



**Agenda  
Minnetonka City Council  
Study Session  
Monday, April 4, 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. | Director Presentations (Administration and Recreation) | 6:35-7:50 p.m. |
|    |  | Break          |
| 4. | Director Presentations (Legal and Fire)                | 8:00-9:15 p.m. |
| 5. | May 16, 2022 Study Session Topics                      | 9:15-9:20 p.m. |
| 6. | Adjournment  | 9:20 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 April 4, 2022**

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

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**Action Requested:** Informational

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**Summary Statement**

The city is comprised of a city manager and eight departments that provide a variety of essential services to Minnetonka. Acting Assistant City Manager Moranda Dammann, City Attorney Corrine Heine, Recreation Director Kelly O’Dea and Fire Chief John Vance will be presenting on each of their departments.

**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            |
- 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 administrative services department – led by the assistant city manager – serves the city in a variety of areas, including city clerk, communications, elections, human resources and information technology.

The Minnetonka City Attorney’s office consists of two divisions: civil and criminal. The Civil Division provides legal advice and services to the city’s elected officials and various city employees. The Criminal Division prosecutes gross misdemeanor, misdemeanor and petty misdemeanor offenses that occur in Minnetonka.

Hopkins-Minnetonka Recreation Services is dedicated to developing, promoting and providing programs and facilities that speak directly to the recreational needs and interests of our community. From athletic leagues and fitness classes to art workshops and special events, we are proud to offer activities for all ages and abilities.

Minnetonka's Fire Departments mission is to continuously protect and preserve life and property through quality education, prevention, disaster preparedness and rapid emergency response.

**Discussion Questions**

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

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
	<b>10-Jan</b>
	Establish 2022 Council Work Plan
	Study Session: streaming/broadcasting
	<b>14-Feb</b>
	Joint EDAC/CC wealth building buy-down program
	Boards & Commission Interviews
	2022 Community Survey questions review
	<b>17-Mar</b>
	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
	<b>04-Apr</b>
	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
	<b>11-May</b>
	Annual Park Board tour
	<b>16-May</b>
	Director presentation: Will Manchester, Public Works
Director presentation: Darin Nelson, Finance	
2023 Kick-Off Budget discussion	
<b>20-Jun</b>	
NRMP/POST Plan, park dedication fees, funding, priority list	
2023 CIP/EIP	
TBD	
Boards & Commissions dinner	
Quarter 3	
<b>15-Aug</b>	
2023 budget discussion	
Recap RCV	
Sign ordinance in reference to elections	
<b>25-Aug</b>	
Annual joint Planning Commission, EDAC and City Council tour	
<b>19-Sep</b>	
Housing: homelessness	
Affordable Housing	
Quarter 4	
<b>02-Nov</b>	
Annual Park Board and City Council joint meeting	
<b>07-Nov</b>	
Speed limits	
Police policy/data collection	
<b>21-Nov</b>	
2023 Enterprise budget discussion, including utility billing/senior discount)	
2023 budget discussion	
<b>12-Dec</b>	
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



**Study Session Agenda Item #5  
Meeting of April 4, 2022**

**Title:** May Study Session – topics and date

**Report From** Mike Funk, Acting City Manager

**Submitted through:**

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**Action Requested:** Affirm upcoming topics and date

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**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 May 16, 2022 are:

- Director presentation: Will Manchester, Public Works
- Director presentation: Darn Nelson, Finance
- 2023 Kick-Off Budget discussion

**Discussion Questions**

1. Does the city council confirm upcoming topics and date?