



**Agenda
Minnetonka City Council
Study Session
Monday, Dec. 12, 2022
6:30 p.m.
Minnehaha Room**

- | | | |
|----|---|----------------|
| 1. | Call to Order | 6:30 p.m. |
| 2. | Introductions/Roll Call | 6:30-6:35 p.m. |
| 3. | Strategic Profile | 6:35-7:35 p.m. |
| | | Break |
| 4. | 2023 City Council Study Session work plan | 7:45-8:30 p.m. |
| 5. | 2023 Legislative Breakfast priorities | 8:30-9:00 p.m. |
| 6. | Study session logistics | 9:00-9:25 p.m. |
| 7. | January Study Session – topics and dates | 9:25-9:30 p.m. |
| | | Break |
| 8. | Closed Session. Section 13D.05, subd. 3(c) of the Open Meeting Law, allows the city council to close a meeting to develop an offer to purchase the properties at 15000 and 15208 Minnetonka Blvd. | |
| 9. | Adjournment | |

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



**Study Session Agenda Item #3
Meeting of Dec. 12, 2022**

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

Action Requested: Affirm the 2023 action steps

Summary Statement

The strategic profile is an instrumental and living document that guides the work of the city. The development of the 2023 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 2023 action steps provide 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 2023, they will be updated into Envisio for reporting and tracking.

2023 reporting periods are:

Jan. 1, 2023 – March 31, 2023

April 1, 2023 – June 30, 2023

July 1, 2023 – Sept. 30, 2023

Oct. 1, 2023 - Dec. 31, 2023

Discussion Questions

1. Does the city council support the 2023 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

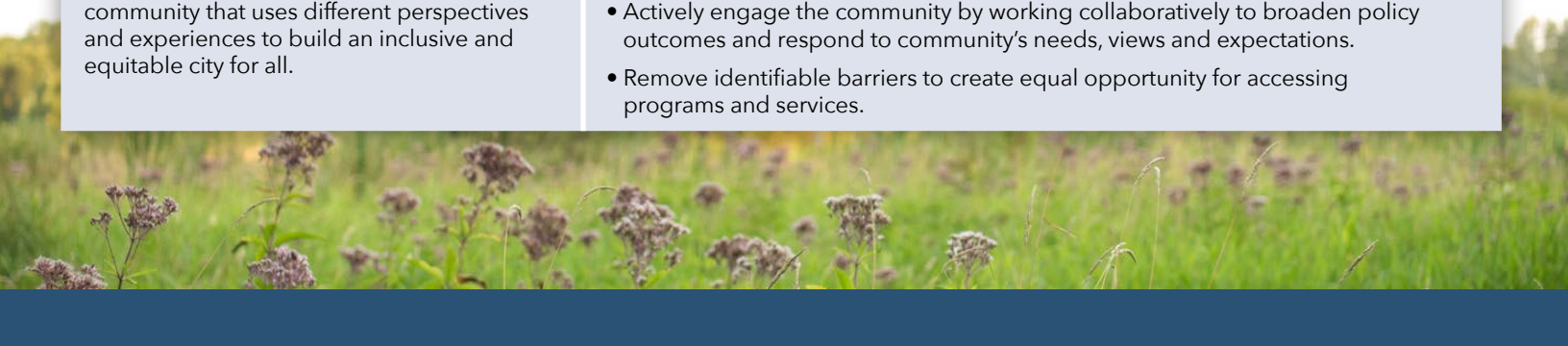
Provide **quality public services**, while striving to preserve and enhance the distinctive character to make Minnetonka a **special place for everyone**.



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 Dec. 12, 2022**

Title: 2023 City Council Study Session work plan

Report From: Moranda Dammann, Assistant City Manager

Submitted through: Mike Funk, City Manager

Action Requested: Discuss and create a 2023 Study Session work plan

Summary Statement

The Minnetonka City Council will be reviewing council priorities and outline 2023 Study Session work plan.

Strategic Profile Relatability

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

Background

The Minnetonka city council is scheduled to hold twelve (12) study sessions in 2023. In order to maximize these meetings, provide staff direction and focus on council priorities, staff documented topics that have been raised by councilmembers throughout the course of the last year. After review on the topics, staff felt confident all could be addressed in 2023 study session. Provided within this report is the list of topics and the tentative monthly study session schedule.

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

Discussion Questions

1. Does council have any additions to the list of topics?
2. Does council have any feedback or changes to the 2023 study session work plan?

2023 Study Session Topics

2024 Budget

Director Presentations

Kick-off meeting

CIP

Operations

Budget review

Buckthorn pilot pick-up program

Council compensation

DEI Commission - establish structure

Dog Park, leash policy

Homelessness/policy/process

Hover boards, E-Bikes

Insights discovery

No Mow May

Noise education - Leaf blowers, weed eaters, mowers, pickleball

On-street parking

Overview of recreation programming

Pathways to Homeownership

Public safety master plan

Review and Update Council Policy & Rules of Procedure (2.7, per diem)

Sister City - Somalia/Ukraine

Storage of garbage/recycling containers

Transit Orientated Development

Sales and/or Lodging Tax

Items identified that need to be scheduled

Workshop/retreat (separate special study session)

2023 Council Study Session Work Plan

Quarter 1	
23-Jan	
	Board and Commission Interviews
	Sales and/or Lodging Tax
	No mow may
06-Feb	
	Pathways to homeownership
	Council compensation
	Review and Update Council Policy & Rules of Procedure (2.7, per diem)
	2023 Community Survey questions review
20-Mar	
	Insights Discovery
Quarter 2	
24-Apr	
	Director presentations
	Overview of recreation programming
	Public Safety master plan
15-May	
	2024 Kick-Off Budget discussion
	DEI and Human Righth Commission structure
	Buckthorn Pilot pick-up program
12-Jun	
	2024 CIP/EIP
	Transit Orientated Development
July	Boards & Commissions dinner
24-Jul	
	Homelessness/policy/process
	Sister City - Somalia/Ukraine
Quarter 3	
21-Aug	
	2024 budget discussion
31-Aug	Annual joint Planning Commission, EDAC and City Council tour
11-Sep	
	Dog Park/Leash policy

	Hover Boards, E-Bikes
23-Oct	
	Storage of garbage/recycling containers
	On-street parking
	Noise education - Leaf blowers, weed eaters, mowers, pickelball
01-Nov	Annual Park Board and City Council joint meeting
20-Nov	
	2024 Enterprise budget discussion
	2024 budget discussion
11-Dec	
	2024 Strategic Profile Action Steps
	2024 Study Session Work plan
	2024 Legislative Breakfast - confirm priorities



**Study Session Agenda Item #5
Meeting of Dec. 12, 2022**

Title: 2023 Legislative Breakfast priorities
Report From: Moranda Dammann, Assistant City Manager
Submitted through: Mike Funk, City Manager

Action Requested: Confirm 2023 Legislative Breakfast priorities

Summary Statement

Annually, the Minnetonka Mayor, City Council and department directors invite local legislators to briefly highlight the city's legislative priorities. More importantly, we hear what their top interests are, what to expect in the upcoming months of session and respond to questions they may have about city services.

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 | |

Background

The Minnetonka city council invited the four local legislators to briefly highlight the city's legislative priorities. This year the meeting will be in person at the Minnetonka Community Center on Friday, Jan. 13 at 7:30 a.m.

The drafted legislative priorities include:

- State Bonding Bill requests
 - Opus
 - Hopkins trail
- Public safety
 - Local control: EMS, EMSRB, PSA's
 - Juvenile criminal justice resources
 - PTSD
- Local option sales tax
- Housing issues
 - Homelessness
 - Affordable Housing
 - Legislation
- Awareness topics
 - Small cell wireless

- Levy limits

Discussion Questions

1. Does the Minnetonka city council confirm the 2023 legislative priorities?



**Study Session Agenda Item #6
Meeting of Dec. 12, 2022**

Title: Study session logistics
Report From: Moranda Dammann, Assistant City Manager
Submitted through: Mike Funk, City Manager

Action Requested: Discuss study session logistics of live streaming and minutes

Summary Statement

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

Strategic Profile Relatability

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

Background

The Minnetonka City Council in-person study sessions are hosted in an informal, conversational round table format with audio recording only. During the heightened period of the pandemic, while holding all council meetings virtually, the study sessions were available for the public to view live. After reconvening in-person meetings and returning to recorded audio only, the conversation of live streaming/broadcasting study session meetings had surfaced and the majority of council made the decision to not make study session live, but to make the audio public by placing them on the website.

If the council would decide to live stream/broadcast study sessions, the Minnehaha room is now designed to accommodate live meetings, however, one IT staff member would be scheduled to run the control room.

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

The Minnetonka city council study session minutes are high-level summaries and are written by city staff. The city council regular meeting minutes are written by a third party and are more detailed in the conversation. Both sets of minutes are approved at regular council meetings. If council would decide to move to more detailed minutes, these would be written by the third party with an estimated cost of \$3,000 a year, depending on the length of meetings.

Discussion Questions

1. Is the Minnetonka City Council interested in live streaming/broadcasting study sessions?
2. Is the Minnetonka City Council interested in having more detailed minutes?



**Study Session Agenda Item #7
Meeting of Dec. 12, 2022**

Title: January Study Session – topics and date

Report From Mike Funk, 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 twelve (12) study sessions in 2023. To maximize study session meetings, provide staff direction and focus on council priorities, council members will rank specific topics they expressed interest to review.

Once the work plan is developed and approved following the Dec. 12, 2022 meeting, staff is 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.

The tentative topics for the January 23, 2023 council study session are:

- Boards and Commission interviews
- Sales and/or Lodging Tax
- No mow May

Discussion Questions

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