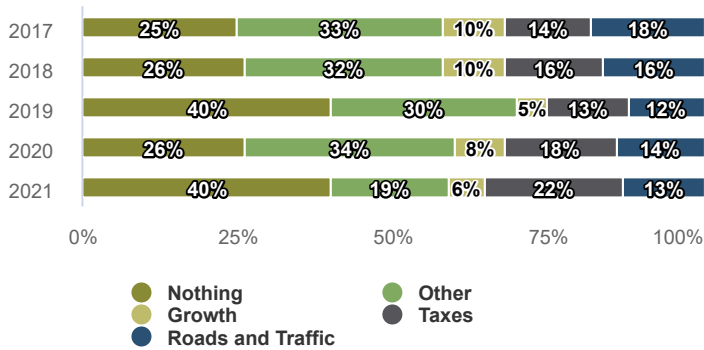
### Community Activities - 2021 Data



## Like Least About Minnetonka

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

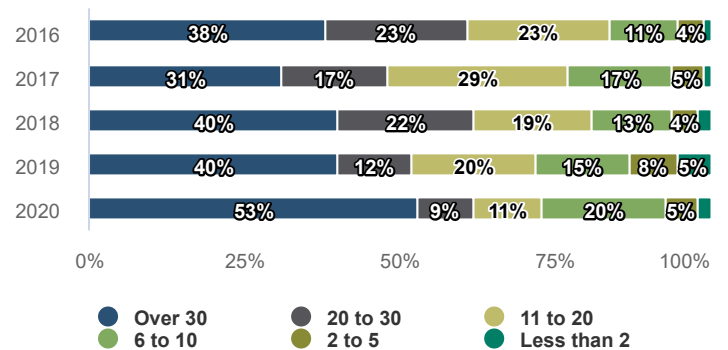
### Like Least About Minnetonka



## Future in Minnetonka

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

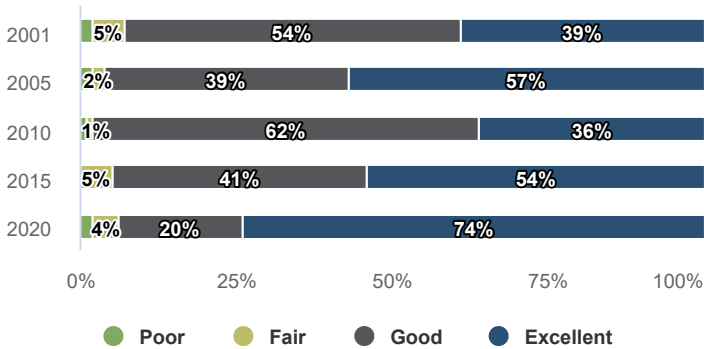
### How long in the future do (residents) expect to live in Minnetonka? (Years)



## HT - City Staff Courtesy

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

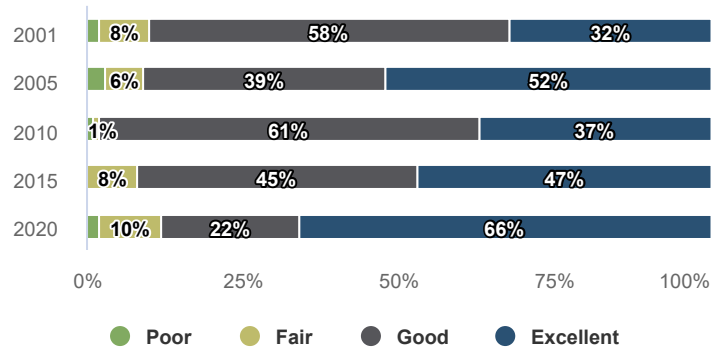
How would you rate city staff courtesy?



## HT - City Staff Efficiency

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

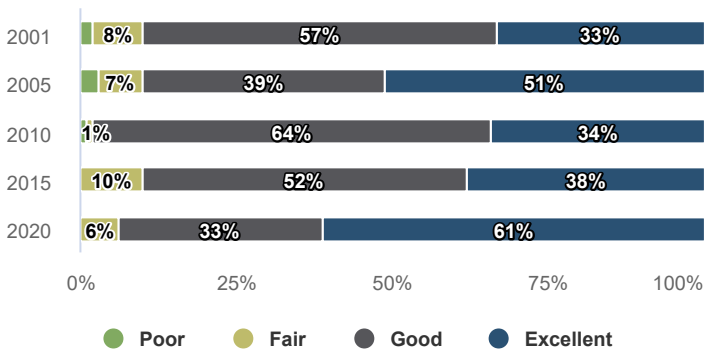
How would you rate city staff efficiency?



## HT - City Staff Ease of Access

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

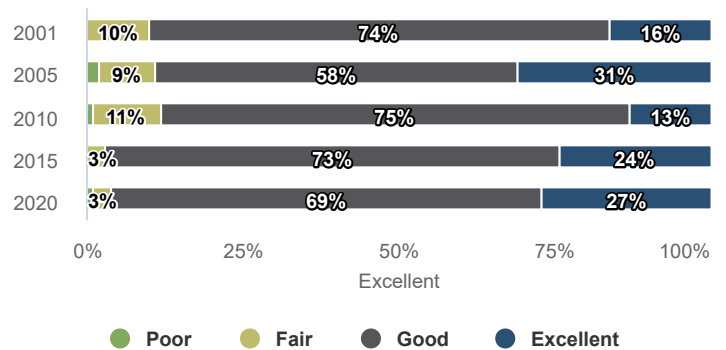
How would you rate city staff ease of access?



## HT - City Staff Performance

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

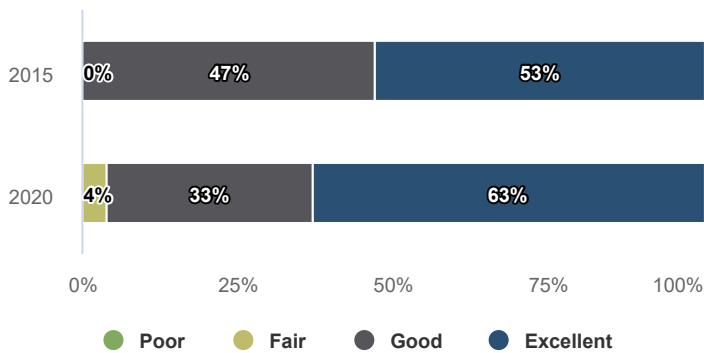
How would you rate city staff performance?



## HT - City Staff Professionalism

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

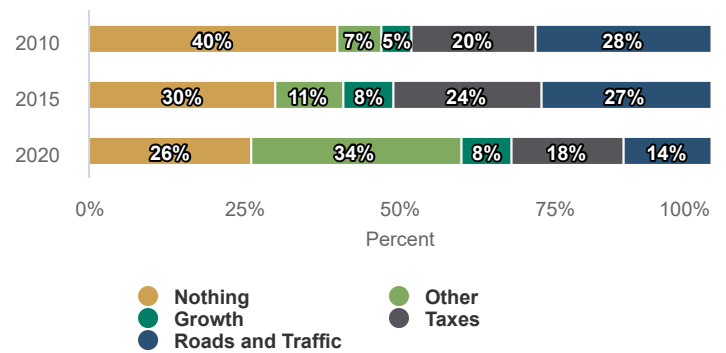
How would you rate city staff professionalism?



## HT - Like Least about Minnetonka

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

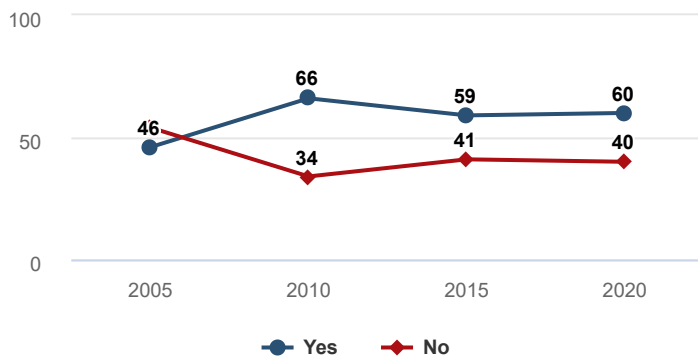
What do you like least about Minnetonka?



## HT - City Website Use

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

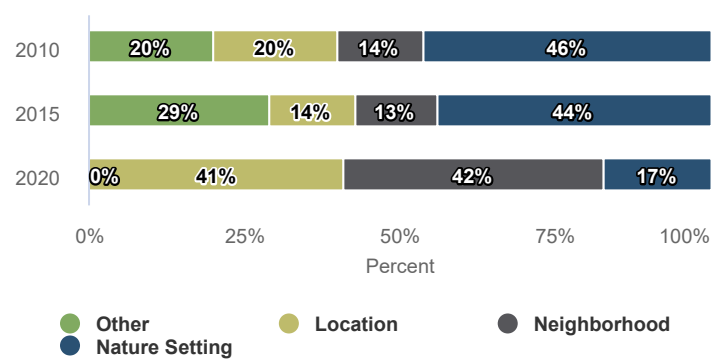
Do you or anyone in your home use the City's website?



## HT - Like Most About Minnetonka

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

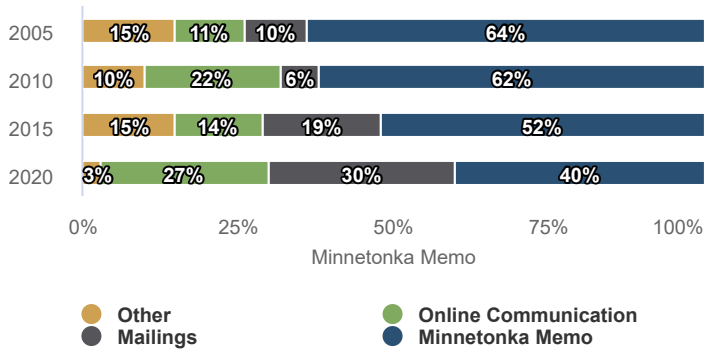
What do you like most about Minnetonka?



## HT - Preferred Method of Information

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

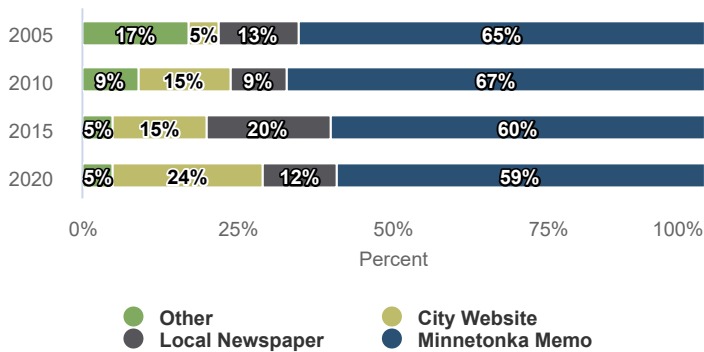
What is your preferred source of information?



## HT - Primary Source of Information

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

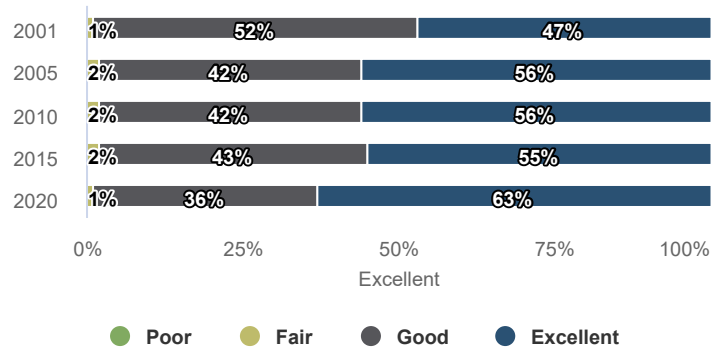
What is your primary source of information about the City?



## HT - Quality of Life

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

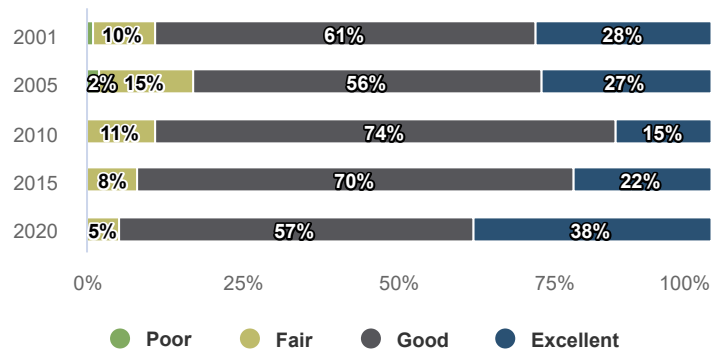
How would you rate the quality of life in Minnetonka?



## HT - Value of City Services

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

How would you rate the value of city services?



## Key Strategy 6.1

Develop and implement inclusive recruiting, application, hiring and retention practices to attract excellent, qualified and diverse candidates from all backgrounds.

Owner: Dawn Pearson

Action Item: 4

Update provided by Dawn Pearson on Sep 27, 2021 13:45:49

Position description template updated to include reminder prompts to include diversity and inclusion competencies.

### Action Item 6.1.1

Ongoing - Ongoing Completed

Review and update job descriptions

Owner: Dawn Pearson

Update provided by Dawn Pearson on Jan 12, 2022 22:23:05

For new and vacant positions, position descriptions are updated with diversity competencies and job duties.

### Action Item 6.1.2

Ongoing - Ongoing Completed

Review recruitment and interview processes and remove any implicit biases.

Owner: Dawn Pearson

Update provided by Dawn Pearson on Jan 12, 2022 22:46:40

The interview assessment form was revised to include a rubric in assessing the candidate's qualifications and piloted during several interview processes. An interview rubric allows everyone in the hiring process to evaluate the candidates using the same criteria, which can reduce bias. Even when only one person is interviewing candidates, an interview rubric helps to simplify the process by checking for predetermined qualifications and characteristics. It can also be helpful when the interviewer needs to compare several qualified candidates against each other.

### Action Item 6.1.3

Ongoing - Ongoing Completed

Explore new methods of advertising/promotion publication mediums.

Owner: Dawn Pearson

Update provided by Dawn Pearson on Jan 12, 2022 22:25:51

A monitoring the hiring process has been developed so the HR Recruiter reviews the candidate pool and collects the data at the close of the posting.

### Action Item 6.1.4

Ongoing - Ongoing Completed

Utilize NeoGOV software to track applicant demographic data.

Owner: Dawn Pearson

Update provided by Dawn Pearson on Apr 28, 2021 15:34:01

Human Resources has added a voluntary candidate demographic questionnaire to each job posting. Applicant demographic data is now available to use in reviewing the diversity sourcing efforts results.

## Key Strategy 6.2

Foster an inclusive boards and commissions recruitment and appointment process to increase diversity.

Owner: Moranda Dammann

Action Item: 7

Update provided by Moranda Dammann on Nov 17, 2021 17:35:29

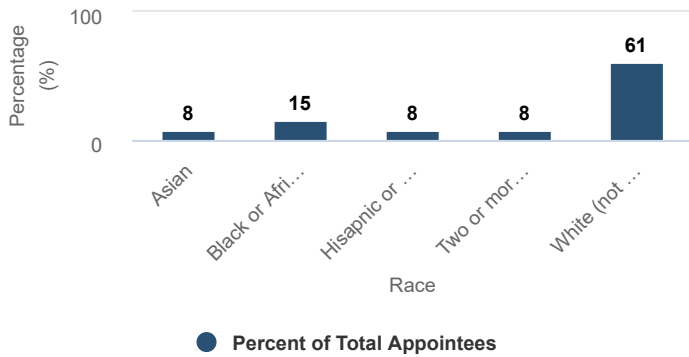
At the July 21, 2021 annual boards and commissions dinner, a consultant hosted a training through a consultant. The training was well received.

Key Strategy 6.2 > KPI

## Appointed Diversity Numbers

Key Strategy 6.2 Foster an inclusive boards and commissions recruitment and appointment process to increase divers...

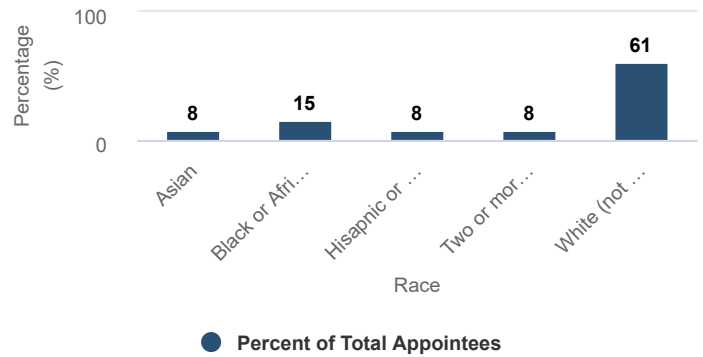
Appointed Boards & Commissions Diversity Numbers



## Appointed Diversity Numbers

Key Strategy 6.2 Foster an inclusive boards and commissions recruitment and appointment process to increase divers...

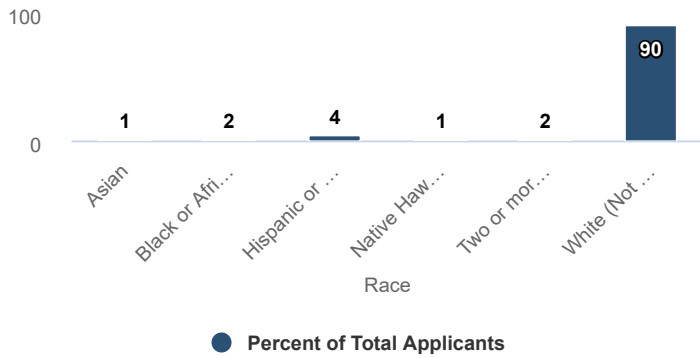
Appointed Boards & Commissions Diversity Numbers



## New Applicant Diversity

Key Strategy 6.2 Foster an inclusive boards and commissions recruitment and appointment process to increase divers...

New Boards & Commissions Applicant Diversity



### Action Item 6.2.1

Ongoing - Ongoing

Completed

Implement new boards and commissions recruiting software to help track applicant demographics.

Owner: Moranda Dammann

Update provided by McKaia Ryberg on Feb 23, 2021 22:19:54

New Granicus Boards and Commissions software was implemented in late 2020. The 2020-2021 recruitment process was done primarily through the new software system and all applicant data was captured through the software.

### Action Item 6.2.2

Ongoing - Ongoing Completed

Review/update application form and launch a new on-line fillable application.

Owner: Moranda Dammann

Update provided by McKaia Ryberg on Feb 23, 2021 22:23:01

The application form for the 2020-2021 recruitment period was transitioned to an on-line fillable form created through the new boards and commissions software and hosted on the city website. The application was able to be translated to any language supported by Google Translate and featured new questions including demographic based questions and updated open-ended questions.

### Action Item 6.2.3

Ongoing - Ongoing Completed

Create and implement a marketing plan to reach new groups and populations in the community.

Owner: Moranda Dammann

Update provided by McKaia Ryberg on Apr 12, 2021 14:01:23

Completed marketing plan during the 2020-2021 boards and commissions recruitment and appointment process. Expanded efforts included advertisement in the Minnetonka Memo, on the city's website and several times via mass emails, text messages and social media posts. Staff distributed recruiting posters to apartment buildings, businesses and city facilities, and directly marketed the openings to school districts and high school organizations, faith communities, city volunteers, recent citizens and police academy participants and the media. A promotions toolkit was provided to council to assist with promotion.

### Action Item 6.2.4

Ongoing - Ongoing Completed

Receive feedback from council on interview and selection process.

Owner: Moranda Dammann

Update provided by Hanna Zinn on Jul 15, 2021 18:26:18

Currently gathering information on upcoming vacant boards and commissions positions. Working with staff liaisons to develop a recruitment schedule and implement the changes council has provided.

### Action Item 6.2.5

Ongoing - Ongoing Completed

Offer diversity, equity and inclusion (DEI) training for city council and boards and commission members.

Owner: Moranda Dammann

Update provided by Moranda Dammann on Nov 17, 2021 19:02:30

At the annual boards and commission dinner/training event held on July 21, 2021 a consultant conducted the training. It was well received by the members.

### Action Item 6.2.6

Ongoing - Ongoing Completed

Provide DEI on-boarding for newly elected officials and boards and commission members.

Owner: Moranda Dammann

Update provided by Moranda Dammann on Nov 17, 2021 19:07:10

At the July 21 annual boards and commissions banquet, a consultant provided a training to members of council and boards and commissions. This training was focused on DEI and was well received by the audience.

### Action Item 6.2.7

Ongoing - Ongoing Completed

Identify current demographic composition of boards and commissions.

Owner: Moranda Dammann

Update provided by McKaia Ryberg on Feb 23, 2021 22:25:52

Through an anonymous survey, appointed boards and commissions members shared their responses to the new demographic questions asked on the revised 2020 application. The data from this survey was shared with the city council during the interview and appointment stage of the 2020-2021 boards and commissions recruitment and appointment process. The data will also be recorded in the new boards and commissions software to keep demographic data accurate and up to date for each council-appointed board and commission.

## Key Strategy 6.3

Actively engage the community by working collaboratively to broaden policy outcomes and respond to community's needs, views and expectations.

Owner: Moranda Dammann Contributor: Mike Funk

Action Item: 5

Update provided by Mike Funk on Nov 05, 2021 14:49:21

The DEI task force continued to meet monthly during Q3. They began working with a consultant, Turnlane, to assist with the task force's charge to work collaboratively to engage the community, broaden policy outcomes and respond to community needs, views, and expectations.

Earlier in the year, the city completed the annual community survey and results were presented to the city council in May. Also, the communications division has purchased and implemented a new software product called Minnetonka Matters. MinnetonkaMatters was launched in early July and It is anticipated this tool will be used for gaining additional community feedback. Currently, MinnetonkaMatters is being used for the POST plan, Natural Resources Master Plan, annual photo contest, and will be used by the DEI Task Force.

### Action Item 6.3.1

Ongoing - Ongoing

On Track

Evaluate and partner with community groups on DEI.

Owner: Mike Funk

Update provided by Mike Funk on Nov 05, 2021 14:01:19

The DEI task force continued to meet monthly during Q3. They began working with a consultant, Turnlane, to assist with the task force's charge to work collaboratively to engage the community, broaden policy outcomes and respond to community needs, views, and expectations. They have worked on details and logistics that will be required for upcoming community engagement activities. They also spend time fostering belonging within and between task force members.

### Action Item 6.3.2

Ongoing - Ongoing

Completed

Evaluate feasibility of creating a community work group.

Owner: Mike Funk

Update provided by Hanna Zinn on Jul 21, 2021 18:53:54

The Task Force has been created and the community work group has been established.

### Action Item 6.3.3

Ongoing - Ongoing

On Track

Collect community data and feedback.

Owner: Mike Funk

Update provided by Mike Funk on Nov 05, 2021 14:03:45

Earlier in the year, the city completed the annual community survey and results were presented to the city council in May. Also, the communications division has purchased and implemented a new software product called Minnetonka Matters. MinnetonkaMatters was launched in early July and It is anticipated this tool will be used for gaining additional community feedback. Currently, MinnetonkaMatters is being used for the POST plan, Natural Resources Master Plan, annual photo contest, and will be used by the DEI Task Force.

### Action Item 6.3.4

Ongoing - Ongoing

Some Disruption

Prepare an inventory of current community engagement efforts and partnerships.

Owner: Mike Funk

Update provided by Mike Funk on Nov 05, 2021 14:47:17

Staff has pulled together a list that summarizes the city's community engagement efforts. This stretches across many departments and highlights the city's efforts. The next step is to further analyze this list through the lens of DEI to determine if these current activities/touch points can be restructured in a manner that can reach broader audiences. It is anticipated the new DEI Coordinator will play a significant role in completing this task.



### Action Item 6.3.5

Update provided by Mike Funk on Apr 10, 2021 15:44:45

Ongoing - Ongoing Completed

Review annual community survey questions.

Owner: Mike Funk

The assistant city manager led a process in March/April of 2021 to review the community survey questions in preparation of the this year's survey. The leadership team was instrumental in reviewing questions and suggesting edits relevant to topics of interest important in gaining further understanding from the community. There were a number of new questions added regarding community inclusiveness.

### Key Strategy 6.4

Remove identifiable barriers to create equal opportunity for accessing programs and services.

Owner: Kelly O'Dea

Action Item: 7

Update provided by Kelly O'Dea on Nov 10, 2021 16:52:31

Recreation staff continue to promote our programs and services to residents. In cooperation with the communication division, different methods of engagement have been used to promote the variety of programs, services and events we offer. The Richard Wilson Scholarship program has funded 100% of the requests this year.

### Action Item 6.4.1

Update provided by Kelly O'Dea on Nov 03, 2021 14:41:18

Ongoing - Ongoing On Track

Create guidelines that recognize targeted audiences for program specific services, review modes of communication, and adapt messaging.

Owner: Kelly O'Dea Contributors: Andrew Wittenborg and Sara Woeste

Recreation staff continue to target specific audiences. One recent example is the community engagement of the Parks, Open Space, and Trails (POST) Plan, where we engaged with members of the BIPOC community, youth and senior groups.

### Action Item 6.4.2

Update provided by Ann Davy on Jan 14, 2022 16:01:08

Ongoing - Ongoing On Track

Review and evaluate current program offerings to determine effectiveness.

Owner: Ann Davy Contributors: Becca Sytsma and Jesse Izquierdo

Program managers continue to send program evaluations to participants, with a goal of evaluating 20 programs per year. We recently updated the required questions on our program survey. The survey was shortened which will hopefully increase the number of surveys completed. Also, questions were edited in an effort to make the information collected more useful for program managers.

### Action Item 6.4.3

Update provided by Sara Woeste on Jan 11, 2022 13:16:39

Ongoing - Ongoing Completed

Award recreation scholarships to 100% of qualified applicants through the Richard Wilson Scholarship Fund for youth program participants.

Owner: Sara Woeste Contributors: Amy Sandquist and Kathy Kline

100% of scholarship applicants in 2021 were awarded full funding.

#### Action Item 6.4.4

Ongoing - Ongoing

On Track

Review geographic locations of program offerings.

Owner: Ann Davy Contributors: Becca Sytsma and Jesse Izquierdo

Update provided by Ann Davy on Jan 14, 2022 16:03:40

The program location document created in June was referenced when planning summer 2022 programs.

#### Action Item 6.4.5

Ongoing - Ongoing

Completed

Engage local volunteers and stakeholders to assess the new multi-use mountain bike trail at Lone Lake Park and report findings to the park board and city council.

Owner: Sara Woeste Contributor: Jesse Izquierdo

Update provided by Sara Woeste on Jan 11, 2022 13:16:50

A draft of the multi-use mountain bike trail metrics report was reviewed by stakeholders at a meeting on September 27, 2021 and the final report was presented to the Park Board and City Council at their joint meeting on November 3, 2021.

#### Action Item 6.4.6

Ongoing - Ongoing

Completed

Prepare an end of year scholarship report.

Owner: Sara Woeste Contributors: Amy Sandquist and Kathy Kline

Update provided by Sara Woeste on Jan 11, 2022 13:18:02

100% of scholarship applicants were granted scholarship funds in 2021 and the report is complete.

#### Action Item 6.4.7

Ongoing - Ongoing

Completed

Create a Lone Lake mountain bike use report.

Owner: Sara Woeste Contributor: Jesse Izquierdo

Update provided by Sara Woeste on Jan 11, 2022 13:18:20

The Lone Lake Park multi-use mountain bike trail metrics report was created and presented to the Park Board and City Council at their joint meeting on November 3, 2021. This report contained trail usage by bikers, hikers and snowshoers. Trail usage was obtained by conducting quarterly trail counts throughout the year.



**City Council Agenda Item 11A  
Meeting of Jan. 24, 2022**

**Title:** Applications for renewed precious metal and secondhand dealer licenses for 2022

**Report From:** Fiona Golden, Community Development Coordinator

**Submitted through:** Mike Funk, Acting City Manager  
Julie Wischnack, AICP, Community Development Director

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**Action Requested:**  Motion     Informational     Public Hearing  
**Form of Action:**     Resolution     Ordinance     Contract/Agreement     Other     N/A  
**Votes needed:**     4 votes     5 votes     N/A     Other

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**Summary Statement**

The city has received three applications for renewed precious metal and secondhand dealer licenses for 2022.

**Recommended Action**

Motion to approve the precious metal and secondhand license renewals for the 2022 calendar year.

**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            |
| <input type="checkbox"/> N/A   |   |

Statement: N/A

**Financial Consideration**

Is there a financial consideration?     No     Yes [Enter estimated or exact dollar amount]  
Financing sources:     Budgeted     Budget Modification     New Revenue Source  
    Use of Reserves     Other [Enter]

Statement: N/A

**Background**

Section 610.005 of the city code states the city council finds that pawnbrokers, precious metal dealers, and certain secondhand dealers potentially provide an opportunity for the commission and concealment of crimes. The purpose of this section is to prevent these businesses from assisting in the commission of crimes. To identify criminal activities through timely collection and sharing of certain transaction information, and to ensure that such businesses comply with basic consumer protection standards, thereby protecting the city's public health, safety, and general welfare.

The city has received applications for renewed precious metal and secondhand dealer licenses for the following establishments:

Best Buy #4	13513 Ridgedale Drive
Minnesota Jewelry Buyers	11900 Wayzata Blvd., #116K
Shane Co	11300 Wayzata Blvd., Suite A

Evergreene Jewelers Inc. located at 3500 Co Rd 101 officially closed its business as of Dec. 31, 2021, and will not be renewing their license in 2022.

Since the licenses were approved last year, there have been no changes to the ownership structure or day-to-day operations.

No contacts reported at the establishments warrant denial or postponement of renewed licenses, in staff's opinion. The police department has no concerns for any entity listed above.

All applicants meet all the requirements of the precious metal dealer/secondhand dealer ordinance. All assessments and other city claims against these establishments, as well as property taxes, are current.



**City Council Agenda Item 13A  
Meeting of Jan. 24, 2022**

**Title:** Vacate the drainage and utility easements for Chabad Center for Jewish Life located at 2327, 2333, 2339 Hopkins Crossroad, and 11170 Mill Run

**Report From:** Loren Gordon, AICP, City Planner

**Submitted through:** Mike Funk, Acting City Manager  
Julie Wischnack, AICP, Community Development Director

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**Action Requested:**  Motion  Informational  Public Hearing  
**Form of Action:**  Resolution  Ordinance  Contract/Agreement  Other  N/A  
**Votes needed:**  4 votes  5 votes  N/A  Other

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**Summary Statement**

In March 2019, the Minnetonka City Council approved a conditional use permit and final site and building plans for the Chabad Center for Jewish Life. (See [staff report](#) and [minutes](#).)

On [Dec. 21, 2020](#), and [Nov. 22, 2021](#), the city council approved 12-month time extensions for the project. (Staff reports and minutes are included in the links.) A condition of the project approvals required the vacation of easements necessary to construct the project. Chabad Center for Jewish Life has provided the documents needed to vacate the drainage and utility easements. The city is required to hold a public hearing.

**Recommended Action**

Adopt the resolution approving the drainage and utility easements.

**Strategic Profile Relatability**

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

Statement: N/A

**Financial Consideration**

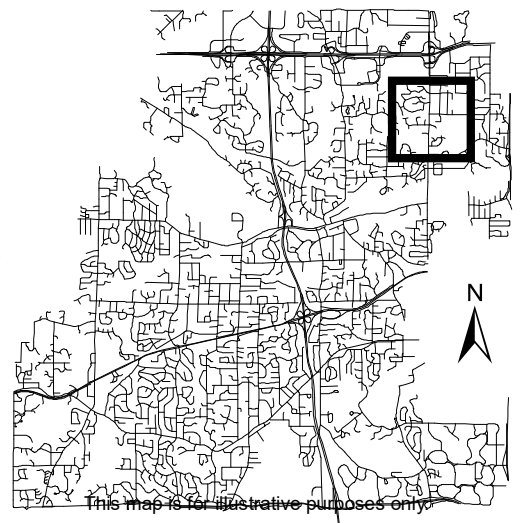
- Is there a financial consideration?  No  Yes [Enter estimated or exact dollar amount]
- Financing sources:  Budgeted  Budget Modification  New Revenue Source  
 Use of Reserves  Other [Enter]

Statement: N/A



### Location Map

Project: Chabad Center  
 Address: 2327/2333/2339 Hopkins Xrd,  
 11170 Mill Run Rd & 11021 Hillside Ln W





December 6, 2021

Loren Gordon  
City of Minnetonka  
14600 Minnetonka Blvd  
Minnetonka, MN 55345

Loren,

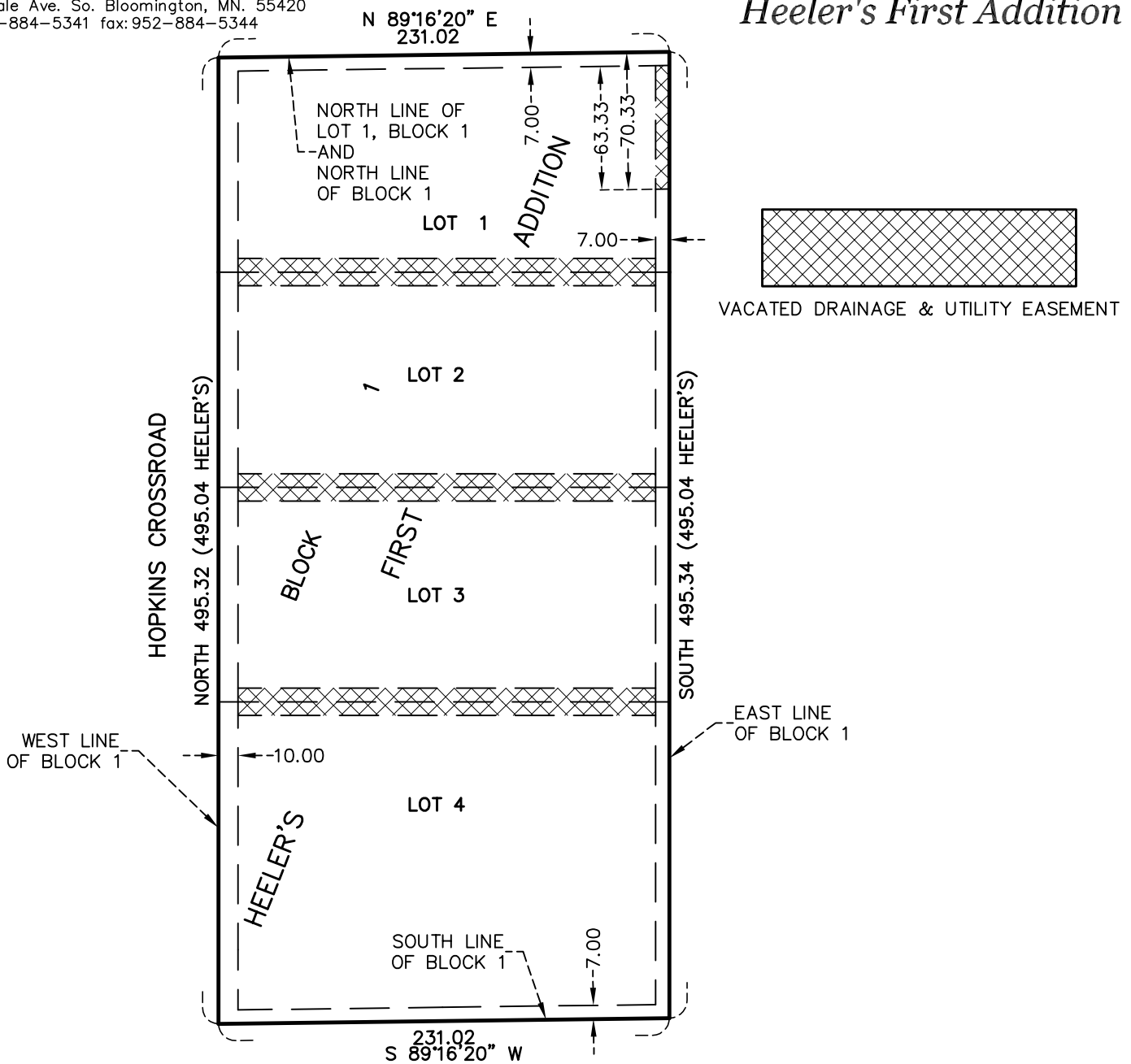
We are requesting a drainage and utility easement vacation on the properties of 2327, 2333, 2339 Hopkins Crossroad, 11170 Mill Run, 11021 Hillside LN W. This will give us the ability to build the Chabad Center for Jewish Life across the combined properties, as was presented to the City Council in our CUP application, which passed unanimously.

Thank you for all your help with this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mordechai Grossbaum", with a long horizontal flourish extending to the right.

Mordechai Grossbaum  
Director



**EASEMENT VACATION:**

Vacate all that part of the Drainage and Utility Easements dedicated in Block 1, Heeler's First Addition, Hennepin County, Minnesota, lying east of the west 10.00 feet; And south of the north 7.00 feet; And west of the east 7.00 feet; And north of the south 7.00 feet.

AND

Vacate the southerly 63.33 feet of the northerly 70.33 feet of that part of the easterly 7.00 foot Drainage and Utility Easement dedicated in Lot 1, Block 1, Heeler's First Addition, Hennepin County, Minnesota.

General Notes:

1. Bearings shown based on the plat of HEELER'S FIRST ADDITION, Hennepin County, Minnesota.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Date: December 6, 2021

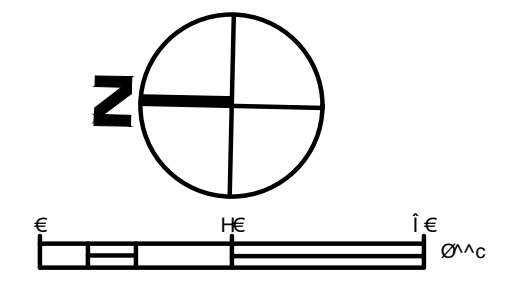
*Thomas E. Hodorff*  
Thomas E. Hodorff, L.S. MN Reg. No. 23677



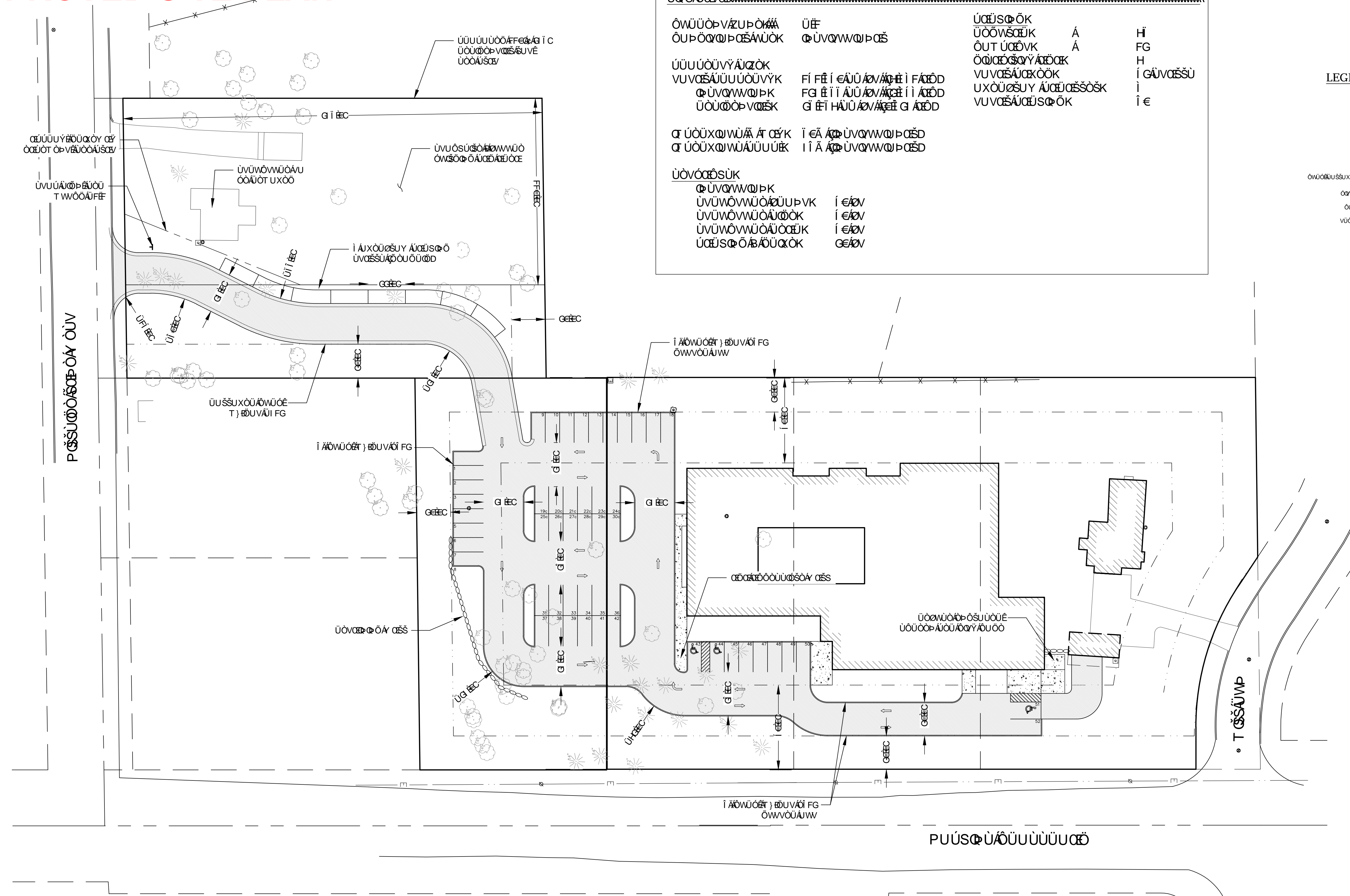
SCALE: 1" = 80'  
SHEET 2 OF 2 SHEETS  
HSJ WO: 202122304.DWG



# APPROVED SITE PLAN



<p>ὀνόματι/ὄνομα</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p>	<p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p>	<p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p>	<p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p>	<p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p> <p>ὀνομαστικὸν</p>
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**LEGEND:**

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This drawing shall not be used for any project without the direct supervision of the Professional Engineer who prepared it.

**PRELIMINARY**  
**NOT FOR CONSTRUCTION**  
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, AND REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

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**Resolution No. 2022-**

**Resolution vacating drainage and utility easements at 2327, 2333, 2339 Hopkins  
Crossroad and 11170 Mill Run**

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Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

- 1.01 In March 2019, the Minnetonka City Council approved a conditional use permit and final site and building plans for the Chabad Center for Jewish Life. In Dec. 2020 and Nov. 2021, project time extensions were approved by the city council.
- 1.02 A condition of the approvals required the vacation of easements necessary to construct the project. Chabad Center for Jewish Life has provided the necessary documents to vacate easements.
- 1.03 The easements to be vacated are legally described as:
- That part of the Drainage and Utility Easements dedicated in Block 1, Heeler's First Addition, Hennepin County, Minnesota, lying east of the west 10.00 feet; And south of the north 7.00 feet; And west of the east 7.00 feet; And north of the south 7.00 feet.

AND

The southerly 63.33 feet of the northerly 70.33 feet of that part of the easterly 7.00 foot Drainage and Utility Easement dedicated in Lot 1, Block 1, Heeler's First Addition, Hennepin County, Minnesota.

Section 2. Council Action.

- 2.01. The city council vacates the above-described easements.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Jan. 24, 2022.

\_\_\_\_\_  
Brad Wiersum, Mayor

Attest:

\_\_\_\_\_  
Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Jan. 24, 2022.

\_\_\_\_\_  
Becky Koosman, City Clerk



**City Council Agenda Item 14A  
Meeting of Jan. 24, 2022**

**Title:** City-Wide Business Survey Results

**Report From:** Rob Hanson. EDFP, Economic Development Coordinator

**Submitted through:** Mike Funk, Acting City Manager  
Julie Wischnack, AICP, Community Development Director

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**Action Requested:**  Motion  Informational  Public Hearing

**Form of Action:**  Resolution  Ordinance  Contract/Agreement  Other  N/A

**Votes needed:**  4 votes  5 votes  N/A  Other

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**Summary Statement**

In the spring of 2021, staff contracted with Cobalt Community Research to conduct Minnetonka's city-wide business climate survey. A survey was conducted between September and November 2021. The goal of the survey was to gain a better understanding of the state of the local economy and identify any programmatic, assistance, and outreach changes that may be necessary to connect with businesses.

**Recommended Action**

Receive the results of the survey. Information only, no formal action is required.

**Strategic Profile Relatability**

Financial Strength & Operational Excellence  Safe & Healthy Community  
 Sustainability & Natural Resources  Livable & Well-Planned Development  
 Infrastructure & Asset Management  Community Inclusiveness  
 N/A

**Financial Consideration**

Is there a financial consideration?  No  Yes [Enter estimated or exact dollar amount]

Financing sources:  Budgeted  Budget Modification  New Revenue Source  
 Use of Reserves  Other [Enter]

**Background**

The pandemic had and continues to impact businesses within Minnetonka profoundly. Many companies experienced closures, supply chain issues, workforce shortages, and the requirement to adapt their businesses models quickly to continue operations. The Economic

Improvement Plan (EIP) outlined the need to be more proactive with business outreach. It recommended funds to conduct a business survey to identify and gather feedback on city issues. In 2018, the EDAC reviewed the Business Development Strategy plan, which further recognized the importance of conducting business surveys to support the business community.

In April of 2021, the city began collecting information and interviewing consultants to conduct the business survey. Cobalt Community Research was selected to conduct the survey, over the summer/fall of 2021.

The goals of the survey were:

- Develop a baseline to understand business community experiences and to support improvements and transparency
- Support the city's Strategic Plan with the additional engagement of the business community
- Identify which aspects of the community provide the most significant leverage on the business community's overall satisfaction.
- Understand overall satisfaction results in context by benchmarking against regional and national indices that also measure industries and major organizations across the United States
- Ensure the voices of various business owners are heard and considered

## **Results**

Cobalt purchased updated city business contact information from InfoUSA and combined it with existing city contact information. The consultant mailed the surveys to 1,506 business addresses. The survey included 24 questions distributed by US mail over two mailings in September and October. Businesses had the option to respond with a postage-paid envelope or online with a unique ID number. In addition, if the contact had an email address or phone number listed, those entities were also invited to participate in the survey via email, text message, or voice mail. The survey information was also shared via the city's *Thrive* email list, announced in the fall 2021 issue of *Thrive*, and pushed to Minnetonka members of the Minneapolis Regional Chamber of Commerce (formerly TwinWest).

Cobalt received a valid response from approximately 157 businesses, providing a confidence level of 90%. The response rate is similar to what other cities have experienced in the region.

The demographic makeup of the responding businesses was diverse. Key response characteristics were:

- 54% of respondents worked in commercial office spaces
- 32% of respondents were retail
- 84% of respondents expected their business to stay the same or grow
- 78% of respondents were businesses with fewer than 50 employees
- 68% said that business health was the same or better since the COVID-19 pandemic
- 37% were either minority-owned, female-owned, or veteran-owned businesses.

Overall, Minnetonka's performance was above other public-sector benchmarks and was consistent with private-sector benchmarks. Areas most strongly linked with business satisfaction and engagement are:

- The feeling of a collaborative environment
- Business space
- Community attributes

Several themes emerged from comments about what businesses liked most about the city: location, demographics, and feeling of safety. Primary concerns include taxes, worker supply, COVID, and infrastructure reliability.

Overall, it is noted that there is likely a perception about available services and what businesses understand the city can do to assist businesses. There is an opportunity for the city's economic development staff to further communicate with the business community.

William SaintAmour from Cobalt Community Research will present the survey findings and provide additional context at the City Council meeting on Jan. 24, 2022.

### **EDAC feedback from the Dec. 9, 2021 meeting**

At the Dec. 9, 2021, Economic Development Advisory Commission (EDAC) meeting, the commissioners received a presentation from Cobalt Community Research on the survey results. Below are the EDAC's comments from the meeting.

- Commissioners were concerned that the survey's participation rate would not provide a useful snapshot of the businesses' issues.
  - The consultant clarified that even though the response rate was about 10%, there is enough information for the statistics to be valid and provide a good sense of the overall business landscape. The response rate was consistent with other communities in the area.
- Commissioner Hromatka expressed frustration that some areas where the city scored poorly (taxes, roads, etc.) were mainly outside of the city's control.
- Commissioners agreed that they would like to see more ideas about how the city can support social events for businesses. It was found to be a highly rated desire of the business community.
  - Commissioner Tyacke expressed an interest in improving relationships with local trade groups and the chamber of commerce and that it could lead to more social events for the local community.
- Commissioner Hromatka expressed the importance of continuing the city's work in supporting affordable housing as it is an essential aspect in supporting a diverse workforce within Minnetonka.
- Commissioner Cibulka inquired what action steps that staff plans to take to show we are responding to the feedback from the business community.
  - Commissioner Cibulka suggested that staff dig deeper into the meaning of "growing responsibly" for future discussion.
  - Staff from Cobalt suggested that city staff may want to follow up with additional more targeted surveys and focus groups.
  - Ms. Gray responded that staff would focus on the areas where we can improve engagement with the business community.

The EDAC required no official action for this issue. Staff committed to providing updates to the EDAC at future meetings.

### **Next Steps**

Staff will continue to work to address the gaps identified by the survey. Actions that have already occurred to increase economic development staff outreach include:

- Additional publishing of *Thrive*, bringing it to three issues annually.
- Development of an online email list for business issues, which now has over 1000 subscribers. (This was really helpful in providing information regarding COVID.)
- The development of professionally drafted informational brochures and checklists that can be distributed to businesses.

Over the next year, staff analyze the survey results further, form ideas about why the respondents answered as they did, and discuss potential actions in response. Further research may be needed to validate ideas and possible actions. This could be achieved through focus groups, short topic-specific surveys, and further participation in collaborative groups such as the chamber or other business trade groups. It is essential that the business community continues to provide input to the city. To monitor progress and ensure that staff remains knowledgeable on local business issues, staff plans to perform future business surveys every few years.

### **Attachments**

Business Survey Questionnaire  
Survey Misc. Comments

### **Supplemental**

[Dec. 9, 2021 EDAC Meeting and Minutes](#)





8. Rate the **business space** in Minnetonka on the following:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent= 10	Don't Know
Affordability of working space for businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of working space for businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of working space for businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordability of warehouse/storage space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of warehouse/storage space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of warehouse/storage space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Rate the **cooperative and collaborative environment** in Minnetonka on the following:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent= 10	Don't Know
Effectiveness of the Economic Development staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City's responsiveness to business needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The city's welcoming attitude toward businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minnetonka-provided support for businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Involvement of area K-12 public school systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Involvement of area colleges and technical schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helpfulness of the <i>Thrive Minnetonka</i> business newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helpfulness of the city's economic development website for information businesses may need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. In what ways can the city improve infrastructure or utility services?

11. Now, think about the **transportation infrastructure** in Minnetonka and rate it on the following attributes:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent= 10	Don't Know
Commuting time for workers and customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-modal (bicycle and pedestrian) options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of public transit service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of snow plowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Which 3 types of transportation are used most often by your employees and customers to reach your business? (Mark up to 3.)

- |   |                                  |   |
|---|----------------------------------|---|
| <input type="checkbox"/> Drive themselves   | <input type="checkbox"/> Bus     | <input type="checkbox"/> Carpooling                   |
| <input type="checkbox"/> Uber, Lyft or taxi | <input type="checkbox"/> Bicycle | <input type="checkbox"/> Walk from home/place of work |

13. In which ways can the transportation infrastructure be improved to benefit your business and your employees?

14. In which ways can the city improve utility services (water, sewer, electricity, etc)?

15. Consider all your experiences in the last year with Minnetonka as a place to do business and rate it using a 10 point scale, where 1 means "Very Dissatisfied" and 10 means "Very Satisfied."

Very Dissatisfied= 1	2	3	4	5	6	7	8	9	Very Satisfied= 10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Consider your expectations of Minnetonka as a place to do business. How well has Minnetonka met those expectations? Use a 10 point scale, where 1 means **"Falls Short of Expectations"** and 10 means **"Exceeds Expectations."**

Falls Short= 1	2	3	4	5	6	7	8	9	Exceeds Expectations = 10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Imagine an ideal community in which to do business. How closely does Minnetonka compare with that ideal? Please use a 10 point scale where 1 is **"Not Very Close to the Ideal"** and 10 is **"Very Close to the Ideal."**

Not Close= 1	2	3	4	5	6	7	8	9	Very Close= 10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. How can the city better serve you? Which city services or improvements would be most valuable for your business?

19. In 2020, the Minnetonka City Council developed a new Strategic Profile to guide city work. How well is the city performing in the following area? Use a scale where 1 means **"Poor"** and 10 means **"Excellent."**

Community Inclusiveness: Create a community that is engaged, tolerant and compassionate about everyone. Embrace and respect diversity, and create a community that uses different perspectives and experiences to build an inclusive and equitable city for all.

Poor= 1	2	3	4	5	6	7	8	9	Excellent= 10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Planning

20. The city has many partnerships that provide various services and programs to businesses in the community, and the city also provides some services directly. How valuable are each of the following services and programs to your business? If you are not aware of the service or program, please mark **"Don't Know."**

	Very Important	Somewhat Important	Not Too Important	Not Important at All	Don't Know
Business support services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loans and financing support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referrals to critical professional services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thrive Minnetonka business newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COVID-19 emergency assistance funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workforce development/finding employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

21. Many ideas for potential future city services have been shared with the city. Which would be most valuable to your business? (Mark all that apply.)

<input type="checkbox"/> 1:1 meetings with development staff	<input type="checkbox"/> Information on annual fee changes	<input type="checkbox"/> Partnering with the city on cross promotion	<input type="checkbox"/> Collaboration opportunities to partner on city planning and activities	<input type="checkbox"/> Social events/mixers for Minnetonka businesses
<input type="checkbox"/> Safety workshops with police/fire	<input type="checkbox"/> Grants and loans information			<input type="checkbox"/> Other

22. How important is it to your business that the city take action on the environment and sustainability issues below?

	Very Important	Somewhat Important	Not Too Important	Not Important at All	Don't Know
Energy conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expanded mass transit options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climate change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reducing waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improving storm water management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improving the fuel efficiency of city vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraging recycling/composting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creating a climate action plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improving protection of lakes, creeks, and wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updating building requirements to encourage sustainable practices in new construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Communication Preferences

23. How do you prefer to receive information from the city (events, programs, updates, etc.)? (Mark all that apply.)

- |                                       |  |   |   |  |
|---------------------------------------|--|---|---|--|
| <input type="checkbox"/> Newspaper    | <input type="checkbox"/> Thrive Minnetonka business newsletter | <input type="checkbox"/> City Facebook page | <input type="checkbox"/> Visit by city staff        | <input type="checkbox"/> U.S. mail           |
| <input type="checkbox"/> Email        | <input type="checkbox"/> Utility bill insert                   | <input type="checkbox"/> City LinkedIn page | <input type="checkbox"/> Minnetonka YouTube channel | <input type="checkbox"/> Text message        |
| <input type="checkbox"/> City website |  | <input type="checkbox"/> Other social media |   | <input type="checkbox"/> Local cable channel |

24. To which local business associations, local business groups, and community service groups do you belong?

The following questions are for analysis only and will not be used in any way to identify you.

Which of the below best describe your role in your organization?

- Owner/partner/principal  
  Executive/manager  
  Other staff

Do you rent or own the space for your business locations in Minnetonka?

- Rent  
  Own  
  Varies by location

How long has your business been in Minnetonka ?

- One year or less  
  1-5 years  
  6-10 years  
  More than 10 years

What type of space do you use for your place of business? (Mark all that apply.)

- |  |  |                                  |   |
|--|--|----------------------------------|---|
| <input type="checkbox"/> Commercial office | <input type="checkbox"/> Home office   | <input type="checkbox"/> Storage | <input type="checkbox"/> Online/virtual business only |
| <input type="checkbox"/> Retail            | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Land    |   |

Over the next two years, what are you anticipating for your company's business space needs?

- Growing  
  Staying the same  
  Contracting  
  Don't know

Where do you do business?

- Mainly in Minnetonka only  
  Areas near Minnetonka  
  Across the state  
  Across the U.S.  
  Worldwide

How many employees work for your business?

- 1-9  
  10-49  
  50-99  
  100-249  
  250-499  
  500 or more

Over the next two years, what are you anticipating for your company's employment levels?

- Growing  
  Staying the same  
  Contracting  
  Don't know

How healthy is your business today compared with your business health before the COVID-19 pandemic?

- Worse than before the pandemic  
  About the same  
  Better than before the pandemic

Which industry category best describes your business? (Mark all that apply.)

- |  |  |  |   |  |
|--|--|--|---|--|
| <input type="checkbox"/> Agriculture, Forestry, Fishing and Hunting    | <input type="checkbox"/> Manufacturing   | <input type="checkbox"/> Retail Trade          | <input type="checkbox"/> Not for Profit | <input type="checkbox"/> Personal Care (salon, etc.) |
| <input type="checkbox"/> Mining, Quarrying, and Oil and Gas Extraction | <input type="checkbox"/> Transportation, Communications, Electric, Gas and Sanitary Services | <input type="checkbox"/> Finance, Real Estate  | <input type="checkbox"/> Food Service   | <input type="checkbox"/> Gym/fitness                 |
| <input type="checkbox"/> Construction                                  | <input type="checkbox"/> Wholesale Trade   | <input type="checkbox"/> Services              | <input type="checkbox"/> Entertainment  | <input type="checkbox"/> Hospitality                 |
|  |  | <input type="checkbox"/> Public Administration | <input type="checkbox"/> Health Care    |  |

Which of the following best describe ownership of your business? (Mark all that apply.)

- Minority owned  
  Female owned  
  Veteran owned  
  None of these

Please provide any other constructive feedback you would like to share with the city.

If you would like to participate in city planning and/or receive more information on city activities that may affect your business, enter your email, phone number, and address below. (This information will not be linked to your responses.)

Q1: Three Reason why you chose Minnetonka for your business

? N/A corporate location

1) Good place to live. 2) Good client base for my business. 3) Excellent Education with Hopkins/Minnetonka schools.

1) Long history in the city 2) Excellent business climate/location 3) Reliable city services

1] Close to my home. 2] It's NOT Minneapolis. 3] Proximity to airport.

Access to and from 494, 62 and 169 - location- building found

Accessibility to our employees and customers both geographically and logistically

Available space in an upcoming community, demographics, prior experience dealing with the city as a resident very positive experience

Been in location since 1948

Began renting location 35 years ago due to close to downtown

Business climate in Mtna is strong. High income levels of residents.

Can locate my business in my home property

Central location to workforce, great building we bought, nice local amenities

Clean city, decent avg income, friendly police force

Close proximity to Excelsior, easy freeway access to 494. well run city, police protection

Close to employee homes

Close to my home and amenities. Safe location with good access.

community, convenience, safety

community, convenience of location, beauty of property

Community/location/crime rate

Convenience to Freeways, low crime, quality of parks & trails for employees.

Convenient location, safe

Customer base, environment, ease of access

Demographics of area, income of potential consumers, relative retail strength of area

Demographics, centrally located in west metro, growing population around Ridgedale

Demographics, Household Income and the business was already established when we bought it.

Demographics, income level, natural environment

Easy Access for office personnel. Good amenities close by the office location, good location

Employee convenience

Employer chose this location, aesthetics, convenience of location

First liquor store in city, opened in 1968

Food, hardware, access to highway

Friendly community/beautiful city /residents care about their trees and property

friendly/helpful people, education, natural resources

geographic location, location relative to client base/potential clients, access to talent

Good building inspection dept. Good police. Good fire dept.

Great Community / Affluent / High Standard of Living

Great Neighborhood/ low crime / Great city support

Grew up near here, live in the city, former employer always in Mtna

High per capita income. Great business climate. Low crime rate.

I choose to live in Minnetonka and my business followed as a result.

I don't know - I'm moving to St. Louis Park in 2022

I grew up here - nice area - lack of crime

I have officed out of my home for 41 years both in Minnetonka and other cities

I live here, good farm land

I live here, it has more affluent population to afford my services,

I moved my business to my home due to slow business and cost savings

I only have my business here because I live here because of decent schools. Property taxes and business taxes are too high so I'm not encouraged to stay here.
I was hired at park Nicollet. This is what keeps me in the city.
It was chosen by a former CEO who is not longer with the company
It was here when I bought the company 4 years ago
It's my hometown, lower regulatory environment, high income earners
It's suburban feel
It's where our clients are
I've lived in Minnetonka for over 33 years and started this business from my home and still run it from my home.
Like the OPUS complex
Live here
Live here
Live here, close to home, located Western suburds
live in the city, closeness to many parks and green space, easy to get to other parts of town
Lived here since 1946
Location
Location
location
Location
Location - accessible, safe
Location for clients, affluent clientele
location of business to my home. Demographics
Location of offices, ease of commute, office price/quality
Location of space. # of employees working nearby, all the trees
Location on 394, proximity to other owned locations
Location to home, location to downtown Mpls, easy freeway access
Location to Twin Cities but also to the small town Lakes on the west side of town, affluent population, good school district for athletes
Location, highway access, services
Location, building, convenience
Location, close to primary customers
LOCATION, COMMUNITY SPIRIT, HOME RESIDENCE AND CHURCH
Location, demographic and active business community
location, facilities, closeness to business
Location, food options, distance from previous office
Location, location, location
location, location, location
Location, location, location
Location, location, location. However left Minnetonka 9 years ago
location, longevity, history
Location, not much crime
Location, opportunity, and local business
location, parking, access
Location, People, and the City has been a great partner of the Co-op
location, population demographics, growing community
LOCATION, PRIVACY, ACCESS
Location, quality of life, good place to live and work
Location, quality of life, great place to live and work
Location, rental space, visibility

Location, Schools and Traffic count
Location, Schools, and affluence
Location, senior market analysis, age of community
Location, Services & Area Recreation
Location, time in the area, proximity to rail
Location, well kept
location,newer building,acess to main roads
location/location/location
Market strength; safety; quality of life
Minnetonka is centrally located and most of our employees are on the west side of town
My business is home based. It goes where I live. Been doing it in Minnetonka for almost 40 of the 50 years in business.
My home town, good location for my business
Near my home in Victoria, near many clients, lots of rental space for work
Near my home, officing with other know employers, ?
Neighborhood feel, location, professional apperance
none, just looked for good office space
Non-urban/non-rural setting; solid middle-class pop; also, a resident
Nothing attracted me. This is where I lived when I started my business
Population density, full business community
Proximity to employees, business park, access to freeway
Proximity to home, restaurants and landscape
Proximity to major highways (easy access for employees), proximity to shops and restaurants, proximity to natural spaces and walking paths
Proximity to Mpls, demographics, ease of access from major roads
proximity to my home
Proximity to Services, Natural Environment, Proximity to Transportation
proximity to the twin city metro, established community yet still growing, great people!
purchased a business located in Minnetonka, location, proximity to my home,
Quality of city/life/safety
rent, location, nice neighborhood
Reputation, livability, stability
Reputation, safety, cleanliness
residents, neighborhood, location
Residents/ beautiful city/community support
Safe, higher income, lots of green space
Safety friendly unity
Safety, resources,
schools
Security, clean (no homeless or loitering), vibrant
Short commute/familiarity/freeway access
Size or our patient population in Minnetonka and surrounding areas; Building adequate to our clinic needs
Started 1964, First Bank in Minnetonka, customers here
the amenities of the building, central location for team and clients, proximity to walking/biking paths
The community, population, income
the demographics, good schools, fun place to live/work.
The quality of the city, life, citizens are generally more affluent, better education
The residents, friendly, beautiful city
The trees

There were no Permanent Makeup services offered in Minnetonka; I live in Minnetonka; my client base is in Wayzata & Minnetonka

Upper incomes, safety, business friendly community

Upscale, professional workforce and commensurate housing; and city financial responsibility

We like being in the western suburbs, our clients are close and partners live nearby.

We live here, local quality of life.

Well run city, natural environment

We've been in Minnetonka for over 30 years - hard to say what attracted us to the city originally! Additionally, we're a once location wholesale company that requires expensive physical assets to operate, so moving (though not something of interest currently) is fairly cost prohibitive.

Q2. What is your biggest concern as a business owner?
A good source of new patients. Easy to get to my office.
ability to expand
Accessible-easy to find location
Additional fees; improvement district assessments; workforce
affordability of commercial lease
Aging community, taxes
ARE/Inspire brands - staffing, lack of bus service
As a general contractor. A friendly bldg dept
As worded, cannot answer (e.g. "success"?)
attracting top talent
balancing the new hybrid model with the amount of space we currently have.
best serving our clients - attracting, recruiting and retaining talent
Business
CAN'T FIND ENOUGH EMPLOYEES AND WORRIED ABOUT CRIME CREEPING OUT FROM MPLS & SLP
Changing views on above
city regulations
community engagement and involvement
Competition near store
consistency of revenue
Continuing inflation pressures and property tax increases
continuing to attract new clients
Continuing to grow
Cost
Cost of our lease going up!
Cost too high - RE taxes and usage fees
Covid
covid
Covid recovery
COVID shut downs and the continued negative press on local news networks
COVID-19
Crime
Crime
Current supply and labor shortage
declining business
Don't really have any
Ecommerce
Economic stability of the whole
economy
Expansion in residential area
Expenses
Finding and attracting new talent
Finding employees
Finding quality employees
Foot traffic/walkability
funding and retaining quality employees
Generating consistent new clients for our business
Getting good employees
Global concern is consistent Revenue, Local concerns are rising RE Taxes and staffing



Going out of business, staffing issues in industry
Good employees
Graffeti
Having enough staff/ having enough work
Heavy taxes
High property tax - insane
High rent
High taxes and fees. I have to pay for the St Louis Park license, PLUS pay over \$300 every two years for a Minnetonka license, PLUS pay a high fee for every job.
I do not have concerns
I don't have major concerns. Life is good.
increased taxation, overreach of local and federal government with regards to mandates and shutdowns, uptick in crime, defunding of law enforcement
Increasing commercial and industrial property taxes
Increasing costs
Increasing property taxes
Inflation driving up our cost and road construction
Keeping a great reputation with my customers
keeping my business going during covid. We have had a 50% drop in business.
Keeping staff
labor
Labor shortages
Lack of clients or access to resources due to client housing, lack of transport
lack of foot traffic and on line shopping competition
Lack of retail, increase in residential
Land taxes
Light rail encouraging less driving, hurting our business
limited access to a culturally diverse talent pool
making money/growing the business, dealing with taxes
more construction
More COVID related restrictions placed on businesses
N/A - we are owned by a private equity firm
Nice surrounding suburban location - facilities with parking & onsite cafe
No concerns
None
None at present other than any increase in regulatory or tax for the business at the state level.
None.
Not being able to run my business out of my home property
Not enough traffic by my business due to construction
Our commercial accounts that are struggling due to Covid.
our landlord keeping up with the building
Over building the amount of restaurants
Over reach over government
overbearing government regulations
Over-regulation by government (local, state and federal)
People not going back to work in office environment
Product procurement
Property Taxes
Property Taxes

Qualified Employees
Rapid changes in competition
Remaining covid concerns, attracting qualified employees
rent, freedom from the city to operate without unnecessary restrictions
Right now is employment
Rising rates
Safety
Safety
Safety
SAFETY, RISE IN CRIME, ATTRACTING NEW TENANTS
Safety/cleanliness/parking
Sales
Shoplifting
Social agenda of council
Speed limits are not enforced
staff and supply shortages
Staffing
staffing constraints - in mtka there is a disproportion amount of white collar worker and we have extreme difficulty hiring qualified front line workers.
Staying viable and profitable.
Strength of economy. Another recession
Taxation - charging businesses for the stupid paved trail to Ridgedale is unfair!
Taxes
Taxes
Taxes
Taxes
Taxes
Taxes, fees, regulations and lack of available workforce
Taxes, working with the city
Taxes/peoplepower
That the City of Minnetonka has an overreach of government with masks.
The construction in my area is killing my business.
The COVID repercussion - higher cost of business
The economy
The economy and staying busy
The expense of running a business
The over reach of government and its interference in the private sector especially on the state and federal level
The reliability of the power grid
The total and absolute takeover of all institutions by liberals and progressives...aka Socialists!
Too many competing stores (limit by distance). 5 mile radius.
Too many regulations.
Typical concerns: attracting/retaining employees, labor/benefit cost increases, increased competition in the marketplace, increased operational expenses without ability to pass them along.
We are becoming too dense in housing.
Will there be enough work

Q10: How can the city improve infrastructure or utility services
Assist with the utilities to prevent power outages
At this time everything seems fine in our situation
better high speed internet options
Better internet and phone lines
Better roads/traffic lights/stable electric power
Buried the power lines to stop trees falling and cutting power everywhere
Communication and planning of projects to businesses can plan.
Continue to improve walkability in business and residential areas.
Do these prospects quicker if possible
Don't know
don't know
Factor in issues related to climate change
Finish the construction on the useless light rail so I can access my office via normal route.
Fix potholes
Focus on areas not touched by light rail
Free city wide wifi would be great
Have a downtown - closer business district
Hold costs steady or even reduce costs
Improve the speed to completion of infrastructure projects
Keep taxes low for businesses including RE taxes
Keep the roads in good shape
maintain in an efficient manner, paying attention to details
Make information and offers to businesses about improvements, saving/cost-cutting measures, green options, etc. more available to businesses. A quick glance on the city's website shows they are available, but either a contact to help, workshop/webinar, or something similar would be excellent.
Make sure businesses know what is being done in the ground, we have experienced a ton of digging
Manage the speed limits on residential to major roads
Meeting our needs now that the storm drainage issues were addressed
More \$ into biking and mass transit and sidewalks, less bldg curbs/prettifying
More high speed internet options
More reliable power and internet
MORE SUPPORT FOR OUR LOCAL POLICE & FIRE
More underground lines so as not to go out during storms. Power outages have been the biggest disrupter to our business.
More ways to get to future train stations
n/a
n/a
N/A
n/a
Need faster internet
No changes needed
No complaints here
No opinion
None
Not sure
Not sure
Not sure

Our building does not offer recycling. It's shocking that the city doesn't require this. We gather our own recycling and manually drive it to the recycling facility.
Parking, street repair
PLEASE get fiber optic cable into the city
Potholes
power goes out WAY to often at our building... several times every year - Cell phone coverage is difficult in low laying areas
Quit spending on crap we don't need
Regulate and support internet access
Resist the temptation to transition too quickly to wind/solar due to positive PR
Respond. Poor communication response by city staff to emails/vm's.
road and bridge repairs
Road construction, much activity this summer
Road maintenance/reliable electricity
Thanks for fixing storm drainage issues
The construction area in Opus Square is not safe. Signing is confusing and sometimes wrong. Cars are parked all over and no communication to the area businesses. Its a mess.
Too many power outages per year
Unsure
Upgrade the Power Grid
we have not experienced any problems related to the city
When adding residential in a dense commercial setting, paths needed
Work a little faster, My road was tied up all summer and limited customers to my business

Q13: How can transportation infrastructure be improved to benefit your business/employees?
Reduce the disruption caused by road construction
Bike paths!!!
Raise speed limit on Frontage Rd. N. of 394
to be determined due to new fast food restaurant being built
More bus availability
Continue to maintain roadways
No opinion
later bus schedule
more bike trails and an interactive google type map to make them work.
Get bicyclist off Mtka Blvd.
Unsure
More sidewalks, walking paths to connect residents to business
Most of our employees do not live in Mtk. They cannot afford the housing options.
Not be restrictive on parking
Construction projects over the summer have a negative impact on my business.
Vet those who bid on the jobs/contracts offered
Improve Hwy 7 corridor by removing lights
Parking
more sidewalks for safe walking
n/a
Complete road construction
Improved roads and intersections
Additional bus routes
MINNETONKA IS DOING A GREAT JOB
More road maintenance - fix the roads immediately and don't wait till they go completely bad.
more transit options on Hwy 7/101
Bus service available
Self employed, work from home
No complaints
None
Increase accessability to public transportation
n/a
L-rail
N/A
None
See #10
Finish trail under 169 to Edina Behind my warehouse
Light rail only solution
unknown, now in golden valley
Do not know
light rail is being added close to our location which will help reduced need to drive themselves while attracting talent and diversity from other parts of the metro
Local bus line
Improve the quality of our streets and highways.
Not accessible by public transport
More pedestrian/biking and public info on all transit options to streets
Non at this time
New light rail should help

See # 10
Doesn't effect my employees
N/A
Get road projects done quickly
N/A
A local bus line might be helpful for employees of some tenants
The community in which my business is located in, Glen Lake, needs more parking availability for the businesses in the area
not sure
No changes needed
Become a pilot for full self driving cars
don't know
bus & LRT
Slow down traffic on Shady Oak. Reduce backup at Bren Rd due to student drop off/pick up. Improve traffic access at Fernbrook.
Bus
Invest in roads for cars - people do not/will not bike
looking forward to light rail and better public transportation
Not sure
Unsure.
Light rail will be an improvement. Traffic in the area is a significant problem
better roads make safer roads
None.
I am not aware of many public transportation options
Sidewalks should be installed in areas where there are bus stops.
More bike trails and lanes!
snow removal, traffic flow on minnetonka blvd.
n/a
REMOVE ALL THE CARS PARKED ON THE ROAD BLOCKING ACCESS TO OUR DRIVEWAY MAKING EXITING DANGEROUS!!
Just get it done.
Fix the roads in Opus. Stop participating in this boondoggle called light rail...NO ONE is going is going to ride it.
we can't find qualified workers within city limits so most of our staff travel from outside the community. As such, city transportation services are not that helpful to our business. We have to provide higher wages and additional benefits in order to attract talent.
good as is
Extend to eastern suburbs
Please don't be short-sited and bring any kind of outdated rail service to Minnetonka. There is a better future.
mn
prevent more than one road project from going on at once

Q14: How can the city improve utilities?

All are meeting our needs

all good

As above

Bury power lines

Check power line

City is good

City-hosted internet

Control costs

Doing well

Don't Know

don't know

Electric power grid

Embrace nuclear energy. It is safe, affordable and effective

Fiber optic cable please

Fine as is

Full cost of sewerage and water to induce careful use. More inspect

Further reduce cost

High power internet through out the city

Hold costs steady, or even reduce costs

Improve drinking water. We currently use a filter in the office because the water does not taste good out of the tap.

Improve water quality & hardness; more reliable electricity!

Internet quality and availability

It's great

Keep rates as low as possible; don't use utility fees to subsidize social

KEEP UP THE GOOD WORK, ESPECIALLY OUR GREAT PUBLIC WORKS, MAINTENANCE AND SNOWPLOW STAFF!

LESS FREQUENT INTERRUPTIONS - BETTER MANAGE SURROUNDING CONSTRUCTION

Lower rate

lower rates

Lower the cost

Maintain backup plans/services for electrical outages

Maintain the quality

Make it cheaper

Make it cheeper

mn

more reliable power --- 5 - 10 power outages per year is not ok

more solar.

More underground lines or whatever you have to do to prevent power disruption which has had the most negative impact on my business.

n/a

n/a

n/a

n/a

n/a

n/a

N/A

N/A

n/a

n/a
n/a
No changes needed
No complaints
no issues
None
None
None
not sure
Not sure, they seem fine
Reduce water hardness
Replacement of old or outdated infrastructure
Same as #10
see above
seems adequate, would like to learn more about support for alternative energy such as solar
Seems fine to me
Seems fine.
Stop adding surcharges to water/sewer bill
Stop blowing transformers
Support more individualized electrical systems allowing homeowners/businesses to capture and store energy.
Too many power outages in Opus.
Unsure
Unsure
unsure.
Upgrade the Power Grid
very satisfied
Water quality is poor
we experience multiple power outages which has a tremendous impact on our ability to conduct business
work with power company to not have so many power interruptions THIS IS THE #1 PROBLEM
Xcel needs more reliable electricity



Q18: Which city services or improvements would be most valuable for your business?
Additional Licensing fees for my service in this municipality are high. It prevents many in my industry from working within Minnetonka. The City was not very open to licensing my business---it took the help & influence of the company I lease space from to help me move ahead.
allow more outside storage in business lots
Better broadband
Better internet and cell phone services
better planning department or approval of proposals that fit with existing development
changes to open up regulations on signage
community involvement.
Continue to improve utilities, attract employers and public transportation --- continue efforts to maintain strong public safety
Continue to lead on safety, clean, schools, vibrant retail
Do all of your business with businesses within your city
Doing a great job. Meeting our needs.
Don't add more regulation or mandates etc. Let people be smart and use useful information to make good and informed decisions.
don't know
Expanded funding for developing businesses. Incentives.
Fewer Regulations
Finish the light rail
fix the power grid to be more resilient - it is not just storms that the power goes out
Good roads and housing
GREAT CITY STAFF AND ELECTED BUT KEEP FAIR AND OPEN ELECTIONS- GET RID OF THE RANKED CHOICE OPTION
Had small business with grants during this tough times
hard to say as a small business owner - I am sure there is options available that I am just not aware of
Have building inspectors that are neutral to "brands" of building materials
Help the residents of the community meet and localize the businesses. The city does not help businesses with opportunities for affordable marketing, street fairs, community events, etc.
I have a produce business, unless you can control deer, racoons and rabbits, not much you can do
I provide Work Comp and Long Term Disability Employment Services. Networking opportunities to meet employers that we can help
Improve dependable power.
Improved communication when contacted by businesses
Keep crime low by hiring and retaining competent law enforcement
Larger response boxes in their contracted surveys
Letting us have additional signage on the building
Limit the number of stores with the same business (too much competition is not good)
Link bus. centers together to public transport, bicycle and walking
Lower taxes
Lower taxes - property
Maintain quality policy
Make it easier to understand how to start a business
Mandate recycling and encourage more restaurants to open!
Meeting our needs
Minnetonka is suburban hell. There is little for employees to do - nowhere to get lunch, shop, etc. There is little about our current location that makes it a draw for employees to come into the office.
mn
More affordable housing

More Police
More public transportation options
More restaurants and services
More sidewalks and green spaces.
N/A
nc
network business, possibility to use each other even more within
No complaints
Not sure
Nothing additional
nothing comes to mind
Now in golden valley
one more time - fiber optic cable
Police presence in evenings
Police/fire/clean streets/snow removal
Respect adjacent property development - property owner (adjacent) are treated poorly!
Roadwork - repair road holes regularly
Satisfied, just keep doing what you do
STOP CRAMMING IN MULTI FAMILY HOUSING WITH NO PARKING NEXT TO HOMEOWNERS AND BUSINESS PARKS
Stop promoting CRT in the schools!
Take lessons learned from covid and east, improve some application processes. Make decisions on a business need faster
The limited access to food and the abundance of access to alcohol is problematic
There is no relationship with the city at all. No one has ever even said hello or thanks for being here in the 6 years I have been located in Minnetonka
This is not a city service, but the lack of quality cable, Internet, phone providers in our area is very weak!
We are in a large business park but no restaurants within walking distance.
Why such high fees? I'm not making \$100k per year but I see newly added administrative positions for the City of Minnetonka that make \$100k/year PLUS a pension. I'm shutting the business down because it seems all I do it make money and give it to government.

Q24: which local business associations, local business groups, and community service groups do you belong?

101 Networking Group

Building specialty contractor

Chamber

Chamber of Commerce

Chamber of Commerce

CHURCH, GLEN LAKE OPTIMISTS, SCOUTS, LIONS

do not know

Eden Prairie Lions Club

GLBA

Glen Lake Business Association

Hennepin County Bar Assoc.

Hopkins Noontime Lions

Just joined SW Chamber of Commerce

Master Water Stewards fan club

MHA

Minnesota Association of Health Underwriters (MAHU)

MN restaurant Association

MNCAR

MNCAR

MNLA, MN Water Garden Society, Master Gardener

MPLS Chamber of Commerce

mpme

None, but would love to be involved in more

Rotary

Rotary club

St. David's Center for Child and Family Development

Unknown

we currently do not belong to any

Q36: Feedback for the City

As a resident, even though I am walking distance to many retail areas, it is seriously unsafe for me to walk or bicycle there. Especially Mtka Blvd and 101. Plus try to walk across from one side 101 and Hwy 7 to any other corner. Horrible!

And give people a sheltered place to stand to catch a bus!

Business closed and corporation dissolved in 2020.

Connect with other cities.

Council should quit trying to work social agendas and increasing density

Economic dev/licensing should shift its focus to HELPING Mtka businesses. They ONLY care about power "enforcement" and fines. Based on my dealing with them for a decade, I would NEVER run or start a business in Mtka again and I have told several business to go to Hopkins, EP or Edina, and to steer clear of Minnetonka.

High property taxes and business fees are driving people and businesses out of Minnetonka. You can try to make Minnetonka perfect with more government, more city employees, more administrators, and you'll just wreck it.

I have contacted some city departments over the past years and had a good experience each time

I would love to see the city involve some of the smaller businesses in the events, social mixers, etc around the community. Provide ways that businesses can reach members of the community and provide options for them.

Keep up the good work

Keep up the good work - it's a great city!

Limit future restaurants. The proliferation of restaurants has adversely effected my bus.

Minnetonka is a great city to do business in

More budget/taxes raw data, less selling of City decisions

N/A

No complaints

other than road construction this summer, a good place to do business

Quit tying the hands of police

Safety

Stop subjugating and dividing people by race, gender, religious/political believes, gender ID, sex preferences, etc.

Thank you for asking my opinion

Thank you for this survey and doing a great job!

THANKS

The pandemic has permanently changed how business think about and utilize office space. While "locating near employees" was important in the past, it is much less so now, and will continue to be less important in the future for office-type work. Minnetonka needs to be thinking about how it can continue to encourage businesses to locate in the area given this reality.

The role of gov is to support those bus/ind to pay taxes (focus on what is best for them and not get lost in the current wokeness)

Treat adjacent property better near developments, we feel helpless and disrespected

We appreciate the engaged and responsive city staff and leadership!

We need more help! Any assistance with attracting more workers would be appreciated.

We routinely work with both the planning and engineering departments at the city. They are easy to reach and work with.



**City Council Agenda Item 14B  
Meeting of Jan. 24, 2022**

**Title:** Noise Regulation Ordinance

**Report From:** Julie Wischnack, AICP, Community Development Director  
Corrine Heine, City Attorney  
Scott Boerboom, Police Chief

**Submitted through:** Mike Funk, Acting City Manager

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**Action Requested:**  Motion  Informational  Public Hearing  
**Form of Action:**  Resolution  Ordinance  Contract/Agreement  Other  N/A  
**Votes needed:**  4 votes  5 votes  N/A  Other

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**Summary Statement**

The city council requested staff prepare ordinance changes to regulate electronic sound machines which deter wildlife.

**Recommended Action**

Motion to adopt the ordinance.

**Strategic Profile Relatability**

Financial Strength & Operational Excellence  Safe & Healthy Community  
 Sustainability & Natural Resources  Livable & Well-Planned Development  
 Infrastructure & Asset Management  Community Inclusiveness  
 N/A

**Financial Consideration**

Is there a financial consideration?  No  Yes [Enter estimated or exact dollar amount]  
Financing sources:  Budgeted  Budget Modification  New Revenue Source  
 Use of Reserves  Other [Enter]

## **Background**

Staff presented background information regarding noise to the city council study session on [Nov. 15, 2021](#). Other city noise ordinances were researched, the state office of noise at the Pollution Control Agency was contacted for advice and the history of resident complaints. There were two versions of potential ordinances presented at the [Dec. 20, 2021](#) city council meeting. The city council introduced the language that amended the noise section of the city ordinance.

## **Outreach and Input**

Staff distributed 31 notices to area residents in the neighborhood where noise issues were identified. The city also posted the notice of the [proposed ordinance](#) on the city's website. The city received 7 comments from area residents. There were a number of emails that identified residents were concerned about including "5 feet from the property line" language. There were also a number of emails that encouraged the city to prohibit electronic devices that emit sounds repetitively. Other emails indicated they were supportive of the change. One email relayed they felt singled out as they have the device on their property.

If the city council feels it is appropriate to change the proposed language to remove the 5 feet, the new language could be: "the sound is plainly audible at the property line". Staff provided the specific language (5 feet) as it is not always clear where the property line is located. The footage allows an enforcement person some leeway in observing the sound. Regarding the prohibition of these devices, the city council could revert to the original language presented in December. Staff was less comfortable with this option, as most noise-related provisions are in the noise section of the city code, whereas that provision would be in the animal control section of the code.

## **Proposed Language**

The revisions to the noise section of the city ordinance are indicated in red underline:

Section 2. Section 850.010 of the Minnetonka City Code, relating to prohibited noises, is amended by adding a new subdivision to read as follows:

13. an electronic device that emits sound bursts repetitively, whether in a predictable or randomized manner, and regardless of the duration of any individual sound burst, when the sound is plainly audible within five feet of the property line from which the device is located and when, in light of the factors enumerated in section 850.005, the noise unreasonably disturbs the peace, quiet or comfort of a reasonable person of ordinary sensitivity.

Section 3. Section 850.020, subdivision 1 of the Minnetonka City Code, relating to exceptions from noise regulations, is amended to read as follows:

1. Burglar alarms, sirens, or similar devices installed for the protection of property and human beings against criminal activity, provided the device is maintained and operated in accordance with the manufacturer's recommendations and that the device sounds for no longer than 15 minutes;

**From:** [Fiona Golden](#)  
**To:** [Fiona Golden](#)  
**Subject:** RE: Noise Ordinance  
**Date:** Tuesday, January 18, 2022 4:26:01 PM

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**From:** Lois Ebnet  
**Sent:** Wednesday, January 12, 2022 10:18 AM  
**To:** Julie Wischnack <[jwischnack@minnetonkamn.gov](mailto:jwischnack@minnetonkamn.gov)>  
**Subject:** Noise Ordinance

I am in support of passing this noise ordinance. I live in the neighborhood and hear the continuous squawking of the electronic device. I'm not as directly affected as those neighbors living within close proximity but the constant sound is annoying. I don't understand why it needs to run as often as it does. It's been going off for a few years. Direct requests from neighbors to turn this off met with a hostile response. Our neighborhood is wooded and there are many woodpecker varieties living here. There must be a better way to avoid damage to a home. I believe all woodpeckers are protected. I have read windsocks deter woodpeckers but this probably scares many birds, or something shining moving on or around the house.

I am disappointed devices like this weren't banded after long term use.

Thank you for giving me an opportunity to give an opinion.  
Lois Ebnet

**From:** [Fiona Golden](#)  
**To:** [Fiona Golden](#)  
**Subject:** Minnetonka City Noise Ordinance  
**Date:** Wednesday, January 19, 2022 3:07:17 PM

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**From:** Anne Tremel **Sent:** Tuesday, January 18, 2022 9:38 PM  
**To:** Julie Wischnack <jwischnack@minnetonkamn.gov>  
**Subject:** Minnetonka City Noise Ordinance

Hi Julie!

It has been a long time since I've seen you! I hope all is well with you and yours.

I'm writing with regard to a noise issue we've been experiencing in our neighborhood, which the City Council will be discussing in the 1/24 meeting. I will be out of town, so cannot attend the meeting, but wanted to share my thoughts.

I live down the block from the house in question that has the woodpecker deterrent alarm. This is a horrific sound and really must be experienced to appreciate it. Even my dog is bothered by it. It sounds like someone is murdering a bird and the bird is objecting at very high volume over and over again every 90 seconds. I can't even imagine what it is like living next door to this, since it bothers me just walking by.

I understand the Council was considering amending the Noise Ordinance by adding a new subdivision (below) re: private animal control, but I understand this is not included in the recommendation. I'd like this new subdivision to be added, as I feel it better addresses the problem than the proposed amendments to the ordinance.

**Section 925.085, new subdivision: 12. Private Animal Control. A person may not use an electronic sound device outdoors as a means to deter wildlife within the city limits. This subdivision does not prohibit the sounding of a horn or signal to prevent a collision of an automobile, motorcycle, bicycle, or other means of transportation with an animal.**

At this point, since neighbors have asked the offending noisemaking neighbors to stop using their "sound deterrent", the only recourse we have to restore peace in our neighborhood is our City Council and I hope you and the Council will do the right thing and intervene on behalf of the quieter residents of our neighborhood.

Please let me know if you have questions or want to discuss.  
Thank you!

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Anne Tremel



**From:** [Fiona Golden](#)  
**To:** [Fiona Golden](#)  
**Subject:** Noise Ordinance Update  
**Date:** Wednesday, January 19, 2022 3:12:06 PM

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**From:** Christina Sakai  
**Sent:** Wednesday, January 19, 2022 1:25 PM  
**To:** Julie Wischnack <[jwischnack@minnetonkamn.gov](mailto:jwischnack@minnetonkamn.gov)>  
**Subject:** Re: Noise Ordinance Update

Dear the Minnetonka City Council

As a resident of Minnetonka, we have reviewed the proposed revision to the noise ordinance. We appreciate the efforts and time put into drafting the proposal as well as your consideration of the change. Our main concern is the distance (five feet) from the property line which a noise that "unreasonably disturbs the peace, quiet or comfort" is not restrictive enough,

We have a neighbor that emits a repetitive sound of a squawking bird on a continuous basis every 30-60 seconds. The neighbor is located on a corner lot, therefore allowing their emitted noise to have a larger presence in the neighborhood. We can hear this noise when our windows are open, when we are in our yard and while on walks. Within five feet, neighbors would still be disturbed by this noise during walks and while kids are riding their bikes on the street. Due to the type of noise (squawk), the repetitive nature and the frequency, we would appreciate a consideration of five feet to zero feet. Our neighbor chose to emit this sound, which is tolerable to them, but we are asking you to consider a change to the ordinance that clearly states that the noise cannot disturb other neighbors. A change in the ordinance will also avoid face to face conflict with this neighbor as they have not been receptive to any friendly discussion, compromises or requests from neighbors.

**From:** [Fiona Golden](#)  
**To:** [Fiona Golden](#)  
**Subject:** Noise Ordinance  
**Date:** Wednesday, January 19, 2022 3:19:59 PM

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**From:** Kerry Gardner

**Sent:** Wednesday, January 5, 2022 11:36 AM

**To:** Julie Wischnack <[jwischnack@minnetonkamn.gov](mailto:jwischnack@minnetonkamn.gov)>; Rebecca Schack <[rschack@minnetonkamn.gov](mailto:rschack@minnetonkamn.gov)>; Bradley Schaeppi <[bschaeppi@minnetonkamn.gov](mailto:bschaeppi@minnetonkamn.gov)>; Deborah Calvert <[dcalvert@minnetonkamn.gov](mailto:dcalvert@minnetonkamn.gov)>; Kimberly Wilburn <[kwilburn@minnetonkamn.gov](mailto:kwilburn@minnetonkamn.gov)>; Kissy Coakley <[kcoakley@minnetonkamn.gov](mailto:kcoakley@minnetonkamn.gov)>; Mike Funk <[mfunk@minnetonkamn.gov](mailto:mfunk@minnetonkamn.gov)>; Brad Wiersum <[bwiersum@minnetonkamn.gov](mailto:bwiersum@minnetonkamn.gov)>

**Subject:** Noise Ordinance

Dear City Staff, Mayor, and Council Members:

I'm writing to give you my feedback on the proposed changes to the city's noise ordinance. While I appreciate the effort that went into carving out this solution to the noise of my neighbor's BirdXpeller woodpecker deterrent, I feel it is not sufficient to fully address the nuisance.

The new wording to the noise ordinance still allows this type of device to be used in a residential neighborhood within the city of Minnetonka. I disagree with the addition of "...when the sound is plainly audible within five feet of the property line..." as it does not give the neighbors adjacent to the property relief from the repetitive noise. It also leaves the loudness of the noise open to interpretation. In my opinion, the city must decide whether this machine is appropriate for residential use within the city limits at all. I would suggest looking at banning the use of such a device within a residential neighborhood or adopting the 2<sup>nd</sup> option brought to the council on December 20<sup>th</sup>, which amends the wildlife ordinance.

Even though the agenda item was not open for public comment, the police chief was allowed to testify, where he argued against changing the wildlife ordinance because "adopting this ordinance may have unintended consequences." I was not allowed to speak to that statement with a reminder to the council of previous discussions around the noise, which highlighted the fact that loudness isn't the main issue, but rather its repetitive nature. As a result of that decision to allow testimony from one individual, the council made, what I consider, an uninformed decision.

I will be attending the meeting on Monday, January 24<sup>th</sup> to express my opinion, but wanted to put my reaction in writing to give the council some time to consider amending the solution prior to the meeting.

Respectfully,  
Kerry Gardner

**From:** [Fiona Golden](#)  
**To:** [Fiona Golden](#)  
**Subject:** Noise ordinance  
**Date:** Wednesday, January 19, 2022 3:08:26 PM

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-----Original Message-----

From: Ken & Karen Powell  
Sent: Wednesday, January 19, 2022 8:47 AM  
To: Julie Wischnack <[jwischnack@minnetonkamn.gov](mailto:jwischnack@minnetonkamn.gov)>  
Subject: Noise ordinance

Julie,

We are writing in support of the noise ordinance revisions that will be discussed at the city council meeting on January 24th. Our previous residence was at 3002 Atwood Dr. where we lived for 20 years. We love our neighborhood and made the decision to move in October 2020 to 3220 Chase Dr, about 10 houses away from our former home. While we had multiple reasons for the move, the constant noise from the electronic device across the street certainly played into our decision. We continue to take frequent walks throughout our neighborhood and note that the noise can be heard as far away as the intersection of Chase and Frear. The proposed revision would be helpful in restoring our neighborhood to the peaceful living environment it once was. Thank you for your support.

Karen & Ken Powell

Sent from my iPhone

**From:** [Fiona Golden](#)  
**To:** [Fiona Golden](#)  
**Subject:** Update to Noise Ordinance  
**Date:** Wednesday, January 19, 2022 3:10:14 PM

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**From:** Janet Jakobitz  
**Sent:** Tuesday, January 18, 2022 8:57 PM  
**To:** Julie Wischnack <jwischnack@minnetonkamn.gov>  
**Subject:** Update to Noise Ordinance

Dear City Staff, Mayor, and Council Members:

I am providing feedback about the proposed revision to the noise ordinance, which (at least in part) stemmed from the noise coming from a property on Atwood Drive in the Frear Acres neighborhood where I live. Apparently, letters about the ordinance were sent to residents in the neighborhood, but we did not receive one – we live one block down/one block over from the property, at 3210 Chase Drive. I have learned that residents on Stanton Drive (several blocks away) received the letter, so I am confused why we were not notified. Who determined who would receive letters?

My husband and I frequently walk in the neighborhood in the evenings, year-round. The sound emanating from the “woodpecker deterrent” is very loud and obnoxious – and this is when we are still on Chase Drive, the block over from Atwood. We are most definitely more than 5 feet from the property line when we start hearing the sound. It’s very startling when it goes off at intervals – and it takes away from the enjoyment of our walk. In addition, our walks are often at dusk or after dark, and it is my understanding that woodpeckers are active during the day, not at night. So I question the validity of this device’s intended purpose of deterring woodpeckers...or at least the users’ intended purpose. Why should it be going off at 9 pm and later?

During the summertime, this sound must be extremely disturbing to nearby neighbors who may have a window open (or are relaxing in their back yard) and are forced to listen to the repeated sounds during an entire day/evening. This sound most definitely disturbs the peace, quiet and comfort of a reasonable person of ordinary sensitivity!

I see no reason to have this type of device in neighborhoods. I think it is more likely to be misused/abused than used effectively as a woodpecker deterrent.

I don’t think changing the ordinance as indicated will really resolve the issue. I think the City needs to ban this device or set specific guidelines for its decibel level that goes beyond the property lines and the hours of usage. Thank you.

Sincerely,

--

Janet Jakobitz

Dan & Sara Kantar

3007 Atwood Drive Minnetonka MN 55305-3752

January 18, 2022

City of Minnetonka Council Meeting

RE: Noise Ordinance.

We have lived in our house for over 20 years and take pride in the appearance of our home as well as our lawn and gardens.

Living in a neighborhood surrounded by trees, wildlife gives us much enjoyment watching & feeding the birds. From the beginning we have had problems with woodpeckers pecking into and threw our cedar siding. Other homes in our neighborhood have also had problems with woodpeckers pecking through their Redwood and or cedar siding. We have spent \$100's of dollars repairing the damage by the woodpeckers and our home has permanent scars from their damage. Once the repairs were done, they start all over. Each year we needed the holes repaired. We check into replacing our siding with hardy board type siding and it was not cost effective in excess of \$30,000 and change the appearance of our home.

We checked with the DNR and woodpeckers are a protected bird. They recommended multiple deterrents which we tried almost everything on the list.

We added nontoxic insecticide to the paint when we twice repainted our house. On or about July & August 2015 we purchased hundreds of dollars' worth of recommended deterrence to include Bird B Gone plastic disks with eyes on them, plastic balls with large eyes on them, Bird Repellent special mylar streamers, large plastic owls with head that turn. None of the items mentioned worked we continued to get holes in our home.

After 2 years of continual damage and repairs in 2017 I was searching the internet for a non-toxic, Non-Harmful Humane Bird repellent we found the BirdXPeller Pro it sounded to be our solution. "The BirdXPeller® PRO (for woodpeckers) gets rid of birds by emitting a variety of naturally recorded distress calls and predator cries that confuse, frighten, and disorient pest birds. The digital sounds warn birds of an emergency and to stay away. The sonic repellents are completely programmable and utilize real sounds with clear and high-definition playback.

The unit had a volume control and would only work from dawn to dusk and was programmable for sound. We purchased the unit on May 15, 2017, installed it on the exterior of our home where we had the most damage from the woodpeckers which was opposite our family room deck door, and the unit was pointed directly toward our kitchen and dinette eating area another damages area. In consideration of our neighbors the speaker was not pointed directly to them. The unit had 14 programable sounds which we set only 3 sounds and the volume control was set at the lowest volume control.

One day I had a visit from the police chief of Minnetonka asking what was the noise was and wanted to see the unit which I gladly showed him. He said there was a complaint that the unit was going off prior to the seven o'clock quiet time in Minnetonka. I informed him that the unit was programed to go off dawn to dusk but I would install a timer turning off the power to the unit during the city time of quiet. The new special timer was set unit not go on before 7:00 o'clock in the morning.

It was amazing with the Bird X unit over the next four years, we had only an occasional woodpecker hole in our house. We must live with the sound (we were at ground zero) that the unit emitted but it was worth it because it eliminated additional damage to our home like previous years of costly damage prior to installing the unit.

One night approximately 9:00 o'clock we're both in bed we heard the doorbell ring and a banging on our door it was a neighbor across the street yelling and complaining about the unit. She informed us that she going to pass a petition around the neighborhood to get the unit taken down. This person had lived in the neighborhood for many years, and it's never confronted us or asked us what the noise was coming from.

A number of weeks later we had a Minnetonka Police Officer stop by the house and I showed him the Bird X unit on the side of our house he used his cell phone and took some decibel readings and went to the end of our yard closest to the lady that complained and in our yard the sound was 50 decibels. We assume because of the distance to her house the noise would be 30 decibels or less.

I have not received any formal complaint from the city or a copy of the petition sign by neighbors. I have not been in violation of any city ordinances and now the city wants to single me out and change the ordinance noise.

What amazes me I have not had a City Council member (the ones elected to protect me a taxpayer) or staff investigate to stop by my house doing research on why I have this Bird X to protect my property. The city of Minnetonka Is looking to amending their noise ordinance (single me out) because I am trying to protect my property from woodpeckers.

Is this the new way government just change ordinances or laws to eliminate problems in the community?

If the ordinance does change, I will have to remove the Bird x unit that is protecting my property or pay fines for violating the ordinance. Eventually big government has its way.

Again, the taxpayer gets it in the end I will continue to pay my taxes, and pay the repairman to fix the damage to my house because the change in the noise ordinance.

What is next eliminate wind chimes, church bells.

A handwritten signature in black ink, appearing to read "Dan Hicks". The signature is written in a cursive, somewhat stylized font with a prominent loop at the end.

**Ordinance No. 2022-**

**An Ordinance amending sections 850.010 and 850.020 of the Minnetonka city code;  
regarding prohibited noises**

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The City of Minnetonka Ordains:

Section 1. Section 850.010, subdivision 1 of the Minnetonka City Code, relating to prohibited noises, is amended to read as follows:

1. the continual sounding of a horn, siren, or other signaling device on a motor vehicle for a period of at least 15 seconds even though interrupted by short gaps in sound, except in cases of imminent danger or emergency; or the amplification of sound emitted by a signaling device beyond that of its design. ~~Burglar alarms, sirens or similar devices installed and operated for the use specified by the manufacturer, are exempt from the provisions of this section if they sound no longer than 15 minutes;~~

Section 2. Section 850.010 of the Minnetonka City Code, relating to prohibited noises, is amended by adding a new subdivision to read as follows:

13. an electronic device that emits sound bursts repetitively, whether in a predictable or randomized manner, and regardless of the duration of any individual sound burst, when the sound is plainly audible within five feet of the property line from which the device is located and when, in light of the factors enumerated in section 850.005, the noise unreasonably disturbs the peace, quiet or comfort of a reasonable person of ordinary sensitivity.

Section 3. Section 850.020, subdivision 1 of the Minnetonka City Code, relating to exceptions from noise regulations, is amended to read as follows:

1. Burglar alarms, sirens, or similar devices installed for the protection of property and human beings against criminal activity, provided the device is maintained and operated in accordance with the manufacturer's recommendations and that the device sounds for no longer than 15 minutes~~noise necessary for the protection or preservation of property or the health, safety, or life of a human being;~~

Section 4. A violation of this ordinance is subject to the penalties and provisions of Chapter XIII of the city code.

Section 5. This ordinance is effective 30 days after publication.

Adopted by the city council of the City of Minnetonka, Minnesota, on

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The ~~stricken~~ language is deleted; the underlined language is inserted.



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Brad Wiersum, Mayor

Attest:

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Becky Koosman, City Clerk

**Action on this Ordinance:**

Date of introduction: Dec. 20, 2021

Date of adoption:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Ordinance adopted.

Date of publication:

I certify that the foregoing is a true and correct copy of an ordinance adopted by the city council of the City of Minnetonka, Minnesota, at a meeting held on

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Becky Koosman, City Clerk



**City Council Agenda Item 14C  
Meeting of Jan. 24, 2022**

**Title:** Review of executive search firm proposals  
**Report From:** Dawn Pearson, Human Resources Manager  
**Submitted through:** Moranda Dammann, Acting Assistant City Manager

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**Action Requested:**  Motion     Informational     Public Hearing  
**Form of Action:**     Resolution     Ordinance     Contract/Agreement     Other     N/A  
**Votes needed:**     4 votes     5 votes     N/A     Other

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**Summary Statement**

At the Dec 6, 2021 study session, council directed staff to solicit proposals from executive search firms to assist with the recruitment process for a new city manager. Three very reputable firms provided proposals. Human resources reviewed each proposal and invited all firms to a brief virtual presentation in front of council.

Proposals: Individual firm proposals and an executive summary of all proposals are included with the staff report.

Monday process recommendation:

1. Dawn Pearson, HR Manager will provide introduction of the council agenda item.
2. Each firm is invited to have a representative(s) attend the virtual meeting and conduct a five-minute maximum presentation and have been asked to address the following areas:
  - o Intro of firm and principal recruiter for project
  - o Recent experience with high level public sector/nonprofit recruitment
  - o Overall approach to this recruitment
  - o Why council should select your firm
3. Firms will present in alphabetical order:
  - a. DDA Human Resources, Inc (Mark Casey, Management Consultant)
  - b. GovHR USA (Charlene Stevens, Senior Vice President)
  - c. Mercer Group Associates (Jim Miller, Lead Consultant)
4. Following each firm's five-minute presentation, council may choose to allow council discussion.
5. Mayor Brad Wiersum will facilitate discussion with council. HR staff will assist with additional information as needed.
6. Council directs staff on next steps in selection of a firm.

A final contract will be brought forth at the Feb. 7, 2022 for council approval.

**Recommended Action**

Recommendation: Hear from search firms and direct staff on next steps in selection of a firm

**Strategic Profile Relatability**

- Financial Strength & Operational Excellence
- Sustainability & Natural Resources
- Infrastructure & Asset Management
- Safe & Healthy Community
- Livable & Well-Planned Development
- Community Inclusiveness
- N/A

Statement:

**Financial Consideration**

- Is there a financial consideration?  No  Yes [Estimated cost of search firm, advertising, and candidate expenses \$21,000 to \$25,000
- Financing sources:  Budgeted  Budget Modification  New Revenue Source  Use of Reserves  Other [Salary savings associated with current vacancy]

<b>City Manager Executive Search</b>			
<b>RFP Summary - January 2022</b>			
<b>Firm</b>	<b>David Drown Assoc</b>	<b>GovHR USA</b>	<b>Mercer Group Associates</b>
<b>HQ</b>	MN	Northbrook, IL	Chicago, IL
<b>Ld Consultant</b>	Mark Casey, 33 yrs pub sector experience, frmr City Mgr of Annandale and St. Anthony Village	Sr. VP Charlene Stevens (MN),20+ yrs pub exp, former City Admin of Cottage Grove and Willmar	Jim Miller, Senior Associate - Minnesota Office, 22 years as Exec Director of the League of MN Cities and former City Mgr of the City of Minnetonka.
<b>Search outreach</b>	Comprehensively advertise the position and make direct contact with passive job seekers. Advertising in diverse markets such as Woman Leading Government, International Network of Asian Public Administrators, National Forum for Black Public Administrators	Long-standing commitment to Equity, Diversity, and Inclusion in all recruitment and selection processes. Supporting organizations that advance women and other underrepresented minorities in local government.	Database search and networking, pro-active, nation-wide, professional search, ads in professional journals, online and listservs and in various minority and women's publications
<b>Recent Pub Sector MN Recruitments</b>	40 searches in the past two years, cities and counties in MN (Nicollet county, City of White Bear Lake, North St Paul, Albert Lea, New Prague).	Top exec positions: City Admin - Hibbing, City Mgr - St Louis Park, City Admin - Waconia, other positions in public works, police, finance, hr	Previous and current searches include metro cities: City of Shoreview, Mankato, Hastings, Forest Lake, South St Paul, West St Paul as well as positions at LOGIS, Dakota Comm Ctr, and Exec Directors at League of Minn, Oregon, California and Rhode Island Cities
<b>Recommended Process</b>	Info gathering/profile development, recruitment, screening, work personality index, video intv, selection of semi finalists, intellect profile, backgrnd and ref check, interviews, selection	Assess position/survey/interview, advertising/outreach, screening (video and questionnaire), presentaton of candidates (2 hr meeting), interviews, background screening	Position analysis, candidate recruitment, review resumes, screen candidates, conduct background investigations, check references, provide concil with recommendations to final interview process, negotiate salary/benefit package
<b>Time Estimate</b>	Jan 24 - Jun 2022	14 weeks	Jan 24 to Jul 5
<b>Guarantee</b>	2 year guarantee	1 year guarantee	2 year guarantee if the candidate placed leaves for any reason
<b>Cost</b>	\$ 21,000	\$ 22,000	\$ 17,500
<b>Onboarding</b>	onboarding and six month perf evaluation support \$3,000	6-mo 360 Eval at \$150/hr	within 30 days conduct session with council and city manager to establish performance criteria and goals with periodic follow up during the 1st year
<b>Other</b>	Candidate travel expenses not included and handled by the city.	Consultant travel not included	Not-to-exceed expenses of \$4000 for recruitment profile design, ads, reference and background check, etc. Leadership assessment (1300) extra. Candidate expenses handled by the city.
		*Certified Female Business Enterprise	

December 23, 2021

*Sent via email only*

Honorable Mayor and Council Members  
City of Minnetonka  
14600 Minnetonka Blvd.  
Minnetonka, MN 55345

Dear Mayor Wiersum and Members of the Council,

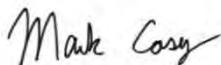
Thank you for the opportunity to submit a proposal to assist the City of Minnetonka with a search for your next City Manager. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by city governments in Minnesota. DDA HR uses a proven, comprehensive process ensuring clients can identify the best candidate for their organization and community.

The attached proposal includes several elements that set us apart in our approach to providing this service. Highlights include:

- **Knowledge and experience:** Our firm comprehensively knows and understands local government in Minnesota. DDA has conducted more Minnesota City Manager/Administrator searches in the last five years than any other firm, by a wide margin. Additionally, we attract candidates from across the country. I would be the lead consultant for this process bringing over thirty-three years of experience in public service, and my work as a City Manager forged connections with a large pool of potential candidates.
- **Communications:** We will be on site multiple times throughout the search process and will provide weekly email updates to the City Council throughout the process.
- **Profile/Brochure:** We develop a detailed professional profile to present the City in the most positive manner. A sample profile is attached.
- **National and local outreach:** We advertise nationally, regionally, and locally to attract a greater pool of candidates.
- **Adherence to deadlines:** When a deadline is established, we will meet it.
- **Video Interview:** DDA uses video interviews in the screening process to get quality data that may not be apparent on resumes. These videos are made available to the City prior to selecting candidates for final interviews.
- **Work Personality Index:** Each semifinalist will complete a work personality index which describes key features of the candidate's personal style that influence their approach to tasks, ways of interacting with people, and performance at work.
- **Background check process:** Instead of doing a comprehensive background check on a single finalist, we do so for all interviewees, including personal reference checks from current and former supervisors.
- **Intellect Profile:** Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.
- **Comprehensive and competitive service:** We take great pride in providing the best service at a fair price. Our low overhead means you receive more service for the money.

Thank you for your consideration.

Sincerely,



Mark Casey  
DDA Human Resources, Inc.

Enclosure



# CITY OF MINNETONKA

City Manager Search Proposal

Submitted by **DDA Human Resources, Inc.**

December 21, 2021



Prepared by:  
**Mark Casey**  
**Management Consultant**

## CONTENTS OF THE PROPOSAL

- Description of the Firm
- Approach to the Process
- Service Team
- Timeline
- Process Details
- Fees
- Assurance
- References

## DESCRIPTION OF THE FIRM

Proudly based in Minnesota, David Drown Associates (DDA) is a full-service consulting firm with more than 20 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up to date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new human resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs eleven individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers.

We have provided executive search services to over 100 cities and counties throughout Minnesota, drawing on candidates from across the country. Therefore, we understand the current challenges, know hundreds of potential candidates, and have our finger on the pulse of hiring City and County Administrators and Managers anywhere in the state.

We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

## APPROACH TO THE PROCESS

Our approach to this search will be to focus on finding the best fit for the City of Minnetonka. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off of that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts. After the posting closes, an analysis of candidates will be completed so that, when the semifinalists are presented to the City you will be confident that these people are the best matches from the submitted applications.

The finalists will be fully researched, and all necessary hiring information will be available prior to making a decision.

Communication with the City Council is a high priority. In addition to our Mark Casey being on site regularly, the City Council will receive weekly email updates, and he will always be available for questions.

## SERVICE TEAM

### MARK CASEY – PROJECT LEAD

Mark joined DDA as a Management Consultant specializing in executive searches, strategic planning, and organizational consulting in the Twin Cities metropolitan area. In his thirty-three years of public service, Mark has served as the City Manager for the City of St. Anthony Village, City Administrator for the City of Annandale, and Director of Community Education for both the Annandale and Maple Lake school districts. He also worked for the Cities of Faribault, Saint Peter, and Columbia Heights.



Mark received his undergraduate degree from the University of Minnesota and a master's from St. Cloud State University. He has served on numerous boards and commissions including the League of Minnesota Cities, Metro Cities (President), Metro Area Management Association, and the Allina Hospital Board of Directors (Buffalo, MN), and he has been a frequent guest lecturer at the University of Minnesota, Hamline University, and Metro State University.

#### Contact Information:

[mark@daviddrown.com](mailto:mark@daviddrown.com)

612-920-3320 x113

2241 17<sup>th</sup> Street NW

New Brighton, MN 55112

### LIZA DONABAUER

Liza came to DDA with both private and public-sector experience. With a background in construction and finance administration, her passion for public sector work led her to Wright County where she provided support to the HR Department, County Coordinator, and Commissioners. While pursuing her MBA, Liza entered city management for Clearwater, Kansas, and then later moved to Arlington, Minnesota.



During her four years in Arlington as a City Administrator, she completed a reorganization of the administration department, developed an orientation and capital planning process for two new councils, conducted compensation studies for several departments, engaged in a strategic planning session, and took part in developing a leadership curriculum for up and coming leaders in Sibley County. Her work has centered on human resource management, strong community participation, and leadership development. Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA. She currently serves on the MCMA Women in the Profession Committee and Annual Conference Planning Committee.

Since joining DDA, Liza has conducted over 30 Administrator/Manager and Department Director searches. Liza will assist in recruitment and consulting as needed.

#### Contact Information:

[liza@daviddrown.com](mailto:liza@daviddrown.com)

612-920-3320 x111

4796 Merganser Drive



## SERVICE TEAM - CONTINUED

### GARY WEIERS

Prior to joining DDA in 2013, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.



Gary has worked with local governments ranging in size from a couple thousand residents to communities of over 150,000 persons.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work.

Gary has conducted over 80 executive searches and numerous organizational studies. Gary will assist in recruitment and consulting as needed.

**Contact Information:**

[gary@daviddrown.com](mailto:gary@daviddrown.com)

612-920-3320 x109

1327 Merrywood Court

Faribault, MN 55021

### LIZ FOSTER

Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.

Some of Liz's duties include community research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.



**Contact Information:**

[liz@daviddrown.com](mailto:liz@daviddrown.com)

612-920-3320 x108

704 10<sup>th</sup> Ave SE

Austin, MN 55912

# TIMELINE

*This timeline is tentative. The final timeline will be set after the City Council's decision to proceed. Dates highlighted will require Council participation.*

ITEM	TASK	COMPLETION DATE
<b>Decision by City Council to proceed</b>		January 24, 2022
<b>Information gathering</b>	<ul style="list-style-type: none"> <li>▪ Gather all pertinent background information</li> <li>▪ Gather salary information and review job description</li> <li>▪ Meet with staff, stakeholders, and each member of the City Council</li> </ul>	February 8, 2022
<b>Professional position profile</b>	Develop position profile and advertisement	February 25, 2022
<b>Approve position profile</b>	City Council approves profile, job description, salary range, and hiring process	March 7, 2022
<b>Candidate recruitment</b>	<ul style="list-style-type: none"> <li>▪ Post position immediately upon approval of profile</li> <li>▪ Comprehensively advertise</li> <li>▪ Email and phone calls to prospective candidates</li> </ul>	March 8, 2022- April 5, 2022
<b>Screening of applicants</b>	DDA will review and rank applicants based on job related criteria and select semifinalists	April 6, 2022
<b>Personality Index</b>	DDA will administer a work-related personality index to all semifinalists	April 17, 2022
<b>Video interview</b>	Each semifinalist will complete a video interview	April 17, 2022
<b>Selection of finalists</b>	<ul style="list-style-type: none"> <li>▪ Finalists selected for interviews</li> <li>▪ DDA will notify candidates not selected as finalists</li> </ul>	April 25, 2022
<b>Background check of all finalists</b>	Includes: <ul style="list-style-type: none"> <li>▪ Criminal background: county, state, national</li> <li>▪ Sex offender registry</li> <li>▪ Social Security number verification</li> <li>▪ Education verification</li> <li>▪ Credit check</li> </ul>	May 9, 2022
<b>Reference check on all finalists</b>	DDA will conduct reference checks with current and former employers on all finalists	May 9, 2022
<b>Intellect profile</b>	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	May 9, 2022
<b>Finalist packet</b>	DDA will provide the Council information including: <ul style="list-style-type: none"> <li>▪ Summary of references</li> <li>▪ Results of background checks</li> <li>▪ Personality index reports</li> <li>▪ Video interview</li> <li>▪ Resumes, etc.</li> </ul>	May 10, 2022
<b>Interviews</b>	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Council interviews be at a special meeting	May 17, 2022 Special Meeting
<b>Decision</b>	City Council will select candidate for offer	May 17, 2022
<b>Offer and agreement</b>	DDA will negotiate agreement with selected candidate	May 20, 2022
<b>Projected start date</b>	New Manager begins	June 2022
<b>Follow up</b>	DDA will follow up periodically with the new Manager	June 2023

# PROCESS DETAILS

## STEP 1: INFORMATION GATHERING

DDA will gather and assemble background information pertaining to the City and position. In addition, Mark will meet individually with all Council members to discuss candidate attributes, experience, and other important qualifications. Others will be interviewed as per the direction of the City. At the same time, the job description will be reviewed and, if needed, we will gather relevant comparative salary information for consideration by the Council. We will quickly develop a comprehensive understanding of the organization, community, and position.

### Deliverables:

- In-person information gathering via interviews with City stakeholders
- DDA receives information from the City such as organizational chart, logos/images, budgets, existing job description, etc.

## STEP 2: DEVELOPMENT OF POSITION PROFILE

Based on the information received from the City Council and others, DDA will develop a professional position profile that is customized to present the City of Minnetonka in the most positive manner and provides prospective candidates with meaningful information. A draft will be presented to the City Council for consideration and approval prior to advertising. A sample profile is attached.

### Deliverables:

- Draft profile sent to City Council for approval
- Review and approval of job description and salary range by Council
- Review and approve proposed search timeline for purposes of advertisement and scheduling

## STEP 3: ADVERTISEMENT AND RECRUITMENT

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, Association of Minnesota Counties, National Association of County Administrators, GovernmentJobs.com, and municipal associations in Iowa, Wisconsin, North Dakota, and South Dakota. In addition, the posting will be shared with professional networks through the Universities of Minnesota, Iowa, Wisconsin, South Dakota, and Nebraska, as well as the MN Private Colleges Consortium, MN State Universities, and other colleges and universities. Beyond the traditional advertising sites, our advertising also penetrates diverse markets such as Woman Leading Government (WLG), International Network of Asian Public Administrators (I-NAPA), ) and the National Forum for Black Public Administrators (NFBPA).

Other local advertising will be done as per direction from the City. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the City prefers to use an existing City methodology. Our online application system enables us to efficiently manage applicant flow, and corresponding reference information, and allows us to communicate with each applicant quickly and effectively. We are known for our communication with both the applicant and our client which engages and informs both

parties of each step. Our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open the “right opportunity.”

**Deliverables:**

- Advertising outreach begins with posting on identified websites and social media platforms
- Direct contact through established professional network
- We utilize our database of identified prospective candidates to contact via email or phone call

## **STEP 4: INITIAL SCREENING AND REVIEW**

DDA will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists, based on job related criteria, to complete a video interview. Our clients have most notably been pleased with the video interview component of our process. Video interviews allow our clients to determine whether they see the candidate as a good prospect for a final interview and gain additional insight on the candidate’s education, experience, personality, as well as their ability to think on their feet, all of which has been said to help lay the foundation for the final interview process. Access to, and viewing of, this information is as simple as clicking on a link from the individual client’s laptop, phone, or smart device in a location and at a time that is convenient for them. Candidate confidentiality is maintained by assigning and referring to each semifinalist candidate as a number. Candidates are considered public once they are chosen as a finalist.

Each semifinalist would also complete an information disclosure and a work-related personality index. About one week prior to selecting finalists for interviews, the information disclosure, video interview, personality index, cover letter, and resume from each of the semifinalists will be made available for viewing. This will allow ample time to comprehensively review candidates prior to determining who to bring in the for the final interviews. Those not selected as finalists will be notified by DDA.

**Deliverables:**

- List of approximately 8-12 semifinalists with cover letter, resume, and video interview
- Results of personality assessment
- Results of information disclosure that provides insight about conduct that could be viewed as impacting one’s ability to perform the requirements of this leadership role.
- Confirm interview schedule and logistics
- DDA will contact those not selected

## **STEP 5: SELECTION**

DDA will complete comprehensive background screenings including criminal history, civil court history, verification of education, driver’s license review, credit check, and other items. Along with background checking all finalists, DDA will conduct character references with current and former supervisors to discuss various work responsibilities, projects, initiatives, leadership style, personality characteristics, etc.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

Approximately one week prior to the final interview process, the City will have access to each of the candidate’s application materials, video interview, background check results, reference information, information disclosure, a work personality report, and an intellectual profile on each person.

Early in the search process, Mark will discuss interview possibilities including leadership staff participation or individual and/or full Council panel interviews, a City tour, lunch with City leadership, or other functions.

Prior to interviews, Mark will prepare questions and then facilitate all interviews and other activities the City Council determines appropriate. Our goal is to make the process smooth and painless so the City Council can focus all its energy on finding the right person for the job and minimize staff disruptions to ensure the City can focus on the tasks at hand.

**Deliverables:**

- List of 3 to 5 finalists, confirming interview schedule and logistics
- Leadership staff interview panel including summary of comments
- Tour of the City logistics
- Video Interview
- Summary of References
- Results of background checks
- Personality Index
- Intellect Profile
- Information Disclosure
- Cover letter and resume
- Press release

## **STEP 6: OFFER**

After interviews are complete, Mark will assist the City Council with deliberations, and he will facilitate the offer to the selected candidate. Mark will negotiate the terms with the candidate based on the parameters established by the City Council.

**Deliverables:**

- Employment agreement
- Press release
- DDA will contact those not selected

## **STEP 7: FOLLOW UP**

DDA will make periodic contact with the new Manager for at least the first year of employment.

**Deliverables:**

- Periodic check in with new Manager and Council representative

# LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

In addition to the specific references listed on the following page, the City of Minnetonka is encouraged to speak with any of the entities listed below:

Entity	Type of Search	Entity	Type of Search
City of North St. Paul, MN	Manager	Morrison County, MN	Administrator
City of Norwood Young America, MN	Administrator	City of Winthrop, MN	Administrator
City of White Bear Lake, MN	Manager	City of Aitkin, MN	Administrator
City of Barnesville, MN	Administrator	Metro-INET	Executive Director
City of Mahnomon, MN	Administrator	Kittson County, MN	Administrator
Nicollet County, MN	Administrator	Roseau County, MN	Engineer
City of Watertown, MN	Administrator	City of Redwood Falls, MN	Finance Director
City of New Prague, MN	Administrator	Mahnomen County, MN	Adminstrator
Le Sueur County, MN	Administrator	Jackson County, MN	Adminstrator
City of Staples, MN	Clerk/Finance Director	City of Watertown, SD	Manager
Waseca County, MN	Public Works Dir./Engineer	Kittson County, MN	Engineer
Prairie Lakes Youth Programs	Executive Director	Hubbard County, MN	Administrator
City of St. Anthony Village, MN	Manager	City of Cannon Falls, MN	Public Works Director
City of Monticello, MN	Administrator	City of Paynesville, MN	Administrator/ED Dir.
Beltrami County, MN	Administrator	Kittson County, MN	Administrator
City of Albert Lea, MN	Manager	Cook County, MN	Administrator
City of Crookston, MN	Administrator	City of Waseca, MN	Director of Engineering
Brainerd HRA, MN	Executive Director	City of Aitkin, MN	Administrator
City of New Brighton, MN	Manager	City of Lake City, MN	Finance Director
City of St. James, MN	Manager	Waseca County, MN	Administrator

DDA is currently conducting searches for the Cities of Benson, Breezy Point, Corcoran, Mora, Olivia, and Stillwater, Minnesota, Goodhue and Winona Counties, Des Moines Valley Health and Human Services, and the Kitchigami Regional Library System.

## FEES

The fee for the search process is \$21,000, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

The fee for assistance with on-boarding and six-month performance evaluation is a total of \$3,000.

If the City chooses to offer a travel stipend or reimbursement for expenses of the candidates, that cost is handled directly between the City and the candidates. DDA would be available to provide input and guidance on this item.

## ASSURANCE

If the newly hired Manager leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees. Only actual expenses will be billed to the City.

## PROFESSIONAL REFERENCES FOR MARK CASEY

**Patricia Nauman**

Executive Director, Metro Cities  
Phone Number: 651-215-4002  
Email: [patricia@metrocitiesmn.org](mailto:patricia@metrocitiesmn.org)

**Jo Emerson**

Mayor, City of White Bear Lake  
Phone Number: 651-653-0731  
Email: [mayor@whitebearlake.org](mailto:mayor@whitebearlake.org)

**D. Love**

Mayor, City of Centerville  
Phone Number: 651-402-7753  
Email: [dlove@centervillemn.com](mailto:dlove@centervillemn.com)

**Randy Stille**

Mayor, City of St. Anthony Village  
Phone Number: 612-201-7365  
Email: [randy.stille@savmn.com](mailto:randy.stille@savmn.com)

**Jerry Faust**

Former Mayor, City of St. Anthony Village  
Phone Number: 612-789-7684  
Email: [jofaust1@yahoo.com](mailto:jofaust1@yahoo.com)

**Terry Schwerm**

Former City Manager, City of Shoreview  
Phone Number: 651-490-4611  
Email: [tschwerm@shoreviewmn.gov](mailto:tschwerm@shoreviewmn.gov)

**Patrick Trudgeon**

City Manager, City of Roseville  
Phone Number: 651-792-7021  
Email: [pat.trudgeon@cityofroseville.com](mailto:pat.trudgeon@cityofroseville.com)

**Tom Harmening**

Former City Manager, City of St. Louis Park  
Phone: 952-924-2526  
Email: [tharmening@stlouispark.org](mailto:tharmening@stlouispark.org)



# Sample Profile





# CITY ADMINISTRATOR

Salary Range: \$150,207 to \$164,865



# WELCOME TO STILLWATER

## *The Birthplace of Minnesota*

*Voted*

- ▶ America's Most Picturesque Small Towns
- ▶ Best American Towns for Fall Colors
- ▶ Best U.S. Towns for Antiquing
- ▶ Best Twin Cities Day Trips
- ▶ Best Minnesota Weekend Getaway
- ▶ Best U.S. Small Town Food Scenes
- ▶ Most Romantic Cities

### *Welcome to the historic Birthplace of Minnesota*

and year-round travel destination. Located just outside the Twin Cities of Minneapolis and St. Paul, and on the Wisconsin border, Stillwater, Minnesota, is nestled along the St. Croix National Scenic Riverway, St. Croix Byway, and is part of the North Woods and Waters of the St. Croix Heritage Area.

In 1848, the first territorial convention that began the process of establishing Minnesota as a state was held on the corner of Myrtle and Main Street in downtown Stillwater. Stillwater is one of Minnesota's oldest towns, preceding Minneapolis by years. At the time of incorporation as a city in 1854, Stillwater was the largest in the state.

The City of Stillwater is federally recognized as a Preserve America Community, and the downtown Main Street area is nationally registered as the Stillwater Commercial Historic District. In addition, there are 21 buildings on the National Historic Registry and over 100 Heirloom Homes and Landmark Sites.

The lumber industry made Stillwater famous at the height of the log boom. In fact, Stillwater Lumber Company is one of the largest lumber mills in the country. The City's lumber mills turned out thousands of rail cars of timber of mostly white and Norway pines. The City is fortunate to have connections that are needed for successful lumbering: river connections to northern Minnesota, the Wisconsin pine lands, still waters to assemble rafts, and water power. The Historic Lift Bridge, connecting Minnesota and Wisconsin, was built in 1931 and is one of few that still remain in operation in the country today.

Today, Stillwater's rich and vibrant history is evident everywhere you look and is now mixed with modern amenities, restored historic mansions, over 100 owner-operated shops and restaurants downtown, over 20 outdoor dining patios, historic sites, wineries and breweries, paddlewheel cruises, antiques, museums, art galleries, music and events, and much more. Stillwater is truly a premier Minnesota river town!



# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## Amenities

Experience the natural beauty of the St. Croix River, bluffs, and historic architecture while cruising on a boat, taking a trolley tour, or exploring on foot or by bike. Discover the independently owned shops and restaurants along historic Main Street or try anything from candlemaking to golf to kayaking or spas. Winter, Spring, Summer or Fall you'll find fun festivals, live music, culinary classes, and fabulous lodging options in this dream destination. The City boasts an expansive parks and trails system featuring a dog park, outdoor skating rinks, a skatepark, pickleball courts, a community garden, amphitheaters, and so much more.

## Recreation



## Healthcare



### Lakeview Hospital and HealthPartners Clinic

- ▶ Level III Trauma Hospital
- ▶ Primary Care, Urgent Care, Specialty Care

### M Health Fairview Clinic - Stillwater

- ▶ Preventative, Diagnostic, Treatment Services

## Education

### Stillwater Area Public Schools

- ▶ Enrolls approximately 8,300 students from PreK-12<sup>th</sup> grade.
- ▶ Consists of early learning, seven elementary schools, two middle schools, one high school, an alternative learning center, and Bridge Transition (program for 18- to 21-year-olds with disabilities).

### St. Croix Catholic School

- ▶ Enrolls approximately 428 students from PreK-8<sup>th</sup> grade.

### Salem Lutheran School

- ▶ Enrolls approximately 157 students from PreK-8<sup>th</sup> grade.

### St. Croix Montessori School

- ▶ Enrolls approximately 70 students from ages 16 months to 12 years.

### St. Croix Preparatory Academy

- ▶ K-12 charter school.
- ▶ Enrolls approximately 1,200 students.

### New Heights School

- ▶ K-12 charter school.
- ▶ Enrolls over 100 students.



# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## *Recent Development*



In the early 1970s, the City's residents and business owners began to encourage the historic preservation of commercial and residential buildings in the community. This movement has gathered momentum, acceptance, and regulatory authority and has been at least partially responsible for recapturing the historical rivertown character of the City's downtown business district. It has also encouraged the maintenance and restoration of historic homes in the City's residential neighborhoods. Many residences, businesses, and shops are housed in buildings more than 100 years old. Downtown Stillwater and eight residential structures are on the National Register of Historic Places. Another 61 homes are estimated to be eligible for the National Register of Historic Places. A number of the City's older homes have been restored to their historical character and are open for public tours. In addition, a substantial downtown infrastructure improvement project was completed in 1991 and 1992, which included the separation and replacement of the 100-year-old storm sewer and sanitary sewer systems, new streets and sidewalks, and new street lighting. This restoration and preservation movement has generated a significant tourist trade that is important to the City's economy.

The City's 2040 Comprehensive Plan calls for continued growth of the City toward the west. An undeveloped area encompassing approximately 670-acres was annexed into the City in 2015. Of this area, 340 net acres are guided for residential development. At build-out, this expansion area could yield approximately 1,300 housing units, 60-acres of office and non-retail commercial property along State Highway 36, and five acres of retail. Ten residential developments are currently under construction with the potential for another 125 home sites. The estimated price points for these single-family homes range from under \$350,000 to over \$700,000. A commercial mixed-use development is proposed on a 35-acre site recently annexed into the City at the SE corner of the intersection of Hwy 36 and Manning Avenue.

The City has recently completed development/redevelopment activities in the downtown area: the opening of two new hotels and a hotel addition to a third hotel in downtown, MnDOT rehabilitation of the historic Lift Bridge completing a pedestrian/bike recreation Loop Trail from downtown into the State of Wisconsin south to the new St. Croix Crossing bridge and trail back to downtown completed in 2020, sidewalk improvement projects in the downtown area, riverbank improvement and elevated walkway project along the St. Croix River from downtown south to City limits to be completed in 2022, and Chestnut Street Pedestrian Plaza project from Main Street to the historic Lift Bridge to be completed in 2022. Additionally, the City has recently approved the redevelopment of one City block to accommodate 61 market-rate rental apartments in the downtown core.

The St. Croix River Crossing Bridge project (a joint \$680 million project between Minnesota and Wisconsin) is complete and opened to traffic in August 2017. The historic downtown Lift Bridge was recently refurbished as a pedestrian/biking trail and opened to the public in 2019.

# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## Mission

To provide the community with a quality living environment and quality public services and facilities while protecting cultural, historical, and natural resources through fair and open government, careful planning, effective management, and efficient fiscal policy.

The City of Stillwater has been a municipal corporation with a Mayor – Council form of government since 1854 and is organized and governed pursuant to a Home Rule Charter adopted in 1926. The Council is composed of a Mayor, who is elected at large, and four Council members who are elected by wards. Each Council member is a resident of the ward from which they are elected and serves a four-year term. The Mayor also serves a four-year term.

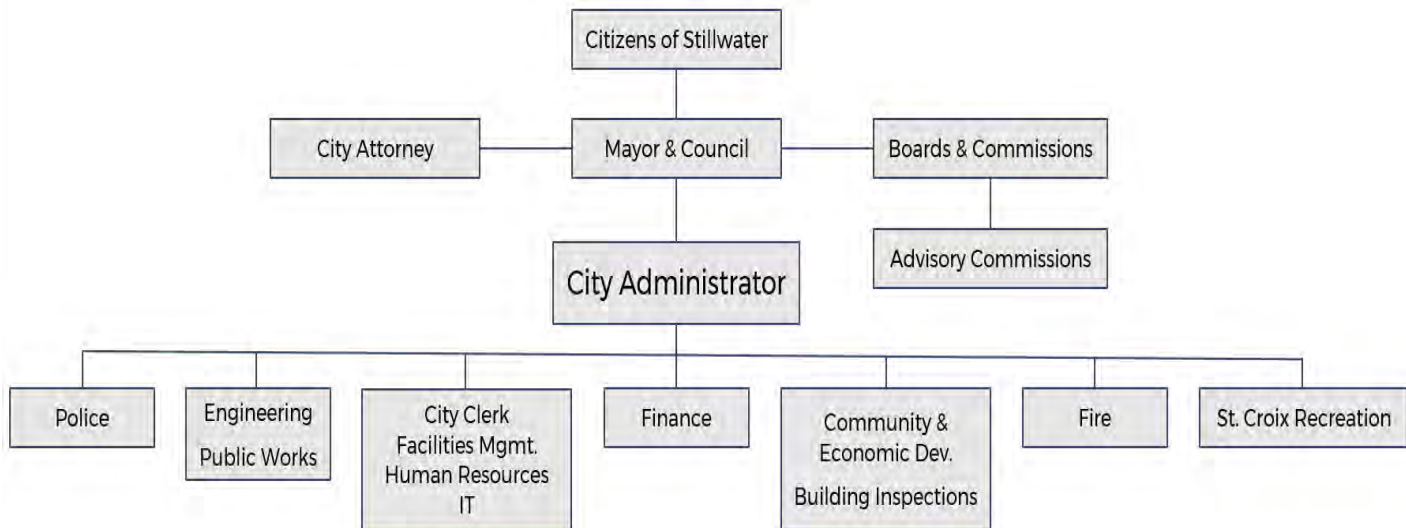


The Council is the governing body of the City and exercises the corporate power of the City. The Council is vested with all powers of legislation in municipal affairs adequate to a complete system of local government consistent with the Constitution and laws of the state.

The City Administrator is the Chief Executive Officer for the Council and plans, coordinates, and directs the administration of city government in accordance with the City Charter, ordinances, policies, and procedures established by the City Council.

The City boasts a well-run government and employs 95 full-time and 58 part-time staff.

## Organizational Structure



# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## Operating Expenditures

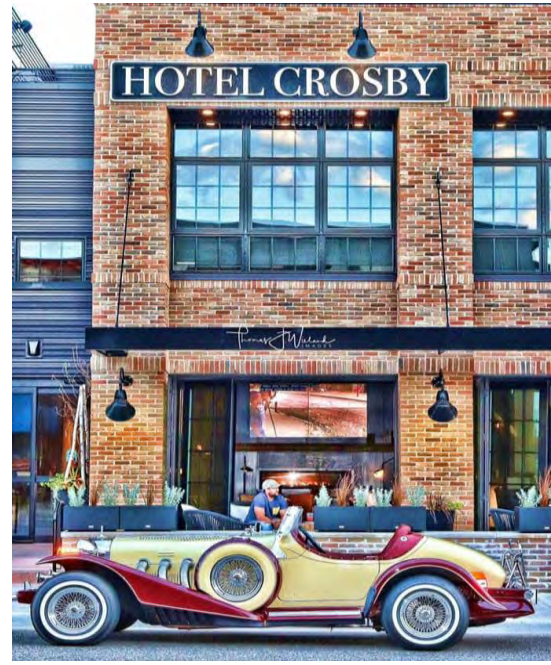
General Government	2021 Adopted	2022 Proposed
Mayor & City Council	167,710	198,950
Elections	20,380	56,127
MIS	391,585	662,902
Finance	537,093	530,248
Human Resources	280,944	286,716
Administration	665,959	749,983
City Attorney	192,084	203,105
Plant/City Hall	348,074	336,221
Community Development	466,624	492,920
Unallocated	1,251,875	1,097,200
Lodging Tax	160,696	270,485
<b>Total</b>	<b>4,483,024</b>	<b>4,884,857</b>

Public Safety	2021 Adopted	2022 Proposed
Police	3,904,881	4,261,648
Fire	2,213,662	2,316,008
Building Inspections	459,242	495,296
Emergency Management	3,280	12,780
<b>Total</b>	<b>6,581,065</b>	<b>7,085,732</b>

Public Works	2021 Adopted	2022 Proposed
Engineering	398,193	3,999,365
Streets	1,290,073	1,370,520
Washington County Recycling	32,000	120,406
<b>Total</b>	<b>1,720,266</b>	<b>1,890,291</b>

Culture and Recreation	2021 Adopted	2022 Proposed
Special Events	75,800	60,000
St. Croix Valley Rec Center	1,725,321	1,683,815
Library	1,428,083	1,560,106
Parks	1,226,844	1,413,181
Community Beautification	15,000	15,000
<b>Total</b>	<b>4,471,048</b>	<b>4,732,102</b>

**Total Operating Expenditures**      **17,255,403**      **18,592,982**



# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## *Core Duties of the Position*



- ▶ The Administrator serves as the Chief Administrative Officer for the Council and coordinates the administration and supervision of all City departments, divisions, programs, and activities as authorized by the City Council.
- ▶ Develops and recommends adoption of policies that further the goals of the City Council. Advises department heads and other employees as to administrative procedures and policies. Evaluates performance and results of programs and services in accordance with overall City objectives and makes appropriate recommendations.
- ▶ Responsible to the City Council for the effective management of City funds and assets to ensure effective investment of available funds; coordinates and directs department heads in the development, presentation, and administration of the annual operating budget.
- ▶ Prepares and submits the annual budget and long-range capital improvement program to the City Council including supporting documents.
- ▶ Develops and evaluates financial and accounting policies, practices, procedures, and controls relating to the overall financial management of the City.
- ▶ Responsible to the City Council for planning and the carrying out of all capital improvement projects and service programs; serves as chief project and program director for the City.
- ▶ Coordinates with department heads to ensure effective utilization of employees; authorizes salary adjustments, appointments, firings, promotions, and demotions of all regular full-time, regular part-time, and consulting personnel; oversees employee development.
- ▶ Recommends the appointment, suspension, or removal of all department heads.
- ▶ Represents the City in collective bargaining matters and negotiates, or delegates the negotiation, with representatives of employee organizations as necessary.
- ▶ Makes recommendations to the City Council regarding any changes to the organizational structure of the City.
- ▶ Engages in intergovernmental relations and collaborative partnerships with other cities and public and private organizations.
- ▶ Represents the City in local, regional, and state meetings and functions as directed by the City Council.
- ▶ Attends all meetings, performs all reasonable tasks, and furnishes all verbal and written reports as assigned by the City Council.
- ▶ Serves as City Treasurer and Deputy City Clerk as required.
- ▶ Performs other work as required.

# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## *Desired Attributes*



- ▶ Professional, high integrity, honest, and open.
- ▶ Strong ethical behavior.
- ▶ Leadership skills - anticipates important policy issues and develops sound solutions.
- ▶ Follow-through - ability to implement and revisit initiatives.
- ▶ Create and support a positive work environment.
- ▶ Visible community engagement presence and ability to manage community engagement as necessary.
- ▶ Models quality customer service.
- ▶ Collaboration - develops alliances that add effectiveness, resources, and perspective.
- ▶ Is comfortable leading at all levels of the organization.
- ▶ Sense of humor.
- ▶ Forges a strong leadership with the Council.
- ▶ Educates, informs, and works with the Mayor and City Council as a team.





# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## *Goals & Priorities*

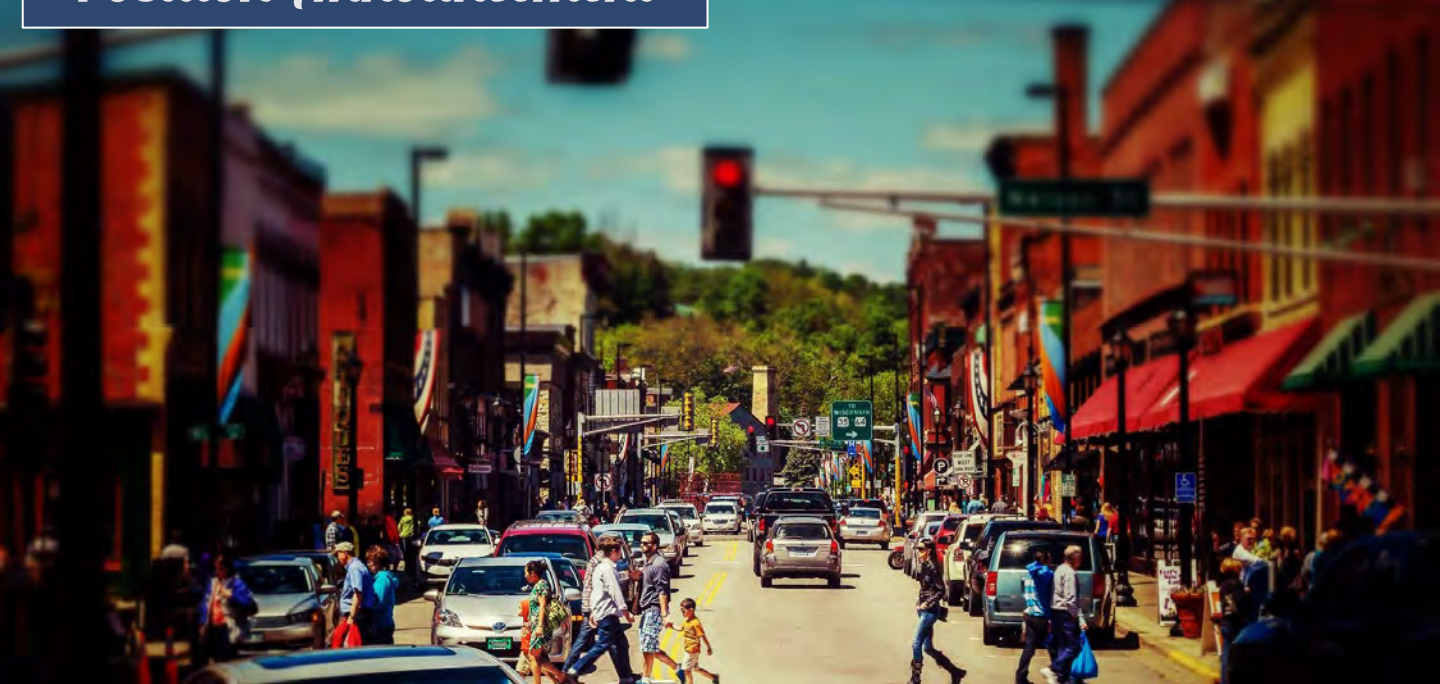


- ▶ Facilitate City Council Strategic Plan Workshop – engage consultant in summer 2022 to facilitate a Strategic Plan update; allocate resources to implement programs consistent with strategies; engage facilitator to finalize branding strategy and logo update.
- ▶ Excellence in organizational development; continue engagement with department heads and staff.
- ▶ Legislative Agenda – continue to monitor pending legislation impacting the City; work with City Council to develop legislative priorities including possible special legislation for optional City sales tax, schedule meetings with City’s state legislators.
- ▶ Emotional intelligence in self-management, self-awareness, social awareness, and relationship management
- ▶ Continue efforts to develop comprehensive analysis and future recommendations for leased and licensed City properties for City Council consideration.
- ▶ Work with Emergency Management Director to update City Emergency Operations Plan (EOP) including Continuing of Government (COG) and Continuity of Operations (COOP) sections of EOP.
- ▶ Sound fiscal management and utilization of City resources.
- ▶ Engage in outcomes and implementation of results related to Police Department organizational review and Fire Department organizational review.
- ▶ Recognize Diversity, Equity, Inclusion in the organization and community and share related resources for community engagement, inclusiveness, equity, social/racial justice discussions, and policy reviews.
- ▶ Facilitate Economic Development Authority consistent with recommendations of 2021 economic development report; finalize economic development related branding and marketing analysis.
- ▶ Assist Human Resources Manager in 2023-2024 labor negotiation strategy, ongoing staff training, and succession planning programs; develop transition/mentoring approaches for new management staff and support a learning culture.
- ▶ Continue to create a Special Events strategy – Assist staff and Council with special events management, financing plan for possible St. Croix Recreation Center expansion, Central Commons mixed use development, Lakeview Hospital expansion and relocation, Lumberjack Landing park development, downtown parking strategies, and coordination of related resources.
- ▶ Explore funding opportunities (special city tax, special events related fees, and funding of public improvements).
- ▶ Work closely with Finance Director, staff, and City Council to develop and adopt a 2023 budget; assist with bond issuance for capital projects and enterprise fund general obligation (GO) bonds.
- ▶ Monitor White Bear Lake level litigation and its impact on the City of Stillwater.

# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## Position Announcement



**City:** Stillwater, Minnesota

**Position:** City Administrator

**Salary Range:** \$150,027 to \$164,865

**Application Deadline:** 12/08/2021



**Job Summary:** The Administrator is the Chief Administrative Officer for the Council and coordinates the administration and supervision of all City departments and divisions and programs and activities as authorized by the City Council.

**Minimum Qualifications:** Master's degree in Public Administration, Business Administration, Political Science, or related field, and seven years of experience related to the field of Public or Business Administration or Community Development. A combination of related education and experience may be considered qualifying. ICMA Credentialed Manager is desired.

**Apply:** Visit <https://daviddrown.hiringplatform.com/80655-stillwater-city-administrator/255997-application-form/en>, and complete the process by December 8, 2021. Finalists will be selected on January 4, 2022, and final interviews will be held January 21 & 22, 2022.

Please direct questions to Mark Casey at [mark@daviddrown.com](mailto:mark@daviddrown.com) or 612-920-3320 x113.



**DDA**

Human Resources, Inc.  
a David Drown Associates Company

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New Brighton Office  
2241 17<sup>th</sup> Street NW  
New Brighton, MN 55112  
Phone: 612-920-3320 x113  
Fax: 612-605-2375  
[mark@daviddrown.com](mailto:mark@daviddrown.com)  
[www.ddahumanresources.com](http://www.ddahumanresources.com)

# CITY OF MINNETONKA, MN CITY MANAGER

## **Executive Search Consulting Services Proposal** January 13, 2022



630 Dundee Road  
Suite 225  
Northbrook, IL 60062

### **Primary Contact Person:**

Laurie Pederson  
Director of Administrative Services  
847-380-3240  
[info@GovHRusa.com](mailto:info@GovHRusa.com)

*A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting.*

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## Attachments

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Consultant Biography  
Sample Brochure

## Letter of Transmittal

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January 14, 2022

Dawn Pearson, Human Resources Manager  
City of Minnetonka  
14600 Minnetonka Blvd  
Minnetonka, MN 55345

Dear Ms. Pearson:

We, first, want to thank the City of Minnetonka for the opportunity we had to work with the City to find and recruit a Diversity, Equity, & Inclusion Coordinator. Looking ahead, the GovHR USA ("GovHR") team is excited for the opportunity to continue growing our relationship with the City of Minnetonka by providing you with this proposal in response to the City's RFP for Executive Search Consulting Services for a City Manager. GovHR prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise and work exclusively in the public sector. We have 16 full time and 6 part time employees and 35 project consultants. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities.

GovHR Senior Vice President Charlene Stevens will be responsible for your recruitment and selection process. She will be assisted by a home office Recruitment Coordinator and a Reference Specialist. Ms. Stevens' biography is attached to the proposal and his contact information is:

**Charlene Stevens**  
Senior Vice President  
320-262-0303  
[CStevens@GovHRusa.com](mailto:CStevens@GovHRusa.com)

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see, please let us know. Please contact Laurie Pederson, Director of Administrative Services, 847-380-3240, if you have questions regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Sincerely,

A handwritten signature in cursive script that reads 'Judith M. Schmittgens'.

Judith Schmittgens  
Corporate Secretary and Compliance Manager

## Firm Profile

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GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009, and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

GovHR has a total of thirty-five consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Colorado, Florida, Georgia, Illinois, Indiana, Massachusetts, Michigan, Minnesota, Ohio, Tennessee, Texas and Wisconsin, as well as eight reference specialists and nine support staff.

Our consultants are experienced executive recruiters who have conducted over 900 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

## Our Understanding

---

GovHR understands that City of Minnetonka, Minnesota is seeking to engage the services of an experienced executive recruitment firm to assist it conducting a nationwide search for the organization's City Manager. The consultant must have demonstrated success in identifying executives for organizations of similar size and scope and will preferably have experience in conducting recruitments for local entities, including recruitment services for top executive positions in local government, while ensuring inclusion of all qualified candidates. The consultant will arrange for advertisements in a wide variety of diverse publications and online job sites as well as abide by all MN Government Data Practices Act (MGDPA) requirements.

## Your GovHR Team

---

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. With your staff needs in mind, we have assigned the highly knowledgeable and experienced GovHR Senior Vice President **Charlene Stevens** as your project manager and primary point of contact to this project. She will be responsible for your recruitment and selection process. Her full biography has been provided as an Appendix for your consideration. However, please find a high-level overview of Ms. Stevens' experience as well as additional contact information for our other team members.



**[Charlene Stevens](#)**  
Senior Vice President  
320-262-0303  
[CStevens@GovHRusa.com](mailto:CStevens@GovHRusa.com)

*Ms. Stevens joined the GovHR team in January 2019 and brings over twenty years of experience in municipal management to the firm. Ms. Stevens has worked in both county and city government and her career covers work in urban, suburban, and rural communities. Her career spans three states: Minnesota, Kansas, and Pennsylvania. She has become our resident expert on the North Star State, having recruited positions ranging from City Managers and Administrators to Finance Directors including successfully recruiting the City of Minnetonka's Diversity, Equity, and Inclusion Coordinator this past year.*

Please direct Proposal Inquiries to:



**Laurie Pederson**  
Administrative Services Director  
847-380-3198  
[LPederson@GovHRusa.com](mailto:LPederson@GovHRusa.com)

## GovHR Owners



**Heidi J. Voorhees**  
President  
847-380-3240  
[HVoorhees@GovHRusa.com](mailto:HVoorhees@GovHRusa.com)



**Joellen J. Cademartori**  
Chief Executive Officer  
847-380-3239  
[JCademartori@GovHRusa.com](mailto:JCademartori@GovHRusa.com)

## References

---

We are a proven leader in public sector consulting. **More than one-third of the organizations served by GovHR are repeat organizations.** Our team provides a growing pool of highly qualified candidates who are well-suited to handle the challenges and expectations of professional positions in local government and the not-for-profit sector. As requested, please find notable references that can speak to the quality of service provided by GovHR and, specifically, Charlene Stevens.

### Top Executive Positions

**Blaine, MN - Assistant Director of Public Works - 2021**

Jon, Haukaas, Director of Public Works,  
Email: [JHaukaas@blainemn.gov](mailto:JHaukaas@blainemn.gov)

**Buffalo, MN - Assistant City Administrator, 2021**

Shelby Pahl, Human Resources Manager,  
Email: [Shelby.pahl@ci.buffalo.mn.us](mailto:Shelby.pahl@ci.buffalo.mn.us)

**Burnsville, MN - Finance Director, In Progress; HR Director, 2020**

Gregg Lindberg, Deputy City Manager,  
Email: [Gregg.lindberg@burnsvillemn.gov](mailto:Gregg.lindberg@burnsvillemn.gov)

**Centre Region Council of Governments, PA - Executive Director, 2020**

Jessica Buckland, Recruitment Chair  
Email: [jbuckland@twp.patton.pa.us](mailto:jbuckland@twp.patton.pa.us)

**Decatur, GA - Chief of Police, In progress; Senior Engineer/City Engineer, 2021; Human Resources Director, 2020; Assistant City Manager, 2019; City Manager, 2018**

Andrea Arnold, City Manager  
Email: [Andrea.Arnold@decaturga.com](mailto:Andrea.Arnold@decaturga.com)

**Dunn County, WI - Chief Financial Officer/County Auditor; Human Resources Dir., 2019**

Paul Miller, County Manager  
Email: [pmiller@co.dunn.wi.us](mailto:pmiller@co.dunn.wi.us)

**Englewood, CO - City Attorney, 2021; Finance Director, 2020; City Manager, 2019**

Linda Olson, Mayor  
Email: [lolson@englewoodco.gov](mailto:lolson@englewoodco.gov)

**Hibbing, MN - City Administrator, 2021,**

Theresa Tourville, Human Resources Director,  
Email: [tourville@ci.hibbing.mn.us](mailto:tourville@ci.hibbing.mn.us)

**Hillsborough Area Regional Transit, Tampa, FL - Chief Executive Officer, 2020**

Lena Petit, Chief of Policy & Performance,  
Email: [PetitL@gohart.org](mailto:PetitL@gohart.org)

**Muscatine, IA - City Administrator, 2020**

Stephanie Romagnoli, Human Resources Manager,  
Email: [sromagnoli@muscatineiowa.gov](mailto:sromagnoli@muscatineiowa.gov)

**Oakdale, MN - Director of Community Development, 2021**

Chris Volkens, City Administrator –  
Email: [chris.volkens@ci.oakdale.mn.us](mailto:chris.volkens@ci.oakdale.mn.us)

**Red Wing, MN - Director of Community Development/Executive Director Port Authority, 2021**

Kay Kuhlmann, City Council Administrator  
Email: [kay.kuhlmann@ci.red-wing.mn.us](mailto:kay.kuhlmann@ci.red-wing.mn.us)

**St. Louis Park, MN - City Manager, 2021**

Ali Timpone, Human Resources Manager  
Email: [atimpone@stlouispark.org](mailto:atimpone@stlouispark.org)

**Virginia Beach, VA - Director of Public Works, 2021; Chief of Police, 2020; City Manager, 2020**

Regina Hilliard, HR Director  
Email: [Rhilliard@vbgov.com](mailto:Rhilliard@vbgov.com)

**Waconia, MN - City Administrator, 2021**

Jackie Schulze, Assistant City Administrator  
Email: [jschulze@waconia.org](mailto:jschulze@waconia.org)



## Local Government Entities

Please find a comprehensive list below of all City Management Recruitments performed by GovHR in the past three (3) years. Due to the breadth of this list, contact information can be provided upon request.

<b>STATE</b>	<b>CLIENT</b>	<b>POSITION</b>	<b>POPULATION</b>	<b>YEAR</b>
Alabama	Lee County	Chief Administrative Officer	166,831	2021
Alaska	Bethel	City Manager	6,500	2019
	Homer	City Manager (Professional Outreach)	5,300	2019
	Seward	City Manager	2,693	2019
Arizona	Buckeye	City Manager	69,744	2021
Colorado	Englewood	City Manager	34,957	2019
Connecticut	East Hampton	Town Manager	13,000	2019
	Enfield	Town Manager	45,246	2020
	Manchester	General Manager	59,710	2021
Florida	Gainesville	Assistant City Manager	133,997	2021
	Lakeland	City Manager	110,000	2020
	Palm Beach	Assistant City Manager	85,933	2021
Georgia	Albany	City Manager	77,434	2021
	College Park	City Manager	14,500	2021
Illinois	Centralia	City Manager	13,000	2020
	Crest Hill	City Administrator	21,169	2021
	Decatur	Deputy City Manager	76,178	2019
	Forsyth	Village Administrator	3,490	2021
	Fox Lake	Village Administrator	10,550	2021
	Geneseo	City Administrator (Virtual)	6,500	2019
	Greenville	City Manager	7,000	2021
	Homewood	Assistant Village Manager (Virtual)	19,464	2021
	La Grange Park	Assistant Village Manager	13,579	2020
	Mundelein	Village Administrator	31,385	2020
	Niles	Village Manager	30,001	2021
	North Chicago	Chief of Staff	30,020	2021
	Northbrook	Village Manager	35,000	2021
	Oak Brook	Village Manager	8,058	2021
	Oak Park	Assistant Village Manager/HumanResources Director	52,000	2019
		Village Manager	52,000	2021
	Orland Park	Village Manager	60,000	2019
	Palos Heights	City Administrator (Virtual)	12,480	2021
	Peoria	Assistant City Manager	115,234	2021
	Pingree Grove	Village Manager	10,000	2020
	Plainfield	Village Administrator	41,734	2021
	Princeton	City Manager	7,700	2019
	River Forest	Village Administrator	11,635	2021
	Rock Island	City Manager	39,684	2021
	Savoy	Village Administrator (Virtual)	8,607	2020
	Township	Township Administrator (Virtual)	140,000	2021

STATE	CLIENT	POSITION	POPULATION	YEAR
New Hampshire	Portsmouth	City Manager	21,796	2019
New York	Long Beach	Deputy City Manager (Virtual)	33,275	2021
	Mamaroneck (Town)	Town Administrator	29,156	2021
	Scarsdale	Village Manager	17,837	2021
North Dakota	Minot	City Manager	45,700	2020
Texas	Austin	Assistant City Manager	885,000	2021
	McKinney	Assistant City Manager	191,645	2019
	Missouri City	Assistant City Manager	74,139	2019
		City Manager	74,139	2021
Vermont	Winooski	City Manager	7,997	2021
Virginia	Chesapeake	City Manager	245,000	2019
	Portsmouth	City Manager	96,000	2020
	Salem	City Manager	25,643	2019
	Virginia Beach	City Manager	442,707	2019
Washington	Duvall	City Administrator (POS)	8,090	2021
	Yakima	Assistant City Manager	97,000	2021
West Virginia	Bridgeport	City Manager	8,582	2019
				2021
Wisconsin	Baraboo	City Administrator	12,048	2019
	Bayside	Assistant Village Manager	4,400	2019
	Beaver Dam	City Administrator	16,291	2021
	Beloit (Town)	Town Administrator	7,083	2020
	Franklin	Director of Administration	36,155	2019
	Harrison	Village Manager	13,185	2021
	Monroe	City Administrator	10,827	2020
	Plymouth	City Administrator/Utilities Manager	8,540	2020

## Why Choose GovHR?

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- We are a leader in the field of local government recruitment and selection with experience in more than 41 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

## Qualifications

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Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state-of-the-art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Position Profile reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

# Part 1: Recruitment Through Hire

## Project Approach and Methodology

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A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates, including BIPOC and women, for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

### Phase I: Position Assessment, Position Announcement & Position Profile

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture as well as a range of diversity and cultures are critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

#### Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client
  - Including but not limited to the mayor and council, directors and key staff
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$150/hours plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for \$2,500. Community Forums can be conducted as an optional service.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Position Profile** for client review and approval. The Position Profile will include:

- Information about the position, the city, departments, other staff, council, and community;
- Information about the requirements of the position, including the areas of expertise and the competencies developed above;
- Information about the council's strategic objectives and the expectations of the city manager in making efforts to achieve them;
- Major steps in the recruitment process and an associated timeline for completing each step;
- Highlights of some of the position's benefits and a general statement about the salary for the position.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

## Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:
  - Leadership and management skills
  - Size of organization
  - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
  - Public sector publications & websites
    - Including but not limited to, professional associations, ICMA, League of MN Cities and other postings nationwide
  - Social media: LinkedIn (over 15,000 connections), Facebook, and Twitter
  - GovHR will provide you with a list of advertising options for approval

## Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Position Profile
- Candidates will be narrowed down to a group of around 10-15 qualified semi-finalists that meet the qualification criteria
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
  - References (at least 5 references per candidate will be contacted at this time)
  - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate. At each stage, and upon completion of the search, GovHR will notify applicants who were eliminated from further consideration of their status.

## Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.

- The City of Minnetonka will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the Client reviewing the recruitment report and providing additional information on the candidates.

- Provide advice and assistance to the council with further narrowing the candidate pool down to those who will be interviewed

### Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
  - Candidates credentials
  - Set of questions with room for interviewers to make notes
  - Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities

Background screening will be conducted along with additional references contacted:

GovHR USA Background Screening	
<ul style="list-style-type: none"> <li>✓ Social Security Trace &amp; Verification</li> <li>✓ U.S. Federal Criminal Search</li> <li>✓ Enhanced Verified National Criminal</li> <li>- National Sex Offender Registry</li> <li>- Most Wanted Lists FBI, DEA, ATF, Interpol</li> <li>- OFAC Terrorist Database Search</li> <li>- OIG, GSA, SAM, FDA</li> <li>- All felonies and misdemeanors reported to the National Database</li> </ul>	<ul style="list-style-type: none"> <li>✓ County/Statewide Criminal</li> <li>✓ Civil Search</li> <li>✓ Bankruptcy, Leans and Judgements</li> <li>✓ Motor Vehicle Record</li> <li>✓ Education Verification – All Degrees Earned</li> <li><b>Optional:</b> Credit Report – Transunion with score (based on position and state laws)</li> <li><b>Optional:</b> Professional License Verification</li> <li>Drug Screen</li> <li>Employment Verification</li> </ul>

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Provide interview questions and rating forms, determine panel(s) and process for this step
- Prepare others for the interviews (including a brief primer on legal issues associated with interviewing)
- Interviews with senior staff
- Ensure compliance with Open Meeting Law

### Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

***Please note that GovHR will abide by all MN Government Data Practices Act (MGDPA) requirements when responding to any inquiries from any source. GovHR will respond to media inquiries about the progress of the search, after discussing with human resources and the council.***

## Diversity, Equity & Inclusion in Recruitments

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GovHR has a long-standing commitment to Equity, Diversity, and Inclusion in all our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR President Heidi Voorhees was a keynote speaker at the first meeting of the WCMA Women's Leadership Seminar. Our employees and consultants all underwent Implicit Bias Training in the last year and we are frequent speakers on incorporating DEI values in recruitment and selection. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Ft. Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of the organization.



## Full Scope Recruitment – Price Proposal

Recruitment Phase:		Consultant Hours	Consultant Cost	RC Hours	Recruitment Coordinator	RS Hours	Reference Specialist	Total Hours	Total Cost
<b>Hourly Rates:</b>			\$ 135.00		\$ 75.00		\$ 60.00		\$ 275.00
Phase I	Assessment, Ad & Brochure Developed	25	\$ 3,375.00	0	\$ -	0	\$ -	25	\$ 3,500.00
Phase II	Advertising, Candidate Rec. & Outreach	15	\$ 2,025.00	5	\$ 375.00	0	\$ -	20	\$ 2,460.00
Phase III	Candidate Evaluation and Screening	35	\$ 4,725.00	15	\$ 1,125.00	20	\$1,200.00	70	\$ 7,135.00
Phase IV	Presentation of Candidates	8	\$ 1,080.00	15	\$ 1,125.00	0		23	\$ 2,197.00
Phase V	Interviewing Process	15	\$ 2,025.00	5	\$ 375.00	5	\$ 300.00	25	\$ 2,790.00
Phase VI	Appointment of Candidate	2	\$ 270.00	0	\$ -	0		2	\$ 418.00
<b>Total of above items</b>		100	\$13,500.00	40	\$ 3,000.00	25	\$1,500.00	165	\$18,000.00
Additional:	Advertising Charges for ad placements								\$ 2,500.00
	Background Screenings (4 candidates)								\$ 1,500.00
<b>Total with Additional Items:</b>							<b>Not to Exceed</b>		<b>\$22,000.00</b>
<b>**Consultant and Candidate travel is not included or estimated in the above Recruitment Process</b>									

\*We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person.

\*\*Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR. This fee does not include travel and accommodations for candidates interviewed.

Possible in-person meetings could include:

1. Recruitment Position Profile interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$150/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

## Payment for Fees & Services

- **1<sup>st</sup> Payment:** 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).
- **2<sup>nd</sup> Payment:** 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).
- **Final Payment:** 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

## The GovHR Guarantee – Full Scope Recruitment

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee’s own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee’s departure.

## Project Timeline

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

- Weeks 1 & 2                                      Phase 1: On Site Interviews & Position Profile Development
- Weeks 3 thru 6                                      Phase 2: Advertising, Candidate Recruitment & Outreach
- Weeks 7 thru 9                                      Phase 3: Candidate Evaluation & Background Screening
- Week 10    Phase 4: Presentation of Recommended Candidates
- Week 11 & 12                                      Phase 5: Interview Process & Additional Background Screening
- Weeks 13 & 14                                      Phase 6: Appointment of Candidate

## Part 2 (optional): Additional Consulting After Hire

## Optional Services

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### Onboarding

At the request of the City of Minnetonka, Minnesota, GovHR may provide one GovHR Consultant to assist with the initial onboarding of the selected candidate.

Estimated Hours	Hourly Rate	Total
8	\$150	\$1,200

### Six-Month Performance Evaluation

As a service to the City of Minnetonka, Minnesota, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will bill an hourly of \$150/hr plus expenses.

Estimated Hours	Hourly Rate	Total
16	\$150	\$2,400

### GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

### Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

### Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

# Attachments



# CHARLENE STEVENS



Ms. Stevens has over twenty years of experience in municipal management. Ms. Stevens has worked in both county and city government and her career covers work in urban, suburban and rural communities. Her career has spanned three states: Minnesota, Kansas and Pennsylvania.

Ms. Stevens has expertise in community and civic engagement, having started her career in neighborhood services and led community wide visioning and strategic planning efforts for two different communities. Ms. Stevens' strength is her ability to develop strong partnerships with multiple and diverse stakeholders. Through those partnerships, Ms. Stevens helps communities develop consensus and achievable plans.

Ms. Stevens' results-oriented management has included projects that have expanded parks and preserved greenspace in rapidly developing communities, developed a workforce training center for a large urban county, led downtown development plans for two communities and created mentoring and training programs for city staff. Ms. Stevens has appreciated the opportunity to mentor many young professionals, including helping to establish women's mentoring groups in three different communities.

## PROFESSIONAL EDUCATION

- Master of Public Administration, University of Kansas, Lawrence, Kansas
- Bachelor of Arts, International Relations, Pomona College, Claremont, California
- Leadership Wichita Graduate

## PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program
- Instructor, ICMA Mid-Career Institute

## MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA) – Current Member
- ICMA Task Force on Welcoming New Members - Chair, 2009 - 2015
- ICMA Task Force on Women in the Profession - Member 2012-2014
- ICMA Regional Vice President - ICMA Executive Board Member, 2003 - 2006
- ICMA Committee of Professional Conduct - Chair, 2006
- ICMA Conference Host Committee - Co Chair, 2002
- ICMA Conference Planning Committee - Member, 2001 and 2002

- ICMA Task Force on Small Communities - Member, 1999-2001
- League of Minnesota Cities (LMC) - Board Member, 2013 - 2015
- Coalition of Greater Minnesota Cities (CGMC) - Board Member, 2011 - 2015
- Minnesota City and County Management Association (MCMA) - Current Member
- MCMA Task Force on Women in the Profession - Current Member
- YMCA of Woodbury Community Board - Current Member and Board Vice Chair
- KUCIMAT President - University of Kansas, 2013 - 2014
- Willmar Area Rotary, 2011 - 2015
- Kansas Association of City and County Managers (KACM) - Member, 2006 - 2011
- Association of Pennsylvania Municipal Managers (APMM) - Member, 1997 - 2006

## PROFESSIONAL BACKGROUND

*Over 20 Years of Local Government Leadership and Management Experience*

- City Administrator, Cottage Grove, MN 2015-2018
- City Administrator, Willmar, MN 2011-2015
- Assistant County Manager, Sedgwick County, KS 2006-2011
- Assistant Township Manager, Lower Gwynedd, PA 1999-2006
- Assistant Township Manager, Buckingham, PA 1997-1999
- Neighborhood Assistant, City of Wichita, KS 1995-1996



# CITY OF HIBBING, MINNESOTA CITY ADMINISTRATOR



## Executive Recruitment



## THE COMMUNITY

Located in St. Louis County in northeastern Minnesota and once called the “Iron Capital of the World,” Hibbing traces its origins to a strong, viable mining industry. The Hull Rust Mahoning Mine View is in north Hibbing where the original town began. Described as the “The Grand Canyon of the North” the Hull Rust Mahoning Mine is the world’s largest open pit iron ore mine. Hibbing is the birthplace of Greyhound Bus Lines and hosts the Greyhound Museum. The city also was home to Bob Dylan, Roger Maris and Kevin McHale.

Today, Hibbing is the largest city in the range and a regional center for government, retail and medical care. 75,000 people live within a 60-minute drive of Hibbing. The city boasts an active and historic downtown and abundant outdoor recreation. Hibbing offers more than 1500 acres of park land and open space, with 32 neighborhood parks, two golf courses, a dog park and a disc golf course. Cary Lake Park hosts a public beach, boat launch, fishing pier and numerous hiking trails. The Mesabi Trail, 135 miles of paved trail stretching from the Boundary Waters to the Mississippi, also connects to Hibbing offering biking, hiking, walking and inline skating. Winter does not stop recreation in Hibbing with two outdoor skating rinks and well-groomed cross-country skiing and snowshoeing at Cary Lake Park.

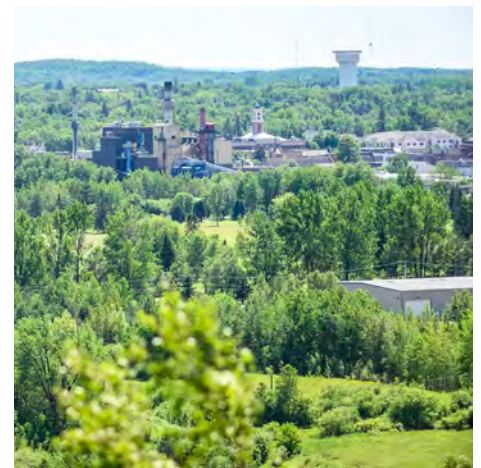
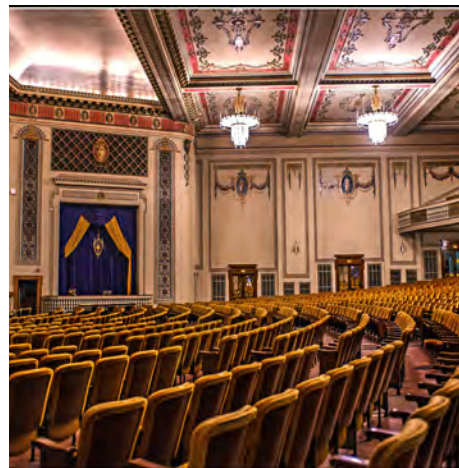
In addition to all the outdoor amenities, the city also operates the Memorial Arena which provides ice hockey, curling, meeting rooms and the Little Theater/Auditorium and operates the library, which houses a collection to celebrate Bob Dylan. City Hall, built in 1922 and rumored to be modeled after Boston’s Fanniel Hall, is listed on the National Historic Register.

The community is served by a strong school district, Hibbing Public Schools, which offers a wide array of curricular and extracurricular opportunities for students, including many hands-on learning experiences in rocketry and engineering. The Historic Hibbing High School was constructed in 1920 at a cost of \$3.9 M and today it is estimated to cost \$50 M to replace. Much of the work is of a craft that is now obsolete and thus irreplaceable.

Fairview Range offers excellent medical services to the community and the city is also served by the Range Regional Airport and is within three hours of the Minneapolis-St. Paul MSA and only 75 miles from Duluth.

With all these community amenities and access to outdoor recreation, Hibbing offers a high quality of life for residents, businesses, and visitors.

# CITY OF HIBBING







## DEMOGRAPHICS/ GENERAL INFORMATION (2019 Data)

**Population:** 15,855  
**Square Miles:** 181.83

### Racial Makeup:

White or Caucasian: 91.1%  
Black or African American: 2.6%  
Hispanic or Latino: 2.1%  
Two or more races: 2.3%  
Asian 1.9%  
American Indian or Alaska Native: 0.3%  
Native Hawaiian or Other Pacific Islander: 0.1%

**Median Home Value (owner occupied):** \$109,800  
**Median Household Income:** \$49,009

## THE ORGANIZATION AND THE CITY ADMINISTRATOR POSITION

The City of Hibbing is a statutory city that operates under the Standard Plan with a weak mayor-council form of government. The City of Hibbing has a seven member council, with the Mayor and two council members elected at large and the remaining four council members elected by ward. The city administrator reports to the mayor and council and is responsible for ensuring that council priorities are enacted and oversees all daily operations.

Hibbing is a full-service city and is organized in eight departments – City Clerk, Administration and Human Resources, Building and Zoning, Engineering and Public Works (which includes wastewater and sanitation), City Services (which includes parks and recreation) Public Library and Police and Fire. The city's 143 FTEs are represented by four bargaining units. The City has a general fund budget of \$17M.

The Hibbing Economic Development Authority is also funded and staffed by the city. Hibbing Public Utilities provides water, electric, steam and natural gas. The mayor and council appoint the members of the Hibbing Public Utility Commission, which oversees all daily operations and staff of the utility.



The City of Hibbing has adopted the following mission and vision statements.

## Mission Statement

The Hibbing City Council and its Boards, Commissions and Staff are committed to provide a community environment that is managed in an effective, accountable, and efficient manner.

Further, we shall enhance that quality of life which characterizes our community by providing Hibbing's residents with the amenities that make it a desirable place to live, work and play.

We are the people-oriented organization that will reflect the highest standards of public services consistent with the trust and responsibilities given us. We strive to inform all residents of public issues and listen to their concerns for consideration in community policy. Because city government is its people, we are constantly striving for excellence and are committed to quality and professionalism in providing the best in public services to the citizens of Hibbing.

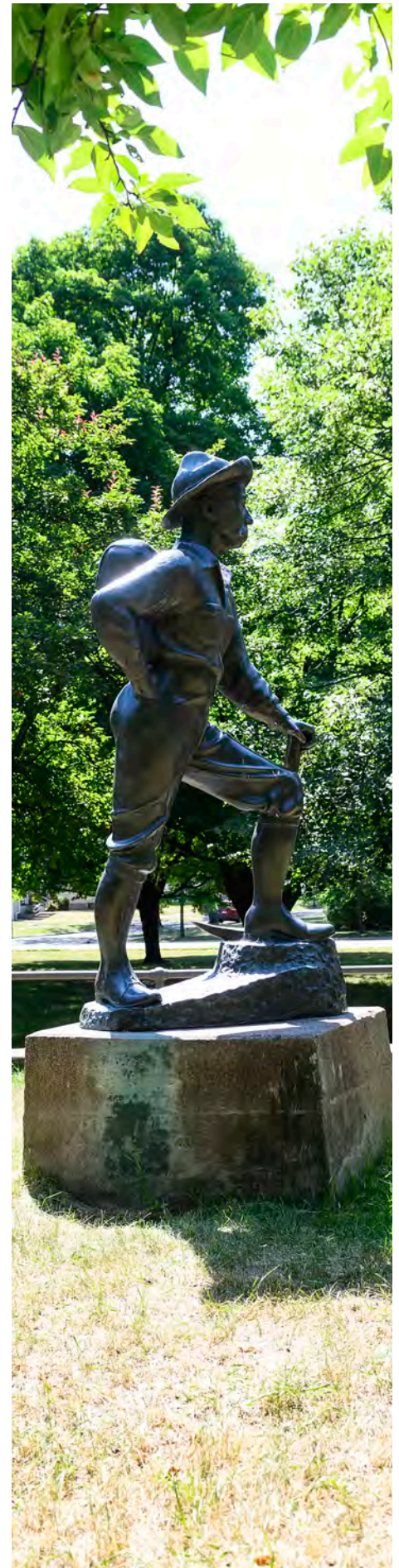
## Vision Statement

Hibbing openly embraces growth and change. The people of Hibbing encourage enhancement of economic, educational, and cultural opportunities by focusing their vision on: Character, Commitment, and Opportunity.

**Character** - Hibbing radiates a sense of pride, mutual respect and a spirit of togetherness. We celebrate the richness and diversity of our cultural and ethnic heritage. Known for our friendliness and hospitality, the cooperative spirit among community members, business leaders and government propel Hibbing into the twenty-first century and beyond.

**Commitment** - Hibbing provides quality community services and places a priority on the safety and security of its citizens as well as upkeep of its buildings, parks and transportation system. We provide appropriate housing and preserve our historic and established neighborhoods. Building on its strengths, Hibbing sustains a thriving business community and diverse economic base. The community stresses the importance of job creation and business retention, continual job training and life-long learning. Hibbing maintains its clean environment and preserves the City's beauty and quality of life.

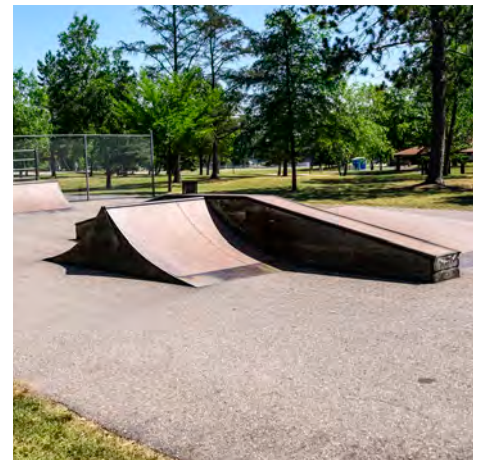
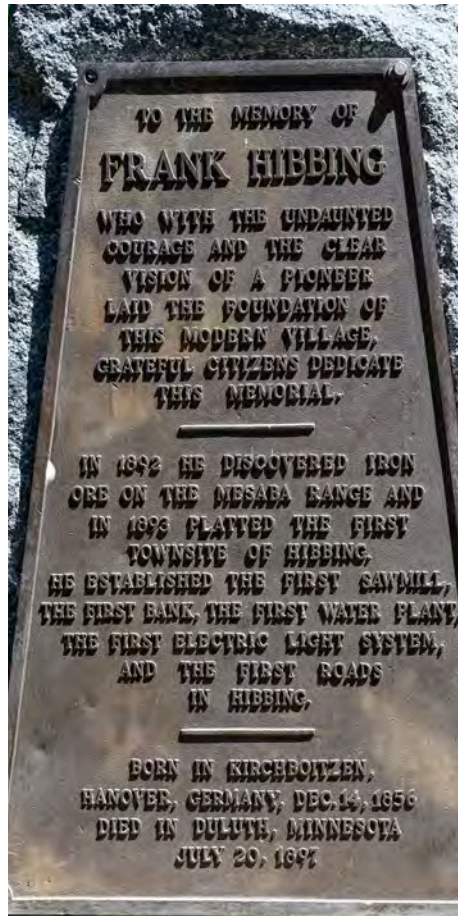
**Opportunity** - Hibbing provides choices and diverse opportunities for all community interests including education, business, government, health care, recreation, leisure and the arts. Citizens participate in an open honest and responsive government process. We interact globally through our advanced technological systems. Hibbing is alive and thriving as a regional force. Its people work together in a cooperative spirit to take ownership in their community and their region.



## EXPECTATIONS AND PRIORITIES

The next City Administrator can expect to work with the leadership team and elected officials on a wide variety of projects and initiatives including but not limited to the following:

- **Community Partnerships:** The City Administrator is expected to strengthen the city's relationship with the Hibbing Public Utilities, the Housing and Redevelopment Authority, Chamber and other community partners.
- **Succession Planning and Development:** The City Administrator will assess opportunities for leadership development to ensure that as senior leaders retire, organizational knowledge is retained and that a pipeline of talent is developed in the organization.
- **Economic Development:** The next administrator will have the opportunity to guide and develop the city's strategies to continue to diversify the local economy and position the community for continued growth and investment.
- **Capital Planning and Finance:** Like many communities, Hibbing faces the challenge of aging infrastructure, the next city administrator, will ensure that the city has a comprehensive plan for maintenance and/or replacement of current assets.
- **Health and Wellness Center:** The city has identified the need to provide additional community amenities. The next city administrator will need to ensure a strategic plan is in place for this project, including securing private and public funding.
- **Organizational staffing and assessment:** The next city administrator will have the opportunity to assess the current operational structure, staffing and future needs and present opportunities for improvement in service delivery.



## CANDIDATE REQUIREMENTS

- Bachelor's Degree in Public Administration, Business, Finance or a related field: A Master's degree in Public Administration or a related field is preferred.
- Three years of increased responsibility withing leadership/management roles; preferable within a municipal or government setting is preferred.
- Possess strong financial aptitude and demonstrated budget and financial management skills: Working knowledge of municipal finance, budgeting and strategic planning is preferred.
- Firm understanding of the complexities of municipal utilities.
- A highly collaborative leader with a communicative, team-oriented, and approachable management style.



## The Ideal Candidate Will Be:

- Committed to public service and transparency and able to build and maintain trust and integrity.
- Able to mentor, develop and empower staff.
- Experienced in a union or collective bargaining setting.
- Able to build and maintain strong partnerships and relationships with community stakeholders and build consensus.
- An exceptional listener with a high level of interpersonal awareness.
- Knowledgeable in land use planning, community and economic development, including public financing mechanisms.

## COMPENSATION AND BENEFITS

The starting salary range for the city manager is \$108,534 - \$144,705 DOQ. The City of Hibbing provides an excellent and comprehensive benefits package.

## HOW TO APPLY

Interested candidates should apply with a resume, cover letter and five professional references by September 7, 2021, to Charlene Stevens, Senior Vice President, GovHR USA. Finalist interviews with the mayor and council are expected to be held in mid-October. Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com). Questions may also be directed to Charlene Stevens. The City of Hibbing, MN is an EOE employer.



**Executive Recruitment**

[www.GovHRUSA.com](http://www.GovHRUSA.com)



**City Management**

<i>STATE</i>	<i>CLIENT</i>	<i>POSITION</i>	<i>POPULATION</i>	<i>YEAR</i>	
Alabama	Lee County	Chief Administrative Officer	166,831	2021	
Alaska	Bethel	City Manager	6,500	2019	
	Homer	City Manager (Professional Outreach)	5,300	2019	
	Seward	City Manager	2,693	2019	
	Unalaska	City Manager	4,768	2017	
Arizona	Buckeye	City Manager	69,744	2021	
Colorado	Eagle	Town Manager	6,739	2017	
	Englewood	City Manager	34,957	2019	
Connecticut	Cheshire	Town Manager	29,261	2017	
	East Hampton	Town Manager	13,000	2019	
	Enfield	Town Manager	45,246	2015	
				2018	
				2020	
	Manchester	General Manager	59,710	2021	
	Meriden	City Manager	60,838	2018	
Delaware	Newark	City Manager	33,398	2018	
Florida	Gainesville	Assistant City Manager	133,997	2021	
	Lakeland	City Manager	110,000	2020	
	Largo	Assistant City Manager	82,244	2018	
	Palm Beach	Assistant City Manager	85,933	2021	
Georgia	Albany	City Manager	77,434	2021	
	College Park	City Manager	14,500	2021	
	Decatur	Assistant City Manager	25,000	2018	
		City Manager	25,000	2018	
Illinois	Algonquin	Village Manager	30,947	2012	
	Arlington Heights	Village Manager	75,500	2014	
	Barrington	Village Manager	10,455	2018	
	Bensenville	Village Manager	20,703	2015	
	Bloomington	City Manager	78,005	2018	
	Buffalo Grove	Village Manager	42,909	2010	
	Carbondale	City Manager	25,092	2011	
	Cary	Village Administrator	18,713	2011	
	Centralia	City Manager	13,000	2020	
	Clarendon Hills		Village Administrator	8,653	2014
			Village Manager	8,653	2010
		Crest Hill	City Administrator	21,169	2015
					2021
	Decatur	City Manager	76,178	2014	
				2018	
		Deputy City Manager	76,178	2019	
	DeKalb	City Manager	43,849	2018	



**City Management**

<i>STATE</i>	<i>CLIENT</i>	<i>POSITION</i>	<i>POPULATION</i>	<i>YEAR</i>
			44,862	2013
	Dixon	City Manager	18,601	2015
	East Moline	City Administrator	21,300	2011
				2016
	East Peoria	City Administrator	23,503	2016
	Effingham	City Administrator	12,384	2010
			12,577	2018
	Elmhurst	City Manager	46,387	2010
	Forsyth	Village Administrator	3,490	2021
	Fox Lake	Village Administrator	10,550	2013
				2021
	Freeport	City Manager	25,000	2017
	Galesburg	City Manager	33,706	2010
	Geneseo	City Administrator (Virtual)	6,500	2019
	Glen Ellyn	Assistant Village Manager	27,000	2013
		Village Manager	27,000	2010
	Glencoe	Assistant Village Manager	8,723	2015
		Village Manager	8,723	2013
	Greenville	City Manager	7,000	2021
	Hanover Park	Village Manager	38,510	2012
	Highland Park	City Manager	31,365	2011
	Hinsdale	Village Manager	16,816	2013
	Homer Glen	Village Manager	24,220	2011
	Homewood	Assistant Village Manager (Virtual)	19,464	2017
				2021
	Inverness	Village Administrator	7,400	2013
	Joliet	City Manager	147,500	2013
				2017
	Kenilworth	Village Manager	2,562	2012
	La Grange	Assistant Village Manager (Virtual)	15,610	2017
	La Grange	Village Manager	15,610	2017
	La Grange Park	Assistant Village Manager	13,579	2020
	Lake Bluff	Assistant to the Village Manager	5,700	2016
	Lake Forest	City Manager	19,375	2018
	Lake Villa	Village Administrator	8,774	2013
	Lake Zurich	Village Manager	19,631	2015
	Libertyville	Village Manager	20,431	2016
	Lincoln	City Administrator	14,500	2014
	Lincolnshire	Assistant Village Manager/Community Development Director	7,500	2016
		Village Manager	7,500	2012



**City Management**

<i>STATE</i>	<i>CLIENT</i>	<i>POSITION</i>	<i>POPULATION</i>	<i>YEAR</i>
	Lindenhurst	Village Administrator	14,468	2017
	Lombard	Village Manager	43,815	2013
	Marengo	City Administrator	7,614	2011
	Mettawa	Part-time Village Administrator	500	2010
	Mokena	Village Administrator	19,042	2015
	Moline	City Administrator	43,100	2017
	Monmouth	City Administrator	9,444	2014
	Morton Grove	Village Administrator	23,500	2011
	Mt. Prospect	Village Manager	54,771	2015
	Mundelein	Village Administrator	31,385	2020
	New Lenox	Village Administrator	25,000	2011
	Niles	Village Manager	30,001	2021
	Normal	City Manager	54,264	2017
	North Chicago	Chief of Staff	30,020	2021
	Northbrook	Village Manager	35,000	2021
	Oak Brook	Village Manager	8,058	2014
				2021
		Assistant Village Manager/Human Resources Director		
	Oak Park		52,000	2019
		Village Manager	52,000	2021
	Orland Park	Village Manager	60,000	2016
				2019
	Palos Heights	City Administrator (Virtual)	12,480	2021
	Pekin	City Manager	33,223	2016
	Peoria	Assistant City Manager	115234	2021
	Pingree Grove	Village Manager	10,000	2020
	Plainfield	Village Administrator	41,734	2021
	Princeton	City Manager	7,700	2011
	Princeton	City Manager	7,700	2019
	River Forest	Village Administrator	11,635	2010
				2021
	Rock Island	City Manager	39,684	2011
				2021
	Savoy	Village Administrator (Virtual)	8,607	2020
	Schaumburg Township	Township Administrator (Virtual)	140,000	2021
	Schiller Park	Village Manager	11,692	2015
	Shorewood	Village Administrator	17,495	2018
	Skokie	Village Manager	65,000	2013
		Assistant City Manager (Professional Outreach)		
	St. Clair Shores		59,984	2021
	Sycamore	City Manager (Professional Outreach)	18,557	2021



**City Management**

<b>STATE</b>	<b>CLIENT</b>	<b>POSITION</b>	<b>POPULATION</b>	<b>YEAR</b>
	Tinley Park	Village Manager	56,831	2013
	Vernon Hills	Village Manager	25,911	2021
	Villa Park	Assistant Village Manager (Virtual)	22,038	2021
	Volo	Village Administrator	6,283	2013
	Washington	City Administrator	15,700	2015
				2021
	Wauconda	Village Administrator	14,125	2013
				2017
				2021
	Willowbrook	Village Administrator	8,967	2019
	Winnetka	Assistant Village Manager	12,417	2019
	Woodridge	Village Administrator	32,971	2017
Indiana	Munster	Town Manager	23,603	2014
	St. John	Town Manager (Professional Outreach)	18,047	2020
Iowa	Bondurant	City Administrator	5,493	2017
	Burlington	City Manager	25,663	2011
	Indianola	City Manager	15,833	2022
	Knoxville	City Manager	7,300	2021
	Muscatine	City Administrator	23,819	2020
	Newton	City Administrator	15,000	2016
	Washington	City Administrator	7,266	2011
	Webster City	City Manager	8,000	2016
	West Liberty	City Manager	3,736	2013
	Windsor Heights	City Administrator	4,860	2019
Kentucky	Paducah	City Manager	24,850	2021
	Paris	City Manager	9,846	2021
Maine	Bangor	City Manager	33,039	2021
Maryland	Greenbelt	City Manager	23,753	2016
	Hagerstown	City Administrator	40,612	2015
	Sykesville	Town Manager	3,941	2019
	Westminster	City Administrator	18,522	2021
Massachusetts	Cambridge	City Manager	110,000	2016
	Eastham	Town Administrator	4,956	2016
	Provincetown	Town Manager	2,990	2015
	Williamstown	Town Manager	7,806	2021
			8,400	2015
Michigan	Adrian	City Administrator	20,676	2018
	Albion	City Manager	8,337	2018
	Alpena	City Manager	10,410	2012
	Caro	City Manager	4,208	2012
	Charlotte	City Manager	9,100	2020





**City Management**

<i>STATE</i>	<i>CLIENT</i>	<i>POSITION</i>	<i>POPULATION</i>	<i>YEAR</i>
	Clawson	City Manager	11,946	2021
	Delta Charter Township	Township Manager	32,400	2014
	Eastpointe	City Manager	32,673	2019
	Ferndale	City Manager	20,428	2019
	Hamtramck	City Manager	21,752	2017
	Kalamazoo	City Manager	75,000	2013
	Lincoln Park	City Manager	36,665	2019
	Oakland Township	Township Manager	16,779	2013
			19,132	2018
	Rochester	City Manager	13,000	2015
	Royal Oak	City Manager	59,112	2019
	Royal Oak Township	Township Manager	2,600	2021
	Troy	Assistant City Manager	83,181	2019
		City Manager	83,181	2018
Minnesota	Buffalo	Assistant City Administrator	15,855	2021
	Hibbing	City Administrator	15,855	2021
	St. Louis Park	City Manager	48,662	2021
	Waconia	City Administrator	13,500	2021
	Woodbury	Assistant City Administrator	68,820	2017
Missouri	Ballwin	City Administrator	30,181	2020
	Cape Girardeau	City Manager	38,000	2020
	Ferguson	City Manager	21,111	2015
	Maryland Heights	City Administrator	27,436	2015
	Republic	City Administrator	15,590	2016
	South Lyon	City Manager	11,327	2018
	University City	Assistant City Manager	35,172	2020
		Assistant to the City Manager/Communications Director	35,172	2018
		Assistant to the City Manager/Director of Human Resources	35,172	2020
		City Manager	35,172	2017
	Warrensburg	City Manager	20,200	2021
	Webster Groves	City Manager	22,800	2020
	Wildwood	City Administrator	35,517	2014
		City Manager	35,524	2019
Nevada	Boulder City	City Manager	16,207	2021
New Hampshire	Portsmouth	City Manager	21,796	2019
New Jersey	Waldwick	Borough Administrator	9,800	2015
New York	Long Beach	Deputy City Manager (Virtual)	33,275	2021
	Mamaroneck (Town)	Town Administrator	29,156	2021
	Mamaroneck (Village)	Village Manager	19,426	2018



**City Management**

<i>STATE</i>	<i>CLIENT</i>	<i>POSITION</i>	<i>POPULATION</i>	<i>YEAR</i>
	Scarsdale	Village Manager	17,837	2021
North Carolina	Fayetteville	Assistant City Manager	210,000	2012
				2017
				2018
North Dakota	Minot	City Manager	45,700	2020
Ohio	Oberlin	City Manager	8,390	2016
Pennsylvania	Ferguson Township	Township Manager	18,300	2017
	Mt. Lebanon	Municipal Manager	33,137	2015
	South Fayette Township	Township Manager	14,416	2018
Rhode Island	North Kingston	Town Manager	26,326	2015
Texas	Austin	Assistant City Manager	885,000	2021
	Burleson	City Manager	36,990	2011
			43,960	2018
	Garland	Assistant City Manager	233,206	2016
	McKinney	Assistant City Manager	191,645	2019
	Missouri City	Assistant City Manager	74,139	2019
		City Manager	74,139	2021
Vermont	Winooski	City Manager	7,997	2021
Virginia	Chesapeake	City Manager	245,000	2019
	Portsmouth	City Manager	96,000	2020
	Salem	City Manager	25,643	2019
	Virginia Beach	City Manager	442,707	2019
Washington	Duvall	City Administrator (POS)	8,090	2021
	Yakima	Assistant City Manager	97,000	2021
West Virginia	Bridgeport	City Manager	8,582	2019
				2021
	Morgantown	City Manager	31,000	2016
Wisconsin	Baraboo	City Administrator	12,048	2019
	Bayside	Assistant Village Manager	4,400	2019
	Beaver Dam	City Administrator	16,291	2021
	Bellevue	Village Administrator	15,524	2018
	Beloit (City)	City Manager	36,966	2015
	Beloit (Town)	Town Administrator	7,083	2016
				2020
	Brown Deer	Village Manager	12,000	2012
	Burlington	City Administrator	10,511	2014
	Cedarburg	Town Administrator	11,475	2015
	Fon du Lac	City Manager	43,021	2012
	Fort Atkinson	City Manager	12,300	2012
	Franklin	Director of Administration	36,155	2019
	Glendale	City Administrator	12,920	2016



**City Management**

<i>STATE</i>	<i>CLIENT</i>	<i>POSITION</i>	<i>POPULATION</i>	<i>YEAR</i>
	Harrison	Village Manager	13,185	2021
	Hartford	City Administrator	14,251	2015
	Hobart	Village Administrator	8,500	2016
	Janesville	City Manager	63,480	2013
	Lake Geneva	City Administrator	7,710	2015
	Lisbon	Town Administrator/Clerk	2,521	2014
	Monroe	City Administrator	10,827	2020
	Oak Creek	City Administrator	35,243	2016
	Plymouth	City Administrator/Utilities Manager	8,540	2020
		Director of City Services	8,540	2010
	Prairie du Chien	City Administrator	5,900	2017
	Princeton	City Administrator	1,504	2010
	Racine	City Administrator	78,200	2016
	Rhineland	City Administrator	7,800	2018
	Richfield	Village Administrator	11,500	2009
	Rome	Town Administrator	2,720	2016
	Shorewood	Village Manager	13,331	2017
	Waukesha	City Administrator	72,489	2012
	West Bend	City Administrator	31,000	2016
	Whitewater	City Manager	14,300	2012



**MERCER GROUP ASSOCIATES**

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January 7, 2022

Mayor Brad Wiersum and City Council Members  
City of Minnetonka  
14600 Minnetonka Blvd.  
Minnetonka, MN 55125

Dear Mayor Wiersum and City Council Members:

On behalf of Mercer Group Associates, I am pleased to submit this proposal to assist the City of Minnetonka in recruiting exceptionally well-qualified candidates for the position of City Manager. This proposal presents Mercer Group Associates standard approach for a national recruitment for this type of position. We are very willing to adapt our standard process to meet Minnetonka's specific needs if that is desired.

Mercer Group Associates is an interactive consortium of thirteen seasoned, senior level, consultants with decades of previous experience as practitioners in local, state, and federal government as well as institutions of higher education and state municipal leagues. We have served as city/county managers, state league directors, federal legislative development officers, upper-level strategic planners, human resource directors, government legal counselors, and finance directors.

Many Mercer Group Associates, myself included, began their consulting careers with The Mercer Group, Inc. which was founded by Jim Mercer in 1990. His firm provided clients throughout the country with outstanding consulting services until his death in 2021. We are now honored to continue his legacy and work through Mercer Group Associates. His leadership and vision in service to his clients is a model we will always strive to emulate at Mercer Group Associates. (Please see [www.mercergroupassociates.com](http://www.mercergroupassociates.com) for information about our firm and about current searches that we are conducting.)

If Mercer Group Associates is selected, I will be the lead consultant overseeing this search. As such, I will be responsible for all search components listed in this proposal. I will consult with other firm members at key points in the process (e.g., identifying potential candidates they recommend be encouraged to apply, glean their knowledge about a particular candidate or candidates, etc.) as appropriate.

City of Minnetonka, MN  
Page Two  
January 7, 2022

I served as City Manager in Minnetonka for 13 years and as Executive Director of the League of Minnesota Cities for 22 years. I was asked to join The Mercer Group, Inc. in 2015 and did so because it has allowed me the opportunity to continue working with local governments, my professional passion for 50 years. I understand the critical importance of making the best hiring decisions and my association first with The Mercer Group, Inc., and now with Mercer Group Associates, allows me to share my experience and insight with cities, something I find immensely rewarding.

I have been the lead consultant on recruitments for the City Manager in Shoreview, Mankato and West St. Paul, Minnesota (twice); the City Administrator in Hastings, Forest Lake and South St. Paul; the Executive Director of the League of Oregon Cities; the Executive Director of the Dakota Communications Center and the Local Government Information Systems (LOGIS) Public Safety Applications Administrator positions.

I have worked with others on recruitments for the City Administrator and Finance Commissioner positions in Poughkeepsie, NY; the Executive Director of the California League of Cities, Vermont League of Cities and Towns, and the Rhode Island League of Cities and Towns.

The Mission of Mercer Group Associates is to serve our government partners with the highest ethical and professional efforts and to make them proud they engaged us to provide management consulting services. If selected to conduct this search, I would have no difficulty undertaking the project consistent with the timetable outlined in this proposal. I generally only conduct one recruitment at a time to ensure that the client has my full attention. I would not accept any other recruitments if selected by the City of Minnetonka.

Thank you for the opportunity to respond for this important assignment. This proposal is valid for ninety (90) days from receipt by the City of Minnetonka. I look forward to personally discussing this proposal with you. Please contact me if you have any questions.

Sincerely yours,

**MERCER GROUP ASSOCIATES**

James F. Miller  
Senior Associate  
Minnesota Office  
[jf\\_miller@outlook.com](mailto:jf_miller@outlook.com)  
612-581-9972



**MERCER GROUP ASSOCIATES**

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# **City of Minnetonka, Minnesota**

Proposal for Executive  
Search Services for

## **City Manager**

January 7, 2022

**MERCER GROUP ASSOCIATES**

**[jf\\_miller@outlook.com](mailto:jf_miller@outlook.com)**

**2119 Lake Augusta Drive**

**Mendota Heights, MN 55120**

**612-581-9972**

**[Jf\\_miller@outlook.com](mailto:jf_miller@outlook.com)**

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## I. INTRODUCTION, BACKGROUND AND OBJECTIVES

This section presents our understanding of the City of Minnetonka's likely requirements for this search, as well as the objectives and scope of the project based on the City's Request for Proposals and previous similar searches the firm has conducted. As noted in the transmittal letter, we are very open to modifying this proposal to meet the City's specific needs.

### A. **Project Understanding**

We expect that:

- The City is seeking "turn-key" executive search services and support in connection with the nation-wide recruitment of a City Manager.
- Mercer Group Associates will undertake a search that will include: position analysis and preparation of a position profile; a comprehensive national recruitment for the position; inviting potential candidates to apply; reviewing and screening applications; recommending a list of semi-finalist candidates; coordinating semi-finalist and finalist interviews; reference and background checks of selected candidates; assistance in contract negotiation if desired; and following up.
- The City will provide limited assistance in scheduling meetings, contact information, etc.

### B. **Objectives**

To help find the best qualified candidates for the position we will:

- Conduct a thorough assessment to identify required and desired qualifications for the new City Manager.
- Reconcile any differences in points of view regarding qualifications for the position.
- Develop a comprehensive position profile.
- Assist the City Council in establishing a recruitment process including the timetable and interview structure for semi-finalist and finalist candidates.
- Encourage top level people (including through outreach to women and persons of color) to apply who may otherwise be reluctant to respond to an advertisement.
- Comply with appropriate personnel regulations and state laws (e.g., Data Practices, Open Meeting, EEO, Affirmative Action and ADA).
- Supply all qualified applicants with relevant information about the City, the City



Manager position, and the community.

- Independently and objectively assess the qualifications and suitability of candidates for the position based on the agreed upon required and desired qualifications.
- Recommend a pool of semi-finalist candidates.
- Coordinate semi-finalist and finalist candidate interviews and recommend the processes for those interviews.
- Respond to all candidate inquiries and produce all correspondence throughout the search as requested.
- Keep the City Council closely involved in key decisions and informed of our progress through weekly email updates.
- Assist the City Council in reaching a final decision.
- Assist in or conduct contract negotiations with the successful candidate, if desired.
- Assist the City Council in establishing criteria for evaluating the new City Manager's performance, if desired.
- Follow-up with the City Council and the new City Manager during the first year to determine if adjustments are necessary.

## II. WORK PLAN AND SCHEDULE

This section presents the work plan and schedule we recommend for this recruitment.

### A. Work Plan

#### 1. Position Analysis

We will have extensive consultation with the City Council and any others it selects to determine the requirements of the job (not simply as stated in the position description), and to obtain information about the environment within which the position functions including ongoing or upcoming issues, priorities or goals. During this process, we will conduct individual interviews with the City Council, department directors, key staff, and others of your choice such as community leaders to identify expectations, perceptions, and concerns regarding the position. This is a critical component of the recruitment process because finding the best candidates involves more than identifying those applicants with the most experience or education; it requires identifying those who best meet the specific needs of the City of Minnetonka and who possess the management style best suited to be an effective contributor to the City's leadership team.

Based on those meetings, we will prepare a draft position profile and review it with the City Council to arrive at agreement regarding the specifications for the position. The final position profile will include information about the community, major issues to be faced, the position, and the selection criteria established. Again, it is critical that the profile accurately convey the City's needs and expectations and not merely be boilerplate or a promotional document.

#### 2. Recruitment Process

Because we have recently completed similar searches, we will first review our database to identify those candidates who may meet the City's specifications. Although this process is valuable we will also rely heavily on our own contacts and experience. In other words, through "networking", we will conduct a pro-active, nation-wide, professional search for the best qualified candidates and invite them to apply for the position. We typically directly contact at least 20 such candidates.

Based on our discussions with the City, we will place ads in professional journals, online at appropriate websites and listservs, and in various minority and women's publications to encourage applicants to apply.

#### 3. Resume Review

We will review and analyze each applicant's background and experience against the position profile criteria. We will acknowledge all resumes received and keep candidates informed of their status in a timely manner.

#### **4. Candidate Screening**

We will be responsible for screening all applications received. The preliminary screening will be based on the required and desired candidate attributes as contained in the approved recruitment profile. They will include such items as education, technical knowledge, experience, accomplishments, management style, personal traits, etc. Screening of candidates against those criteria will be based on data contained in the resumes and other information provided by the candidates and on our knowledge of them and/or the organizations in which they work. At this stage, each must meet the minimum qualifications specified in the recruitment profile.

By careful analysis of resumes and other available information, we will identify the applicants with the strongest apparent qualifications consistent with the desired qualifications and characteristics. We will conduct preliminary interviews with each of these candidates to further assess their fit for the City of Minnetonka and prepare a written summary on each covering, but not be limited to: 1) present position, 2) total years' experience, 3) salary requirements, 4) education, 5) previous positions held, 6) notable projects, 7) management style, 8) skills and abilities, 9) interests, and 10) professional goals and accomplishments.

This information will be presented to the City Council in a detailed written report which will also include summary information about all other candidates with the goal to identify eight to twelve semi-finalists (depending on the candidate pool). Interviews by a City Council subcommittee, likely by video conference, are recommended; other options exist. Because of Data Practices and Open Meeting Law implications, an interview process should be discussed and agreed on at the recruitment outset. Based on these interviews, the City Council will select up to five finalists.

We will then request that all finalists provide substantial information about their accomplishments and their management style and philosophy. This information will be verified with references. We also recommend finalists be interviewed and complete a leadership evaluation customized to the Minnetonka recruitment. We have worked with Martin-McAllister, a consulting psychologist firm in Minneapolis, with very good results and would recommend their services.

#### **5. Background Investigations**

We make detailed and extensive reference checks. In conducting these, it is our practice to speak directly to at least six references that are now or have previously been in a position to evaluate the candidate's job performance. We then attempt to network these references to other persons who know the candidate. In this way, we thoroughly evaluate each candidate.

These references and evaluations are combined to provide frank and objective appraisals of the top candidates. We also identify past employment difficulties, if any, including reasonable due diligence on any legal action filed by or against current or former employers.

As part of our evaluation process, we verify undergraduate and graduate college degrees. We arrange for credit checks, criminal checks, and, as mentioned, as an additional option can arrange for psychological (or similar) testing of the candidates if desired.

## **6. Finalist Interview Process**

We will provide the City Council with our recommendations relative to timing, sequencing, location, setting, format, and conduct of interviews with the finalists. We generally recommend a two-day process that includes candidate tours of the city and facilities, interaction with department directors and other key staff, an open house or public forum for the community where candidates make presentations about themselves with an opportunity for questions, an informal social event for the City Council and candidates on the first day, followed by formal interviews and City Council deliberation on the second day. We will assist as requested to arrange schedules for finalist interviews with the City Council and will coordinate the process.

## **7. Negotiation and Follow-up**

If desired, we will undertake or assist in the negotiation process relative to salary, benefits and other conditions of employment as part of our fee. If an agreement cannot be reached, we will work with the City Council to select an alternate candidate.

We will properly handle any and all media relations as requested. Unless otherwise directed, it is our standard practice to tell all media that we are working on the city's behalf and that any public statement should come directly from the person(s) designated by the city. We will maintain confidentiality of candidate information, to the degree possible, under Minnesota law.

Finally, we will notify all unsuccessful candidates who were not recommended for interview when the final decision is reached. We suggest, however, that it is more proper for the Mayor to notify all unsuccessful finalists of the City's decision.

Once the new City Manager has been on board for 30 days or so, if desired, we will conduct a session with the City Council and City Manager to establish mutual performance criteria and goals for the position. We will follow-up periodically during the first year in order to make any adjustments that may be necessary.

We will keep the City Council closely informed and involved in decisions concerning the search process at all times. We will send weekly e-mail updates and a formal progress report at the mid-point of the search. These reports will discuss progress on the recruitment and specific steps to be taken to meet the City's deadlines.

## **B. Schedule**

This schedule could be altered depending on the City’s needs. Council meeting dates were determined from the calendar found on the City’s website.

<b>RECRUITMENT PROCESS TIMELINE</b>	
City Council Approval	January 24, 2022
Kickoff meeting and interviews with City Council and others to be interviewed	January 27 – February 4, 2022
Draft recruitment profile to City Council for review	February 15 for February 21, 2022 Special Meeting
Final recruitment profile including all graphics to City Council for review and approval	March 3 for March 7, 2022 Council Meeting
Ad placement and recruitment profile/invitation letter sent to selected candidates	March 8, 2022
Follow-up telephone calls and receipt of applications	March 8 – April 5, 2022
Cutoff date for receipt of applications	April 5, 2022
City Council selects semi-finalists	April 11, 2022
Interviews with semi-finalists	April 21 – 22, 2022
City Council selects three to five finalists	April 25, 2022
Reference and background checks on finalists and comprehensive report to City Council	April 26 – May 6, 2022
City Council interviews top candidates	May 13 – 14, 2022
City Council makes selection	May 14 or 16, 2022
Agreement negotiated	May 16 – 20, 2022
City Council makes appointment	May 23, 2022
Selected candidate starts	July 5, 2022

### III. COST PROPOSAL

Our fee for the services outlined is \$17,500 plus not-to-exceed expenses of \$4,000. Items typical of a similar search with their associated costs are broken down as follows:

Full Search:

Position Analysis and Recruitment Profile Interviews	\$3,000
Recruitment Profile Development	2,500
Outreach Campaign	3,500
Resume Review	3,000
Candidate Screening	4,000
Interview Process	<u>1,500</u>

**TOTAL FEE** **\$17,500**

Not-to-exceed expenses of \$4,000 are for: recruitment profile design and preparation, advertising, reference and background investigation, etc. Because we will be conducting this recruitment from our Minnesota office, expenses should be considerably less than budgeted (approximately \$2,000 for the recently completed Shoreview recruitment). Costs for leadership assessments as recommended earlier herein are additional – approximately \$1,300 per assessment.

The cost for final candidates to travel to interview with the City is not included. Such costs are typically paid by the client on a reimbursement basis directly to the candidates. These costs are difficult to estimate because they depend on where the candidates are located.

We will submit regular invoices for fees and expenses. It is our practice to bill one-half after ad placement and one-half upon recruitment completion. Each invoice is due and payable upon receipt for professional services.

We will comply with all applicable laws, rules and regulations of federal, state and local government entities.

We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards and Minnesota law.

Our recommendations and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered. This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Minnesota.

## IV. FIRM QUALIFICATIONS AND STAFFING

This section presents our qualifications to conduct projects of this type and describes the staff to be assigned to the search.

### A. Firm Qualifications

Mercer Group Associates is an independent management consulting consortium operating nationwide and providing exceptionally high-quality management consulting services to state and local governments, “joint powers” entities, state municipal leagues and special districts. Specialty practice areas include: executive recruitment, organization and operations analysis, productivity improvement, strategic planning, management systems, compensation/classification studies, government consolidation, organization development, privatization, budget evaluation, training, and general management consulting. Our key consultants have conducted successful searches and studies for hundreds of public sector organizations nationally and we can offer numerous references as testimony of our work. (Please see [www.mercergroupassociates.com](http://www.mercergroupassociates.com) for more information about our firm.)

### B. Resume of Lead Associate

#### **Jim Miller, Senior Associate - Minnesota Office**

Mr. Miller will undertake and be responsible for all aspects of this recruitment.

He retired in July, 2015 after 22 years as the Executive Director of the League of Minnesota Cities. The League represents over 850 cities providing training for elected and appointed officials, legislative representation, research, insurance, and investment pooling among other services. It has over 100 employees, with a \$20 million operating budget and combined assets of about \$1 billion including its insurance and investment programs.

Previously, Mr. Miller was City Manager of Minnetonka, Minnesota for thirteen years. He has over forty-five years of local government experience and has worked in seven cities in five states, including: Eau Claire, Brown Deer, and Janesville, Wisconsin; Phoenix, Arizona; Monroeville, Pennsylvania; and Des Moines, Iowa.

He has served on numerous Boards of Directors including the National League of Cities and as chair of its Risk Information Sharing Consortium, a membership association of state league sponsored risk sharing pools in 34 states and two Canadian provinces. He is also a Past President of the League of Minnesota Cities. In 1991, then Governor Carlson appointed him to the Minnesota Advisory Commission on Intergovernmental Relations.

He holds a BA degree (University of Wisconsin - Eau Claire) two MPA degrees (University of Pittsburgh and Nova Southeastern University) and a DPA degree (Nova Southeastern University) and was awarded a Bush fellowship to attend the Program for Senior Executives in State and Local Government at Harvard University.

He has served as adjunct and assistant professor at Hamline University where he taught graduate courses in public administration and in leadership and management. He held a similar position at Drake University.

In 1995 he was awarded the Lloyd Short Award for Outstanding Contributions to the Field of Public Administration presented by the Minnesota Chapter of the American Society for Public Administration. Hamline University has created an endowed scholarship for graduate students interested in a career in local government in his name. Upon his retirement, the League Board of Directors renamed its annual leadership award which recognizes outstanding career contributions by a local government practitioner, as the James F. Miller Leadership Award.



## V. MERCER GROUP ASSOCIATES GUARANTEES

The ten guarantees for our search work are explained below:

- 1. Client Organization:** The client is defined as the entire entity, including all departments, divisions, sections and groups. This assures that all of our guarantees apply to the entire client organization.
- 2. Two-Year Off Limits:** We will not recruit candidates from a client organization for two years after completion of a search assignment without the full agreement of the client.
- 3. Placement Off Limits Forever:** We will never recruit a candidate whom we have placed in a client organization as long as he/she is employed by that organization without the full agreement of the client
- 4. Search Continuation:** If, for any reason, the client does not feel comfortable selecting a candidate from our original recommended group of candidates, we will continue the search until the client can make a selection. The only caveat is that we may need to charge additional out-of-pocket expenses for this additional work.
- 5. Replacement of Successful Candidate:** If the candidate we place with the client leaves the client organization for any reason during the two-year period following the date of placement, we will undertake a new recruitment only for the out-of-pocket expenses incurred for this new placement.
- 6. Parallel Candidate Presentation:** We will not present a candidate simultaneously to more than one client. This permits our firm to represent one client organization without any conflicts of interest.
- 7. Code of Ethics:** We hold ourselves and our firm to the highest professional and ethical standards and will always adhere to the Code of Ethics of the International City/County Management Association.
- 8. Deceptive/Misleading Search Techniques:** We commit to our clients and to our prospective candidates that we will not use any search techniques which may be considered as deceptive or misleading.
- 9. Resume Floating:** We will not float resumes to organizations in the hopes that we can collect a fee if that individual is hired.
- 10. Not Represent Individuals:** We assure our clients and individuals who may become candidates that we will not collect a fee from candidates whom we may recommend for a position.

## **APPENDIX A: DRAFT AGREEMENT**

### **AGREEMENT**

This AGREEMENT, made as of this \_\_\_ day of \_\_\_\_\_, 2022, by and between MERCER GROUP ASSOCIATES and THE CITY OF MINNETONKA, MINNESOTA.

#### **WITNESSETH:**

WHEREAS, The City of Minnetonka, Minnesota, (hereinafter referred to as "City") has made a request for proposals to hire an executive recruiter to conduct a search for a City Manager, and

WHEREAS, Mercer Group Associates (hereinafter referred to as "MGA") has submitted a proposal in response to City's request; and

WHEREAS, City has selected MGA's proposal as the proposal which best meets its needs and City desires to hire MGA to conduct City's search for a new City Manager, and

NOW THEREFORE, in consideration of the following mutual covenants and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by all parties hereto, MGA and City hereby agree as follows:

1. MGA agrees to conduct this recruitment in accordance with scope of services outlined in its Proposal to City dated January 7, 2022 in response to City's request for proposal. MGA's proposal is incorporated by reference and thus made a part of this Agreement.
2. City agrees to compensate MGA for its services in the amount of \$17,500 for professional services and not-to-exceed \$4,000 in expenses to conduct a full search for City Manager. Payments to MGA are to be made as outlined on page 7 of MGA's proposal to City. City and MGA both agree that this Agreement shall be governed by the laws of the State of Minnesota.
3. City and MGA both agree that in the event that any dispute arises between the parties, the complaining party shall promptly notify the other of the dispute in writing. Each party shall respond to the other party in writing within ten (10) working days of receipt of such notice.
4. City and MGA both agree that any amendments to this Agreement shall be made in writing, and executed by both parties. No proposed amendment which is not in writing and executed by both parties shall affect the terms of this Agreement.

5. The parties shall have the right at either party's convenience to terminate this Agreement following ten (10) days' written notice to the other party. Should either party terminate this Agreement, City shall only be obligated to pay MGA for those services already provided.

**CITY OF MINNETONKA,  
MINNESOTA**

BY:

**MERCER GROUP ASSOCIATES  
DBA: Reddish Executive Search Associates, LLC**

BY:  
James F. Miller  
Senior Associate

## **APPENDIX B: PREVIOUS AND CURRENT SEARCHES**

Examples of our relevant executive search experience follow:

City of Shoreview, Minnesota – City Manager

City of Mankato, MN – City Manager

City of Hastings, MN – City Administrator

City of Forest Lake, MN – City Administrator

City of South St. Paul, MN – City Administrator

City of West St. Paul, MN (twice) – City Manager

Local Government Information Systems – Public Safety Applications Administrator

Dakota Communications Center – Executive Director

League of Minnesota Cities – Executive Director

League of Oregon Cities – Executive Director

League of California Cities – Executive Director

League of Rhode Island Cities and Towns – Executive Director

City of Poughkeepsie, NY – City Administrator

## **APPENDIX C: REFERENCES**

You may contact any of the following clients and placements for references on the executive search work of Mr. Miller:

Ms. Sandy Martin, Mayor  
City of Shoreview, Mn  
4600 Victoria Street N  
Shoreview, MN 55126  
651-335-6228  
[smartin@shoreviewmn.gov](mailto:smartin@shoreviewmn.gov)  
City Manager recruitment

Ms. Sue Denkinger  
Council Member  
City of Shoreview, MN  
651-260-1940  
[sdenkinger@shoreviewmn.org](mailto:sdenkinger@shoreviewmn.org)  
City Manager recruitment

Mr. Dave Napier, Mayor  
City of West St. Paul, MN  
1616 Humboldt Ave.  
West St. Paul, MN 55118  
612-562-9773  
[dnapier@wspmn.gov](mailto:dnapier@wspmn.gov)  
City Manager recruitment

Ms. Wendy Berry  
Council Member  
City of West St. Paul, MN  
1616 Humboldt Ave.  
West St. Paul, MN 55118  
612-414-2749  
[wberry@wspmn.gov](mailto:wberry@wspmn.gov)  
City Manager recruitment

Ms. Najwa Massad, Mayor  
City of Mankato, MN  
10 Civic Center Plaza  
Mankato, MN 56001  
507-387-8693  
[nmassad@mankatomn.gov](mailto:nmassad@mankatomn.gov)  
City Manager recruitment

Mr. Mike Lavin  
City Council President  
City of Mankato, MN  
10 Civic Center Plaza  
Mankato, MN 56001  
507 720-8674  
[mlavin@mankatomn.gov](mailto:mlavin@mankatomn.gov)  
City Manager recruitment

Ms. Mary Fasbender, Mayor

City of Hastings, MN  
101 4<sup>th</sup> St. East  
Hastings, MN 55033  
651-480-2350  
[MayorMary@hastingsmn.gov](mailto:MayorMary@hastingsmn.gov)  
City Administrator recruitment

Ms. Julie Flaten, Administrative Services Director  
City of Hastings, MN  
101 4<sup>th</sup> St. East  
651-480-2355  
[jflaten@hastingsmn.gov](mailto:jflaten@hastingsmn.gov)  
City Administrator recruitment

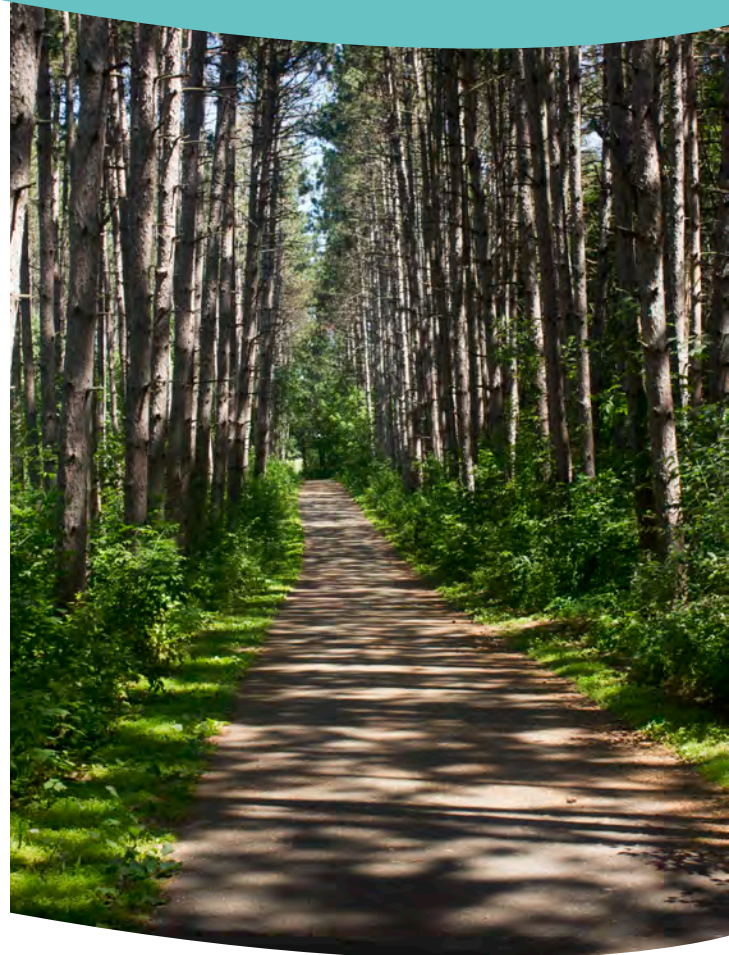
Ms. Mara Bain, Mayor  
City of Forest Lake, MN  
1408 Lake St. S  
Forest Lake, MN 55025  
651-464-3550  
[Mara.Bain@ci.forest-lake.mn.us](mailto:Mara.Bain@ci.forest-lake.mn.us)  
City Administrator recruitment

Ms. Bridget McCauley Nason, City Attorney  
City of Forest Lake, MN  
Levander, Gillen & Miller, P.A.  
633 Concord Street S. #400201 4<sup>th</sup> St. SE  
South St. Paul, MN 55075  
651-451-1831  
[BNason@levander.com](mailto:BNason@levander.com)  
City Administrator recruitment

Mr. James Francis, Mayor  
City of South St. Paul, MN  
125 3<sup>rd</sup> Ave. North  
South St. Paul, MN 55075  
651-554-3284  
[jfrancis@sspnmn.org](mailto:jfrancis@sspnmn.org)  
City Administrator recruitment

Ms. Korine Land, City Attorney  
Cities of South & West St. Paul  
Levander, Gillen & Miller, P.A.  
633 Concord Street S. #400201 4<sup>th</sup> St. SE  
South St. Paul, MN 55075  
651-451-1831  
[KLand@levander.com](mailto:KLand@levander.com)  
City Administrator and City Manager recruitments, respectively

THE CITY OF  
**SHOREVIEW, MINNESOTA**



INVITES YOUR INTEREST IN THE POSITION OF

**CITY MANAGER**



# SHOREVIEW – AN EXCEPTIONAL OPPORTUNITY



This is an exceptional opportunity to provide leadership and management in a vibrant and engaged community with high quality city services, professional and dedicated staff and exceptionally stable governance. The current City Manager, Terry Schwerm, is retiring after 28 years as the city's chief appointed officer. The city council is seeking a progressive, innovative and seasoned professional who values effective partnerships with elected officials and others and who is committed to preserving and enhancing Shoreview's culture as a welcoming community that provides quality services, safe and beautiful neighborhoods, a vibrant economy, and exceptional recreational opportunities. As such, the next city manager will be instrumental in helping the city continue to advance its mission to foster community pride and create a high quality of life by providing exceptional services and amenities.

## ABOUT SHOREVIEW

Shoreview is a second ring suburb of 12.7 square miles and 26,800 residents located ten miles north of both St. Paul and Minneapolis.

In 1957 Shoreview was officially incorporated as a village and became a city in January, 1974 through an act of the State Legislature. In November of that same year the city adopted its present Plan B Council-Manager form of government.

Shoreview has a beautiful natural landscape that includes: 11 lakes, 15 parks (11 city and 4 county) and more than 1,100 acres of open space which together comprise 18% of the city's land area. The city's first-class community center and indoor water park attract visitors from across the metro area. In 2020, the city completed phase 1 of the Shoreview Commons improvement plan, adding a plaza and pond, walking trails, extensive landscaping, and a skate park. In 2021, a new \$3.5 million destination playground will be constructed as phase 2.

Also in 2020, the city introduced a new business-focused website called "Think Shoreview." This new website is designed to expand Shoreview's outreach to its business community and focus on the city's economic development efforts.

The community is served by the Mounds View and Roseville School Districts. Their students receive some of the highest ranked scores and National Merit Scholar designations of any school district in Minnesota. The outstanding educational system is another reason why Shoreview is such a great place for families.

Shoreview residents have a distinct connection to their community, neighborhoods and fellow citizens. It is a diverse and welcoming community for all ages and backgrounds. One of the key factors in Shoreview's high quality of life has been the community's strong and safe neighborhoods, which provide a range of housing styles and costs. In the past few years, Shoreview has added more than 1,000 market-rate apartments and townhomes, greatly expanding the variety of available housing choices.

Today, Shoreview is regarded as one of the finest places to live in the Twin Cities metropolitan area. This didn't simply happen; it is the result of the city's long-standing commitment to capitalize on its natural amenities by providing exceptional services and facilities that create a strong sense of community and pride. The next city manager will play an important role in helping the city preserve and build on this tradition and commitment for future generations.

## ABOUT THE CITY GOVERNMENT

The City of Shoreview is a statutory city operating under the Plan B Council-Manager form of government. The city council consists of the mayor who serves a two-year term and four city council members serving staggered four-year terms.

The city council appoints the city manager who serves as the city's chief administrative officer. The city manager has appointment authority for all other positions (except the city attorney) and delegates specific functional authority and budgetary responsibility to department directors. The city has five departments: administration, community development, finance, parks and recreation, and public works and contracts for police (Ramsey County) and fire protection (Lake Johanna Fire Department) services. Shoreview employs 90 full-time staff and hundreds of part-time and seasonal employees for its community center and recreation programs.

The 2021 general fund budget is \$12 million, and the annual operating budget is \$32.5 million, including debt service funds. The city utilizes a five-year operating plan and biennial budget to maintain its





commitment to long-term financial planning. The operating plan includes three years of historical data, revised estimates for the current fiscal year, and projections for the next five years.

Shoreview has 90 miles of city-owned streets. Within the next year the city will complete its street reconstruction project, which began in the mid-1980s. With this achievement, every municipal street will have been brought up to current roadway standards. Shoreview also operates a water treatment plant to filter iron and manganese from the water supply. The comprehensive infrastructure replacement plan, extending out 40 years, provides an ongoing analytical framework for capital projections (replacements and additions) as well as the resulting impact on tax levies and user fees.

Because of the city's commitment to long-term financial planning and management, it has enjoyed a AAA bond rating for the past several years and is in strong financial condition.

## MAJOR INITIATIVES FOR THE FUTURE

Two aspects of the city's culture are especially important to understand. First, Shoreview has developed an outstanding reputation for its governance and quality services. At its foundation, this is based on an exceptionally high level of mutual trust and respect between the city council and staff. The next city manager will need to value this relationship and be committed to continuing the council/staff partnership focused on achieving the city's mission: "To foster community pride and achieve a high quality of life by providing exceptional services and amenities".

Second, Shoreview is committed to a robust strategic planning process that guides all of its decisions and services. It is a road map that helps focus city services and initiatives needed around four major strategic goals: financial stability, organizational excellence, community and economic development and inclusion and engagement. Within each of these goals, priorities are identified and specific initiatives undertaken. The city manager will play a pivotal role in determining how best to continue meeting these strategic goals and priorities given the potential financial implications and changes in service demands brought on by COVID-19, demographic changes, and the increasing importance of racial equity among other external influences.

Some of the priorities the new city manager will address include:

- **Financial stability.** The city's commitment to long-term financial planning has been critical to achieving its financial strength. Maintaining a solid financial position allows the city to fund essential municipal services, maintain infrastructure, and make key investments in many projects and activities that enhance the community's quality of life. Important current priorities to ensure this continues include rebuilding fund balances for the community center and recreation program special revenue funds following the COVID-19 pandemic and continuing a commitment to five-year operating plans, two-year budget cycles, and long-range infrastructure planning.
- **Transition planning.** Shoreview has been fortunate with years of stable political leadership and long-tenured, dedicated, and professional staff. It is likely that within the next few years several senior department directors and staff will retire. It is also possible that one or more current city council members may choose not to seek re-election as soon as 2022. The city manager will need to help the organization plan for these staff transitions to ensure the organization's culture and high performance are maintained and to assist any newly elected officials as they assume their leadership responsibilities as part of the city council/staff partnership.
- **Organizational excellence.** Shoreview has a workplace culture that encourages and values continuous improvement, employs leading best practices and fosters financial stability. The city recognizes that attracting and retaining a high quality, skilled workforce as an employer of choice is essential to maintaining and enhancing the organization's responsiveness and effectiveness. Current priorities to respond to this goal include documenting key operating characteristics, values, practices, and procedures by creating an organizational governance model statement and strengthening and enhancing communication between departments. The next city manager will need to ensure that momentum already established is built upon and that the organization continues to evolve as a high performing organization.
- **Economic development.** The city council sees economic development as multifaceted, involving not only job and tax-base stability and growth, but also highly interrelated to several other goals including livability and strengthening lifecycle housing opportunities. Continuing to prioritize high quality development and targeted redevelopment opportunities to provide diverse housing choices, maintain and create jobs, increase retail options, and further diversify the city's tax base will be a priority for the next city manager.



- Parks, recreation, and natural environment. The city has a firm and long-standing commitment to preserving, protecting, and enhancing the community's parks, recreation, and natural environment. An important component of this is the development and upgrading of city parks, trails and bikeways and provision of comprehensive recreation program offerings that meet the community's evolving needs. In addition, it is important that the city continue to provide a well maintained and safe transportation network of roads and trails. Shoreview is step 5 city in the Minnesota GreenStep Cities, program the highest level attainable. The city manager will value and promote this ongoing commitment.
- Diversity and inclusion. Shoreview is committed to ensuring that it is an organization that values diversity, equity and inclusion in its hiring, work place expectations, policy formulation and service delivery. The 2021-2022 strategic goals contain several initiatives in this regard including reviewing and assessing internal organizational policies and recruitment strategies to attract a more diverse workforce and developing and implementing a plan to incorporate racial equity in decision making. The city manager will need to be a catalyst in helping the city develop effective strategies to meet these expectations.
- Citizen engagement. Shoreview values an informed citizenry and business community. As the city becomes more diverse, it must constantly be looking for the best methods for ensuring the community is kept current on the city's plans and actions and for obtaining feedback. The 2021-2022 strategic goals include developing strategies and events to reach residents in multi-family units and creating an engagement guide for departments to ensure inclusion and meaningful citizen engagement are factored into projects, policies, and functions.

## THE IDEAL CANDIDATE

The next city manager will assist the city council, staff and community in realizing its vision for the city's future in ways that are achievable and supported and which value and are based on the cumulative decisions and programs that have made Shoreview

a community with a strong sense of place and high-quality services. As such, the city manager will be an innovative, high energy leader with strong interpersonal skills who will be active and visible in the community and accessible and responsive to citizens, who can assist in balancing growth and development with preservation of the community's character, who will help maintain and enhance public facilities and services, and who will have an ongoing focus on sound financial management.

They will be a leader who is inspirational, has a good sense of humor, is humble yet out-going and is forthright and trustworthy. They will have the highest degree of integrity and honesty and be an excellent communicator who listens well and is candid yet respectful of others, their opinions and views. A sincere commitment to diversity, equity and inclusion is also important. The city manager will provide organizational leadership by clearly articulating and communicating the city's mission and purpose to staff, empowering them to pursue innovative solutions and partnerships within the framework of the mission.

The next city manager will possess a bachelor's degree or the equivalent in public or business administration or a closely related field. A master's degree is preferred. They will also have at least five years of progressively responsible management experience in municipal government administration, other relevant government, non-profit, or closely related private sector experience, or an equivalent combination of education and experience.

## EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES

The new city manager will have:

- Successful experience in organizational development based on shared values, teamwork and a commitment to continual improvement as a high performing organization.
- Ability to be the catalyst for effective community visioning and strategic planning and possess the skills to design and successfully manage implementation plans.

- Working knowledge of municipal finance and budgeting as well as long-range financial planning.
- Working knowledge of project management and public infrastructure replacement and financing.
- Experience in reorganizing government operations to achieve maximum efficiency and effectiveness.
- Ability to inspire and mentor staff, provide appropriate resources, treat all staff with respect and value their input.
- Ability to be diplomatic and a consensus builder while possessing the courage to make unpopular decisions and recommendations.
- Ability to communicate effectively orally and in writing with elected and appointed officials; volunteer, community and business groups; and the general public.
- Ability to respond professionally, truthfully, and respectfully in a timely manner to the most sensitive inquiries or complaints.
- Ability to successfully work with other governments and all segments of the community.
- Knowledge of and experience with implementing technology best practices for enhancing service delivery and citizen access to and interaction with the city.

## LEADERSHIP STYLE AND PERSONAL TRAITS

The new city manager will be someone who:

- Has a genuine passion for Shoreview and does not view this position merely as a stepping stone to career advancement.
- Is a visionary, who helps Shoreview see and achieve its true potential and who can be a catalyst for change when necessary.
- Treats all city council members equally in terms of information they receive and maintains an open and effective communication environment between elected officials and staff.



- Is a “servant-leader” who leads by example and inspires, coaches, mentors and supports staff; provides them with needed resources; treats all staff with respect and welcomes their input; attempts to know them on a personal basis.
- Attentively listens, is approachable and takes time to understand needs and issues.
- Is respectful of others regardless of age, race, gender or position in the community.
- Encourages new ways of operating; doesn't assume current ways of doing business or how services are delivered in other cities are always best.
- Possesses an open, transparent and collaborative management style and calm demeanor that foster trust and confidence among staff, the city council and the community.
- Maintains a big picture approach; encourages department managers to work independently with overall direction; does not micro-manage and sees “mistakes” as learning opportunities whenever appropriate.
- Values and supports professional development and continuing education and wellness programs for all city staff.
- Deals with performance issues and resolves conflict in a timely and respectful manner.
- Understands, values and promotes the importance of trails and bikeways as integral to the city's livability.
- Demonstrates self-confidence without arrogance or self-importance.
- Is comfortable with ambiguity and is willing to admit needing more information to make recommendations or answer inquiries.
- Is diplomatic and a consensus builder while possessing the courage to make unpopular decisions and recommendations.
- Consistently acts in a professional manner with a deep sense of customer service.
- Is politically savvy without being political.
- Possesses and appropriately uses a sense of humor.





## COMPENSATION AND BENEFITS

The salary range for this position is \$144,144 - \$174,304 per annum, depending on qualifications. The city offers an excellent benefits package including employer contributions toward comprehensive health programs; twelve paid holidays; participation in the Public Employees Retirement Association (PERA), a State administered defined benefit retirement program; term life insurance; and long-term disability insurance.

The position is open until filled. Review of resumes will begin on September 1, 2021.

For additional information on this outstanding opportunity or to apply, please contact:

THE MERCER GROUP, INC.  
Jim Miller, Senior Vice President  
Minnesota Office  
612-581-9972  
Jf\_miller@outlook.com



The City of Shoreview is an Equal Opportunity Employer. The City of Shoreview does not discriminate on the basis of race, creed, color, religion, age, country of origin, marital status, disability, sexual orientation, genetic information, political affiliation, or status in any other group protected by federal/state/local law in employment or the provision of services.

