



**Agenda
Minnetonka City Council
Study Session
Thursday, March 17, 2022
6:30 p.m.
Minnehaha Room**

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|----|---|----------------|
| 1. | Call to Order | 6:30 p.m. |
| 2. | Introductions/Roll Call | 6:30-6:35 p.m. |
| 3. | Strategic Profile | 6:35-8:00 p.m. |
| | | Break |
| 4. | Director Presentations (Community Development and Police) | 8:10-9:25 p.m. |
| 5. | April 4, 2022 Study Session Topics | 9:25-9:30 p.m. |
| 6. | Adjournment | 9:30 p.m. |

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



**Study Session Agenda Item #3
Meeting of March 17, 2022**

Title: Strategic Profile
Report From: Moranda Dammann, Acting Assistant City Manager
Submitted through: Mike Funk, Acting City Manager

Action Requested: Affirm the 2022 action steps

Summary Statement

The strategic profile is an instrumental and living document that guides the work of the city. At the Jan. 24, 2022 regular city council meeting a motion was made to [accept the strategic profile quarter four report](#), concluding the 2021 reporting of action steps. The development of the 2022 actions steps have been underway and will be brought forth to council during this meeting.

Strategic Profile Relatability

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

Statement: The 2022 action steps provides accountability on all six strategic priorities listed above.

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 annually develop actionable items for the third level of the plan. The profile is uploaded 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 [community dashboard](#) component allows the community to view the status. This is another layer of transparency and for the city to demonstrate progress, and it is now fully functional on the city's website.

The top level of the plan includes six priorities. Each priority is assigned a group lead who oversees the development, tracking and progress of the action steps. The team lead pulls in a variety of staff who have expertise in specific areas and are assigned as the owner or contributor to the item.

Following each quarter, an updated report is brought forth to the city council for review and a motion to accept that quarters report. Once action steps are approved and finalized for 2022, they will be updated into Envisio for reporting and tracking.

2022 reporting periods are:

Jan. 1, 2022 – March 31, 2022

April 1, 2022 – June 30, 2022

July 1, 2022 – Sept. 30, 2022

Oct. 1, 2022- Dec. 31, 2022

Discussion Questions

1. Does the city council support the 2022 action steps for each key strategy?

Who we are



VISION STATEMENT

Minnetonka is an inclusive community committed to excellence where all residents, workers and visitors are welcome in a beautiful, sustainable place, supported by quality, dependable city services.

MISSION STATEMENT

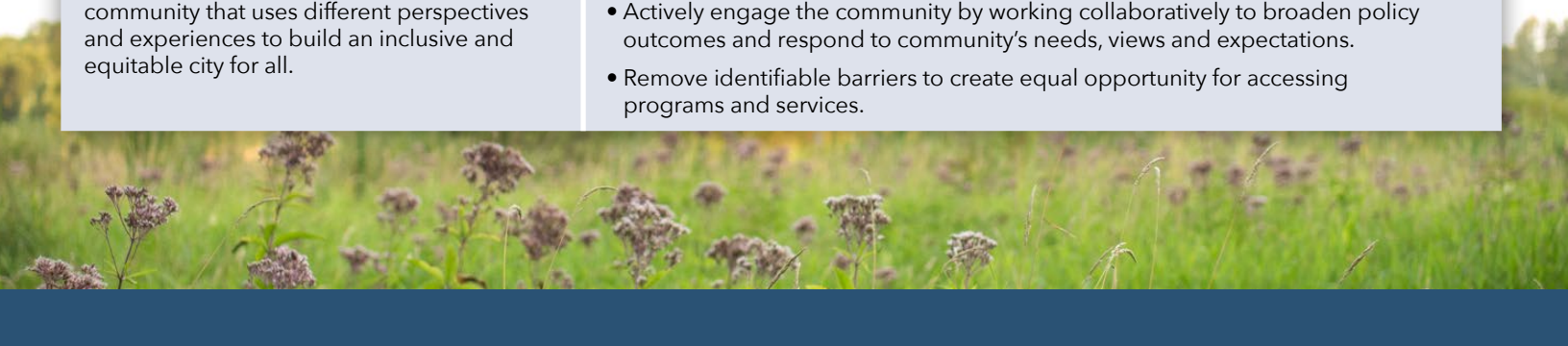
Provide **quality public services**, while striving to preserve and enhance the distinctive character to make Minnetonka a **special place for everyone**.



OUR GUIDING PRINCIPLES

- We earnestly commit to a **beautiful, sustainable and healthy environment** as a vital part of a stable, prosperous and thriving community.
- We responsibly deliver **excellent public services** and **provide affordable opportunities** to ensure access to all we serve.
- We ethically uphold **community trust** through proactive, inclusive public engagement, transparent communications, and the careful stewardship of our financial, natural, and capital assets.
- We nimbly **lead our city into the future** by anticipating community needs, pursuing service innovation and adoption of new technologies, and forging collaborative partnerships with all sectors of society.

STRATEGIC PRIORITIES	KEY STRATEGIES
<p>Financial Strength and Operational Excellence</p> <p>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 values and is supported by available resources.</p>	<ul style="list-style-type: none"> • Maintain the city's AAA bond rating. • Develop an annual budget that meets community needs and is in alignment with the strategic plan and financial policies. • Provide excellent, meaningful programs and amenities to serve and enhance our community.
<p>Safe and Healthy Community</p> <p>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.</p>	<ul style="list-style-type: none"> • Identify and adapt to public safety service models that support evolving changes in service delivery expectations. • Identify safety strategies and practices that promote positive quality of life for all. • Collaboratively review current integrated police and fire policy and training protocols and implement appropriate changes. • Provide a full range of recreational programs, services and amenities.
<p>Sustainability and Natural Environment</p> <p>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.</p>	<ul style="list-style-type: none"> • Carefully balance growth and development with preservation efforts that protect the highly valued water and woodland resources of our community. • Develop and implement long-term plans to mitigate threats to water quality, ecosystems, urban forests and the unique natural character of Minnetonka. • Take an active role in promoting energy and water conservation, sustainable operations and infrastructure, recycling and environmental stewardship.
<p>Livable and Well-Planned Development</p> <p>Balance community-wide interests and respect Minnetonka's unique neighborhoods while continuing community reinvestment.</p>	<ul style="list-style-type: none"> • Implement programs and policies to diversify housing and increase affordable housing options. • Support business retention and expansion and attract new businesses. • Manage and promote the Opus area as a unique mix of uses and increased development reinvestment.
<p>Infrastructure and Asset Management</p> <p>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.</p>	<ul style="list-style-type: none"> • Provide and preserve a quality local street and trail system. • Ensure connectivity through increased access to local and regional means of transportation (new mobility options). • Develop an annual capital improvement plan that supports the sustainable maintenance and replacement of assets. • Expand and maintain a trail system to improve safe connectivity and walkability throughout the community.
<p>Community Inclusiveness</p> <p>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.</p>	<ul style="list-style-type: none"> • Develop and implement inclusive recruiting, application, hiring and retention practices to attract excellent, qualified and diverse candidates from all backgrounds. • Foster an inclusive boards and commissions recruitment and appointment process to increase diversity. • Actively engage the community by working collaboratively to broaden policy outcomes and respond to community's needs, views and expectations. • Remove identifiable barriers to create equal opportunity for accessing programs and services.





**Study Session Agenda Item #4
Meeting of March 17, 2022**

Title: Director Presentations
Report From: Moranda Dammann, Acting Assistant City Manager
Submitted through: Mike Funk, Acting City Manager

Action Requested: Informational

Summary Statement

The city is comprised of a city manager and eight departments that provide a variety of essential services to Minnetonka. Community Development Director Julie Wischnack and Police Chief Scott Boerboom will be presenting on each of their departments. Department presentations are a backdrop to the 2023 budget process with each department highlighting staffing, review of operations, challenges, and highlights.

Strategic Profile Relatability

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

Statement: Operations of city departments ensure the priorities set in the strategic profile are met

Background

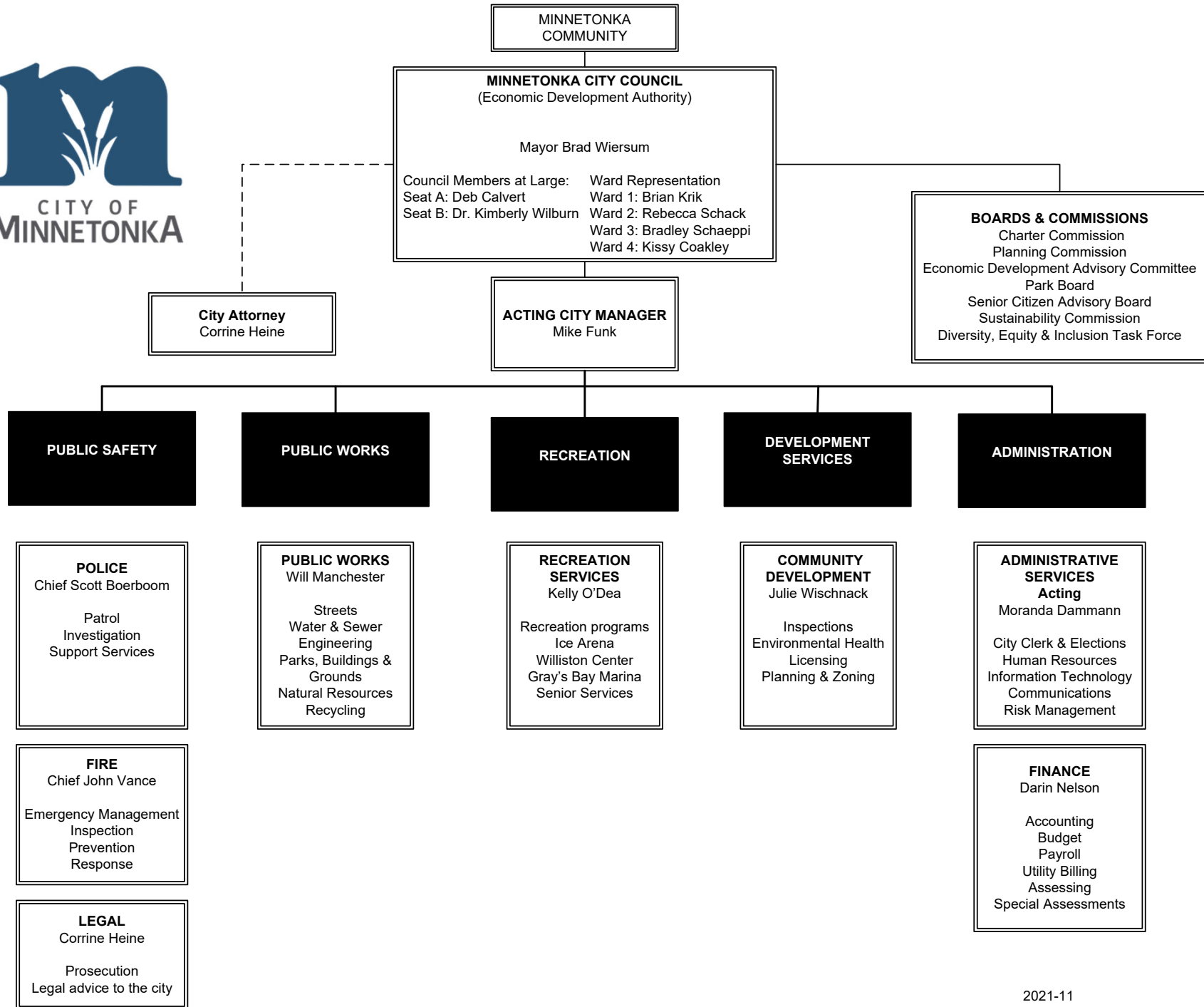
The city is comprised of a city manager and eight departments that provide a variety of essential services to Minnetonka.

The Minnetonka Police Department's mission is to serve and protect with honor and integrity. The police department provides essential public safety services to the city and protects its residents, businesses and property.

Community development oversees planning and zoning, economic development and business, licenses, housing, the city's health department, nuisance complaints, inspections and building permits. The department also reviews proposed projects and ensures construction work and licensed business activities meet or exceed basic standards.

Discussion Questions

Department director presentations are information however; time will be available for questions during and after each presentation.





**Study Session Agenda Item #5
Meeting of March 17, 2022**

Title: April Study Session – topics and date

Report From: Mike Funk, Acting City Manager

Submitted through:

Action Requested: Affirm upcoming topics and date

Summary Statement

This item is informational and is intended to provide the council with the upcoming study session agenda items and study session schedule.

Background

The Minnetonka city council is scheduled to hold a total of eleven (11) study sessions in 2022. To maximize study session meetings, provide staff direction and focus on council priorities, council members ranked specific topics they expressed interest to review. At the Jan. 10, 2022 Study Session the city council reviewed these rankings, discussed priorities and provided direction to staff.

At the Feb. 7, 2022 regular council meeting the city council unanimously approved the 2022 Study Session Work plan. See attached. Staff committed that at each proceeding study session the topics for the upcoming study session will be provided.

Section 1.5 of the City Council Rules of Procedure states, individual council members may propose agenda items for future meetings at a study session, and the council may provide direction to the city staff regarding scheduling such matters. In essence, this document can be modified throughout the remainder of the year by a majority of council members.

Unless modified by the city council, the 2022 Study Session Work Plan agenda items for April 4, 2022 are:

- Director presentation: Moranda Dammann, Administration
- Director presentation: Corrine Heine, Legal
- Director presentation: Kelly O'Dea, Recreation programming overview
- Director presentation: Chief John Vance, Fire

Discussion Questions

1. The council will need to discuss, reach consensus, and provide direction to staff if there is a desired change in priorities/topics of interest.

2022 Council Study Session Work Plan	
C i t y M a n a g e r R e c r u i t m e n t	Quarter 1
	10-Jan
	Establish 2022 Council Work Plan Study Session: streaming/broadcasting
	14-Feb
	Joint EDAC/CC wealth building buy-down program Boards & Commission Interviews 2022 Community Survey questions review
	17-Mar
	Director presentation: Chief Scott Boerboom, Police Director presentation: Julie Wischnack, Community Development Strategic Profile
	TBD
	Insights Discovery Session: Dr. Jean Davidson
	Quarter 2
	TBD
	Joint meeting with City of Hopkins: Southwest Light Rail & Dual city contracts
	04-Apr
	Director presentation: Mike Funk/ Moranda Dammann, Administration Director presentation: Corrine Heine, Legal Director presentation: Kelly O'Dea, Recreation programming overview Director presentation: Chief John Vance, Fire
	11-May
	Annual Park Board tour
	16-May
	Director presentation: Will Manchester, Public Works Director presentation: Darin Nelson, Finance 2023 Kick-Off Budget discussion
	20-Jun
	NRMP/POST Plan, park dedication fees, funding, priority list 2023 CIP/EIP
	TBD
	Boards & Commissions dinner
	Quarter 3
	15-Aug
	2023 budget discussion Recap RCV Sign ordinance in reference to elections
	25-Aug
	Annual joint Planning Commission, EDAC and City Council tour
	19-Sep
	Housing: homelessness Affordable Housing
	Quarter 4
	02-Nov
	Annual Park Board and City Council joint meeting
07-Nov	
Speed limits Police policy/data collection	
21-Nov	
2023 Enterprise budget discussion, including utility billing/senior discount) 2023 budget discussion	
12-Dec	
2023 Strategic Profile Action Steps 2023 Study Session Work plan 2023 Legislative Breakfast - confirm priorities	

Other Potential Topics

- Technology security and data practice training
- Council meeting length/meeting efficiencies
- Review solar energy programs and offerings
- Noise discussion: Lawn mowers, leaf blowers
- Storage of garbage/recycling containers
- Council member compensation
- Noise discussion/hardscape discussion: outdoor pickleball
- Personal property tax
- Review of business programs
- Permitting work flow: informational
- Human Rights/DEI Commission
- Community Engagement
- New Low to Medium Density Zoning Discussion Along Identified Corridors
- Buckthorn pick-up
- annual survey and/or a question through MinnetonkaMatters
- city council retreat item: Spring 2022