



**Agenda
Minnetonka City Council
Study Session
Monday, March 20, 2023
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. | Director presentations | 6:35-7:45 p.m. |
| 4. | The Marsh partial reopening plan and draft Community Facilities Study RFQ | 7:45-8:10 p.m. |
| | | Break |
| 5. | Discussion regarding mayor and council salaries | 8:15-8:40 p.m. |
| 6. | Pollinator Conservation in Minnetonka and requests for participating in “No Mow May” | 8:40-8:55 p.m. |
| 7. | City Manager 2023 compensation | 8:55-9:10 p.m. |
| 8. | April study session – topics and dates | 9:10-9:15 p.m. |
| 9. | Adjournment | 9:15 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 20, 2023**

Title: Director presentations
Report From: Moranda Dammann, Assistant City Manager
Submitted through: Mike Funk, 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. Department directors from public works, finance, community development, recreation, legal and administrative services will be presenting on each of their departments. The purpose of director presentations is to inform the council of the current conditions as the city begins to prepare for the 2024 budget.

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.

Public Works strives to continually maintain and improve Minnetonka's streets, utilities, parks, trails and natural resources through collaborative partnerships.

The Finance department is responsible for assessing, payroll, utility billing, purchasing, investment of city funds and management of city assets. The department protects and safely manages the city's assets in compliance with local, state and federal legal requirements, and provides accurate, timely and complete financial information and services to residents, businesses and customers.

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.

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.

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.

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.

Discussion Questions

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



**Study Session Agenda Item #4
Meeting of March 20, 2023**

Title: The Marsh partial reopening plan and draft Community Facilities Study RFQ

Report From: Kelly O'Dea, Recreation Director

Submitted through: Mike Funk, City Manager

Action Requested: Review information and provide feedback

Summary Statement

Provide the council with the partial reopening plan for the Marsh and review the draft RFQ for the Community Facilities Study.

Strategic Profile Relatability

- | | |
|--|--|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input checked="" 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 checked="" type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Background

At its January 9, 2023 meeting the city council approved the purchase of the properties at 15000 and 15208 Minnetonka Blvd (known as The Marsh). At the Feb. 13, 2023 meeting, council approved the 2023 operating budget for The Marsh to fund a partial reopening of the facility and to conduct the Community Facilities Study. The city closed on the purchase of property on Feb, 28, 2023.

The City and Recreation Services department strive to manage the transition of The Marsh to a city-owned facility in a way that is guided by the city's strategic profile, is fiscally responsible, relieves pressures from the city's existing recreational facilities and honors the desires of the community. It is proposed that the Marsh will partially reopen in late spring and operate as a fitness/wellness center managed by the Recreation Services department. Over the next year, Recreation Services staff will also work with a consultant on a Community Facilities study to determine the long-term options for the facility with a strong emphasis on community input.

Marsh Partial Reopening Plan

The following plan includes general facility information, facility access, amenities, staffing, budget information, and the communication plan. The goal is to partially reopen the facility in early May, 2023.

General Facility Information**Hours:**

- Monday – Friday: 6 a.m. – 8 p.m.
- Saturday: 8 a.m. – 6 p.m.
- Sunday: 8 a.m. – 4 p.m.
- Closed: Easter, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas and New Year's Day

Amenities available upon reopening:

- Fitness Equipment
 - Elliptical cross-trainers
 - Treadmills
 - Stationary Bikes
 - Stair Climbers
 - Row Machines
 - UBE (Upper Body Ergometer)
 - Weight machines
 - Free weights
 - Pilates Reformers (with trainer or group class)
- Pools and Hot Tubs
 - 3-Lane Lap Pool
 - Therapy Pool (92-94 degrees)
 - Pool deck hot tubs (Lap pool area)
 - Women's locker room hot tub
- Steam room in each locker room
- Sauna in each locker room
- Indoor walking track (17 laps for a mile)
- Group Fitness Classes (land and water)
- Meditation areas
- Meeting room for rentals

Staff will continue to evaluate options for the spa, restaurant and hotel areas.

Facility Access (Membership Rates, One-time Fees, and Program Fees):

Marsh memberships will be available to both residents and non-residents. Membership options include Marsh only options which are aligned with the Williston Fitness Center fees, as well as a Marsh/Williston combined membership option.

Monthly Rates (2023)				
	The Marsh or Williston		The Marsh and Williston	
	Resident	Non-Resident	Resident	Non-Resident
Individual (Ages 22+)	\$48	\$60	\$72	\$90

Dual*	\$67	\$83	\$101	\$125
Household**	\$77	\$96	\$116	\$144
Senior (Age 60 +)	\$33	\$43	\$50	\$65
Senior Dual (both must be 60+)	\$48	\$60	\$72	\$90
Student (Age 15-21)***	\$38	\$48	\$68	\$72

Annual Rates (2023)				
	The Marsh or Williston		The Marsh and Williston	
	Resident	Non-Resident	Resident	Non-Resident
Individual (Ages 22+)	\$545	\$690	\$818	\$1035
Dual*	\$769	\$961	\$1164	\$1442
Household**	\$882	\$1090	\$1323	\$1635
Senior (Age 60 +)	\$385	\$481	\$578	\$722
Senior Dual (both must be 60+)	\$545	\$690	\$818	\$1035
Student (Age 15-21)***	\$448	\$545	\$672	\$818

One-Time Daily Fees:

- Ages 15 and Older: \$12
- Ages 1-14: \$7
- Ages 0-11 months: Free

Program Fees:

Many classes will be offered with member and non-member fees allowing users the option of attending a specific program without being a facility member.

Staffing:

Staffing of a recreational facility can be challenging. Recreation staff have determined that having a hybrid staffing approach (full-time, interim, part-time and contracted) is the best approach to take in the short term. The current Williston Center Manager, Kristin Pimental, will move to the Marsh and serve as the Interim Facility Manager. Her knowledge of managing a busy recreational facility will provide the facility with an experienced manager. Interim positions will also be implemented at the Williston Center to accommodate this busy facility accordingly. Below is an overview of the staffing plan:

- Minimize the number of new full-time staff members
- Promote current employees into 'Interim' roles to assist with facility operations
- Hire a number of part-time staff members
- Hire contracted employees when appropriate

Budget:

As mentioned above, the city council approved the 2023 Marsh budget at their Feb. 13, 2023 meeting. The 2023 Marsh budget has estimated revenues of \$410,000 and estimated expenditures of \$1,195,000. Revenues and expenditures include, but are not limited to, the following:

- Revenues:

Subject: The Marsh partial reopening plan and draft Community Facility Study RFQ

- Memberships: projected membership revenue based off a projected percentage of Williston Center members anticipated to transfer membership from Williston to the Marsh or decide to join both facilities plus a percentage of former Marsh members that will rejoin the facility.
- Programs: program revenue includes specialty programs such as personal training and pilates classes
- Rentals: rental revenue includes lease revenue (physical therapy) and general room rentals (meetings, special events, etc.)
- Expenditures:
 - Personnel: staff have worked closely with the Finance department to calculate personnel costs for all staff, including benefits
 - Other services & charges: gas, electric and garbage service charges based on past charges.
 - Capital outlay: dollars in the capital outlay section of the budget include expenditures such as building maintenance, information technology infrastructure and the Community Facilities Study

Communications:

The communications division is working closely with recreation staff to create a communication plan. The outline of the plan is as follows:

- Following the March 20 Study Session
 - Share the partial reopening plan with the general public
 - Unveil The Marsh communications platforms
 - Webpage and social media
- Week of March 27 (ongoing) – update social media 2x/week
 - Preparing for reopening
 - Opening details
 - Hiring information
- Early May – communicate the facility is now open through the Minnetonka Memo, email, social media and website
- May 15 – update on Community Facilities Study
- June – August – Marsh marketing campaign and ongoing community outreach for the study

Draft Community Facilities Study RFQ

Staff have created and attached the draft RFQ for the Community Facilities Study. This study is similar to the 2019 Facility and Programming Space Study and includes the following sections:

- Project Background & Description
- Project Scope
 - Review past city projects/studies
 - Inventory and analysis of existing spaces and usage
 - Analysis of current program offerings
 - Demographic study and trends of area
 - National trends related to recreation and citywide programming
 - Extensive public outreach
 - Final report containing the following

Subject: The Marsh partial reopening plan and draft Community Facility Study RFQ

- Inventory of facilities/spaces
 - Areas and amenities of surplus/deficiency
 - Facility requirements at all facilities to address the community needs
 - Concept plan and cost estimates to renovate/expand and operate the Marsh
 - Identify specific funding strategies to implement and maintain proposed solutions
 - Provide long term revenue generating options including public/private partnerships, leasing opportunities, etc.
- Timeline
 - Selection Process
 - Submittal Requirement

Discussion Questions

- Does the council have any feedback regarding the operations plan?
- Does the council have any feedback regarding the draft Community Facilities Study RFQ?

REQUEST FOR QUALIFICATIONS

COMMUNITY FACILITIES STUDY

March, 2023

Prepared by City of Minnetonka



OVERVIEW

1. Project Background and Description

The City of Minnetonka owns and operates a number of facilities and spaces used to provide recreational programming and other opportunities for the community. In 2018, the Minnetonka Recreation Services Department completed a Community Facility and Programming Space Study. Since the completion of that study, the city has acquired an additional large recreation and wellness facility, The Marsh. To continue to provide and maintain quality programs and facilities, an external study of community facilities and programming space is necessary to evaluate and meet the community's indoor recreational and community space needs.

The City of Minnetonka seeks to identify and consult with a firm that has the skills and experience needed to execute a study which evaluates current and future community facility and programming space. The study will encompass City of Minnetonka needs, community needs and current facility conditions. The desired outcome is to produce an overall assessment of the city's indoor recreational facility space that will give direction to staff as we look for future development and growth opportunities with an emphasis on the future of The Marsh facility.

2. Project Scope

The scope of services requested includes the following:

- Review of previous city projects including the Athletic Field Needs Study, Programming Space Needs Assessment, Glen Lake Activity Center Feasibility Study, Parks, Open Space and Trail (POST) System Plan, and the Community Facility and Programming Space Study.
- Inventory and analysis of the Marsh, Williston Fitness Center, Community Center and Glen Lake Activity Center, as well as their programming spaces and usage.
- Demographic study of current population, potential growth trends, and age data of the community.
- Research of national trends in programming and facility types.
- Extensive public outreach to determine the current and future indoor recreational facility needs of the community.
- Development of final report containing:
 - Inventory of facilities/spaces
 - Areas and amenities of surplus/deficiency
 - Identify facility requirements at the Marsh, Williston Fitness Center, Community Center, and the Glen Lake Activity Center necessary to fulfill the needs of the community
 - Create concept plan visuals and estimate the costs to renovate/expand and operate The Marsh.

- Identify specific funding strategies to implement and maintain proposed solutions
- Provide long term revenue generating options including public/private partnerships, leasing opportunities, etc.
- Presentation of findings to the Minnetonka City Council.

3. Timeline

The city would like to have the study completed by January 31, 2024.

4. Selection Process

A selection committee comprised of city staff will review RFQ submittals and select finalists to be interviewed.

Selection Criteria:

- Background and experience of firm and personnel.
- Past performance and service on similar assignments/projects.
- Proposed approach to the project scope.
- Proposed timeline.
- Fee for services.
- The city encourages proposals that include Disadvantaged Business Enterprise (DBE).

Interviews will be held the week of April 24, 2023, and the city will make the final selection based on the submittals, interviews and references. The successful proposer must enter into a contract with the city, with a desired start in May, 2023.

The city reserves the right to reject any or all proposals. The city may waive irregularities or technicalities in any proposal and may negotiate a contract that the city deems to be in its best interests.

5. Submittal Requirements

The deadline for the Request for Qualifications (RFQ) is 4:30 p.m. on April 17, 2023.

- Please submit one paper and one electronic RFQ.
- Proposals should contain the following:
 - A description of your firm and qualifications for completing the scope of work.
 - Designation of the key personnel proposed to work on the study.
 - List of projects that are similar in type/scope completed by your firm within the last five years.
 - Overview of your firm's approach to fulfilling the scope of work.
 - Proposed project timeline.
 - Description of professional fees.
- Proposals must be sent to the following address:

Kelly O'Dea, Recreation Director

City of Minnetonka
14600 Minnetonka Blvd.
Minnetonka, MN 55345
kodea@minnetonkamn.gov

DRAFT



**Study Session Agenda Item #5
Meeting of March 20, 2023**

Title: Discussion regarding mayor and council salaries

Report From Corrine Heine, City Attorney

Submitted through: Mike Funk, City Manager
Darin Nelson, Finance Director

Action Requested: Provide direction to staff regarding mayor and council salaries

Summary Statement

By law, the salaries of the mayor and council members must be established by ordinance, and the ordinance cannot take effect until after the next municipal election that follows adoption of the ordinance. Because a municipal election will be held in November 2023, this is an appropriate time for the council to discuss any adjustment in salaries.

Strategic Profile Relatability

- | | |
|---|---|
| <input checked="" 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 checked="" type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Statement: Council salaries directly impact the city's budget. Indirectly, the salaries paid to council members and the mayor may affect which residents within the community are willing to serve the community as elected officials.

Background

State law and the city charter require that the salaries of the mayor and council members be established by ordinance. The ordinance may not take effect until after a municipal election that follows the adoption of the ordinance. The purpose of that requirement is to minimize the potential for self-interest, by requiring elected officials to take a public stance on salary adjustments and then stand for election based upon that stance.

The chart below lists the current salaries for the mayors and council members of Minnetonka and its 10 comparison cities, along with the last date that the salaries were revised.

City	Mayor Salary	Council Salary	Last Revised
Brooklyn Park ¹	\$1,779.60 per month (\$21,355.20 annually)	\$1,017.64 per month (\$12,211.68 annually)	Adopted 10/2022, effective 1/2023
Burnsville	\$1300 per month (\$15,600 annually)	\$1,000 per month (\$12,000 annually)	Adopted 10/2020, effective 1/2021
Eagan	\$13,625 annually	\$10,000 annually	Adopted 2008, effective 1/2009
Eden Prairie ²	\$17,244.68 annually	\$13,350.13 annually	Adopted 5/2017, effective 1/19 – as adjusted (see ²)
Edina ²	\$15,964.53 annually	\$12,700.68 annually	Adopted 12/2012, effective 1/2015 –as adjusted (see ²)
Lakeville ³	\$1,250 per month (\$15,000 annually)	\$833 per month (\$9,996 annually)	Adopted 3/2018, effective 1/2019
Maple Grove	\$15,500 annually	\$13,500 annually	Adopted 12/2013, effective 1/2015, with increase 1/2016
Minnetonka	\$15,000 annually	\$11,000 annually	Adopted 2/2014, effective 1/2016
Plymouth ⁴	\$1,451.11 per month (\$17,413.32 annually)	\$1,051.29 per month (\$12,615.48 annually)	Adopted 5/2000, effective 2001 – as adjusted (see ³)
St. Louis Park ⁵	\$14,263 (council) \$ 5,303 (EDA) \$19,566 (total)	\$8,230 (council) \$5,303 (EDA) \$13,533 (total)	Adopted 10/2015, effective 1/2016 – as adjusted (see ⁴)
Woodbury	\$1,390 per month (\$16,680 annually)	\$1,000.50 per month (\$12,006 annually)	Adopted 4/2022, effective 1/2023

- ¹ Brooklyn Park’s ordinance requires the city manager to provide a biennial report to the city council regarding elected official compensation for metropolitan cities. The council last adopted an ordinance in 2022, with salary increases effective for 2023 and 2024. The ordinance also provides for supplemental compensation of \$50 per day for attendance at approved activities. A copy of Brooklyn Park’s ordinance is attached for information.
- ² Eden Prairie’s and Edina’s ordinances include a similar escalator provision, which provides for increases to be made according to the percentage increase contained in the Compensation Limit for Local Government Employees published annually by the Minnesota Office of Management and Budget. Edina makes its adjustment annually, and Eden Prairie makes its adjustment every two years. The percentage increases for the last four years have been 1.8% (2020), 1.2% (2021), 6.2% (2022) and 7.7% (2023).
- ³ Lakeville pays the council and mayor, in addition to their salaries, \$25 for each committee and inter-agency meeting that they attend pursuant to assignment by council resolution. The 2022 resolution of appointments is attached to this staff report for information. In 2022, the Lakeville mayor received \$850 for committee pay, one council member received \$600 for committee pay, and the other three council members made no claims for committee pay.

- 4 Plymouth's ordinance also includes an escalator provision. Salaries are adjusted as of each Jan. 1 that follows a municipal regular election. The salaries are adjusted based on the Consumer Price Index average over the 24 months that precede the municipal election. By adopting an ordinance prior to the municipal election, the council may waive an upcoming salary adjustment. In 2022, the Plymouth council amended its ordinance to establish a 10% cap on any increase (the 2022 CPI otherwise would have provided a 14% increase).
- 5 St. Louis Park's ordinance includes an escalator provision. After each municipal election, salaries are adjusted by the cumulative rate at which non-union employee salaries were adjusted over the preceding two years. St. Louis Park council members also serve as members of the city's EDA. The EDA established compensation for its members in a 2015 resolution, which includes a similar escalator provision. The EDA compensation for 2023 is \$5,303, in addition to the council compensation shown in the above chart. The last adjustment was made as of Jan. 1, 2022. Salaries will be adjusted for 2024 at 3% (the 2023 employee salary increase rate) plus the approved employee percentage increase for 2024.

If the council wishes to consider a salary adjustment, it must adopt an ordinance prior to the municipal election on Nov. 7, 2023. Although the ordinance may be adopted any time prior to the election, the last possible dates for introduction and adoption would be Oct. 16 and Oct. 30, respectively. The ordinance could take effect at any date that is at least 30 days after the publication of the ordinance and also occurs after Nov. 7, 2023.

City staff requests that the council provide direction as to whether to prepare an ordinance for council consideration and what salaries should be specified in the ordinance. Unless otherwise directed by the council, the staff assumes that any ordinance would be effective Jan. 1, 2024.

Discussion Questions

- ***Does the council wish to consider an adjustment to council salaries?***

GENERAL PROVISIONS

§ 30.01 SALARY OF MAYOR AND COUNCIL MEMBERS.

(A) The monthly salary of each Council member shall be \$988.00 per month until January 1, 2023, at which time it shall be \$1,017.64 per month until January 1, 2024, at which time it shall be \$1,048.17 per month, and the monthly salary for the Mayor shall be \$1,483.00 per month until January 1, 2023, at which time it shall be \$1,779.60 per month until January 1, 2024, at which time it shall be \$1,832.99 per month.

(B) The salary schedule referred to in division (A) of this section is established on the basis that the offices of Mayor and Council member in this city are part-time positions. The Mayor and/or Council members are sometimes required to attend municipal functions or to take time from their regular employment to perform services beneficial to the city. Additional compensation is paid to the Mayor or Council members in those cases subject to the following conditions:

(1) The activity and number of days for which a Council member is to be engaged must be approved by the City Council prior to member's participation.

(2) The Mayor and Council member will be paid \$50 per day as supplemental compensation for each day approved and for which the member is in attendance at the approved activity.

(C) The City Manager shall biennially prepare a compensation report that contains an analysis of the compensation paid to elected officials of the Minneapolis-St. Paul area metropolitan cities similar to the City of Brooklyn Park. The report shall be provided to the City Council for review.

('72 Code, § 115:00) (Am. Ord. 1996-817, passed 5-13-96; Am. Ord. 1998-880, passed 5-11-98; Am. Ord. 2000-923, passed 4-10-00; Am. Ord. 2002-976, passed 6-10-02; Am. Ord. 2006-1054, passed 1-23-06; Am. Ord. 2018-1233, passed 7-9-18; Am. Ord. 2022-1283, passed 10-24-22)

CITY OF LAKEVILLE

RESOLUTION NO. 22-08

**RESOLUTION APPROVING APPOINTMENTS TO
CITY COUNCIL COMMITTEES AND INTER-AGENCIES**

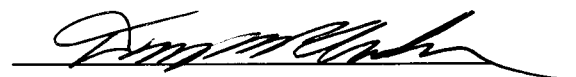
WHEREAS, the City Council believes it to be advantageous to facilitate the duties and responsibilities of the City Council by Committee and Inter-agency assignments.


NOW, THEREFORE, BE IT RESOLVED that the following City Council committees and inter-agencies are hereby established, and appointments thereto are approved for 2022:

<u>INTERNAL COMMITTEE/ COMMISSION</u>	COUNCIL MEMBERS (*STAFF)	
	MEMBER(S)	ALTERNATE
Economic Development Commission	Anderson (Ex-officio) *Miller (Ex-officio)	N/A
Fire Relief Association	Lee (Ex-officio) *Meyer, *Erickson (Ex-officio)	
Liquor Committee	Hellier Volk	N/A
Personnel Committee	Bermel Lee	N/A
Public Safety Committee	Lee Bermel	N/A
<u>EXTERNAL COMMITTEE/ COMMISSION</u>		
ALF Ambulance	Hellier	Lee
DCC Board of Directors (Two-year term 2022 – 2023)	Volk	Bermel
Lakeville Arenas Board of Directors	Volk *Miller	Hellier
I-35 Solutions Alliance	Lee *Johnson	*Oehme

League of Minnesota Cities (including appointments/ subcommittees on behalf of LMC)	All City Council	
Metro Cities (including appointments/ subcommittees on behalf of Metro Cities)	All City Council	
Housing and Redevelopment Authority	All City Council	
Municipal Legislative Commission (MLC)	Anderson *Miller	
Airlake Airport Advisory Commission (ALAAC)	Bermel *Olson	N/A
Dakota Mayor/ Manager Meetings	Anderson *Miller	N/A
Downtown Lakeville Business Association	Hellier	Volk
Dakota Broadband Board	Hellier	Lee
Chamber of Commerce Access and Issues Committee	Volk Hellier	
Regional Council of Mayors (including associated groups/ committees)	Anderson	N/A
LOGIS Board of Directors	*Miller	*Kuennen

ADOPTED by the Lakeville City Council this 18th day of January 2022


 Douglas P. Anderson, Mayor


 Charlene Friedges, City Clerk



**Study Session Agenda Item #6
Meeting of March 20, 2023**

Title: Pollinator Conservation in Minnetonka and Requests for Participating in “No Mow May”

Report From: Drew Ingvalson, Associate Planner/Sustainability Coordinator
Leslie Yetka, Natural Resources Manager

Submitted through: Mike Funk, City Manager
Julie Wischnack, AICP, Community Development Director
Will Manchester, Public Works Director

Action Requested: Do not promote "No Mow May." Instead, continue to promote the city's Resilient Yards education program, started in 2022, as part of a larger natural resources [Resilient Minnetonka](#) initiative.

Summary Statement

The City of Minnetonka has received requests from various groups and residents to promote "No Mow May," which includes temporarily suspending enforcement of Minnetonka city code regarding noncompliant tall grass and weeds. The city council requested this topic be reviewed by the Sustainability Commission for review and recommendation.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input checked="" 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: Enhancing and expanding pollinator habitats has several sustainability and natural resource benefits. Pollinators help create a healthy ecosystem that supports biodiversity, plant reproduction, several human crops and, thus, assist with human food security

Background

On February 28, 2023, the sustainability commission held a special meeting to discuss pollinator conservation in Minnetonka and requests for participating in NMM. The full staff report can be found [here](#).

Staff Presentation and Recommendation

First, staff provided background information about city code, complaints, and comparable cities. Specifically, staff noted:

- **City Code:** The City of Minnetonka limits tall grass/weeds to 10 inches, which is less strict than 10 out of 12 of our comparable cities. In addition, City code allows property

owners to establish a “meadow vegetation” area (consisting of native plants) that is exempt from the 10 inch height requirement.

- **Complaints:** The community submits nearly 50 tall grass/weed complaints each year during the NMM time period (May 1 – June 15) and just under 100 complaints per year.
- **Comparable Cities:** Only 2 of our 12 comparable cities will be participating in NMM in 2023 (Brooklyn Park and Edina). Two cities have discussed the program and decided not to participate (Burnsville and St. Louis Park).

Second, staff recommended that the City not establish a NMM program for three reasons.

1. **Little Benefit to Pollinators:** For most typical Minnetonka lawns, “letting your lawn go” will provide little benefit to pollinators and only encourages aggressive, non-native species (such as dandelions) to thrive.
2. **Inconsistent Best Practices:** Suspending local ordinances related to lawn height in May to allow turf grasses to grow tall is contrary to lawn maintenance best practices and makes enforcement more challenging once June arrives.
3. **Conflicting Message:** Mixed messaging on the benefits and obstacles of NMM makes it difficult for landowners to understand the best actions to take to support pollinators. The [University of Minnesota Bee Lab](#) describes NMM as a program to support spring flowers for pollinators, but also indicates that “people should not take the catchphrase ‘No Mow May’ literally.”

Third, as an alternative to NMM, staff recommended that the city continues to promote the Minnetonka Resilient Yards program, which assists community members with establishing pollinator habitats in their yard. The city created the program in 2022 and had:

- 23 people attend workshops;
- 38 people access learning modules;
- 24 people take advantage of on-site consultation with Metro Blooms; and
- Five people receive a \$150 rebate for landscaping projects.

In addition to this program, the city does outreach throughout the year to promote pollinator habitats (emails, city website, Minnetonka Memo articles, Minnetonka Matters webpage) and continues to achieve champion level status in the [Mayors’ Monarch Pledge](#) program.

Public Input

Heather Holm and Dr. Dennis Yockers, members of the Friends of Minnetonka Parks (FOMP), both provided input and supported staff’s recommendation to not establish a NMM program. Attached to the packet is correspondence as send to city council from Ms. Holm and Zero Waste Advocates of Minnesota.

Sustainability Commission Discussion and Recommendation

The commission discussed the item and unanimously voted (5-0) to recommend that the city council not promote “No Mow May,” but instead continue to promote the city’s Resilient Yards Education program as part of a larger Resilient Minnetonka initiative. Commissioner Boor also encouraged city residents to apply for native landscaping funding through the [Nine Mile Creek Watershed District cost-share program](#).

Discussion Questions

Does the city council support staff and the sustainability commission's position on the "No Mow May" program?



**Study Session Agenda Item #7
Meeting of March 20, 2023**

Title: City Manager 2023 compensation
Report From: Moranda Dammann, Assistant City Manager
Submitted through: Mike Funk, City Manager
Dawn Pearson, Human Resources Manager

Action Requested: Discussion with City Manager regarding 2023 compensation

Summary Statement

The employment agreement between the city and City Manager Mike Funk states that the annual salary of the Employee as City Manager shall be determined by mutual agreement of the City and the Manager, and subject only to the terms of this Agreement, and the Minnesota local government employee salary cap (Minn. Stat. 43A.17).

Background

On June 27, 2022, the City of Minnetonka entered into an Employment Agreement with Mike Funk as city manager. The agreement requires the city council to conduct annual performance evaluations with the city manager in the same manner as other non-union employees. During a closed session on Jan. 30, 2023, the council conducted the review, which included goal setting, with the city manager. During the study session on Feb. 6, 2023, the mayor provided a summary of the city manager's performance review, stating it was satisfactory.

The employment agreement between the city and City Manager Mike Funk states that the annual salary of the Employee as City Manager shall be determined by mutual agreement of the City and the Manager, and subject only to the terms of this Agreement, and the Minnesota local government employee salary cap (Minn. Stat. 43A.17). Subject to receiving satisfactory performance reviews by the City, the City and Manager mutually agree to the following:

- a) Commencing the first payroll period after the effective appointment date hereof, Manager's annual base salary shall be \$198,265.
- b) The base salary and/or benefits for calendar year 2023 and thereafter, shall be set when salaries are established for other non-union employees. Dependent on a satisfactory performance review, the Manager's salary shall be adjusted in the same manner as increases for other nonunion employees.
- c) Further provided that if there is a material change in the state statute regarding the salary cap during the term of this Agreement, the Parties agree to enter into good faith negotiations regarding potential adjustment to the annual salary of the City Manager.

During the Dec. 5, 2022, regular city council meeting, council approved the resolution to adjust 2023 nonunion employees that included a base wage adjustment of 3% for 2023 wages, and market adjustments. If adjusted in the same manner as increases for nonunion employees, the 3% base adjustment for 2023 is \$204,212.95, not including a market adjustment.

However, in 2023 the Minnesota local government employee salary cap received the largest percentage increase to date of 7.7%, placing the salary cap for the city manager at \$213,564. City Manager Mike Funk has requested a conversation with the city council to discuss 2023 compensation.

Salary Cap History

Local Gov't Salary Cap and Salary Waiver	Cap Salary	% Increase on the previous waiver amount	Approved Waiver
Effective January 1, 2005 the limit was	\$ 132,333.00	3.2%	\$ 136,567.66
Effective January 1, 2006 the new limit was	\$ 138,023.00	4.3%	\$ 142,440.07
Effective January 1, 2007 the new limit was	\$ 139,817.00	1.3%	\$ 144,291.79
Effective January 1, 2008 the new limit was	\$ 144,711.00	3.5%	\$ 149,342.00
Effective January 1, 2009 the new limit was	\$ 150,065.00	3.7%	\$ 154,867.65
Effective January 1, 2010 the new limit was	\$ 150,065.00	0.0%	\$ 154,867.65
Effective January 1, 2011 the new limit was	\$ 151,866.00	1.2%	\$ 156,726.06
Effective January 1, 2012 the new limit was	\$ 157,181.00	3.5%	\$ 162,211.48
Effective January 1, 2013 the new limit was	\$ 157,182.00	2.2%	\$ 165,780.13
Effective January 1, 2014 the new limit was	\$ 157,183.00	1.0%	\$ 167,437.93
Effective January 1, 2015 the new limit was	\$ 157,184.00	1.7%	\$ 170,284.38
Effective January 1, 2016 the new limit was	\$ 165,333.00	0.2%	\$ 170,624.94
Effective January 1, 2017 the new limit was	\$ 167,978.00	1.6%	\$ 173,354.94
Effective January 1, 2018 the new limit was	\$ 171,338.00	2.0%	\$ 176,822.04
Effective January 1, 2019 the new limit was	\$ 175,621.00	2.5%	\$ 181,242.59
Effective January 1, 2020 the new limit was	\$ 178,782.00	1.80%	\$ 184,504.96
Effective January 1, 2021 the new limit was	\$ 180,927.00	1.2%	\$ 186,719.02
Effective January 1, 2022 the new limit was	\$ 192,144.00	6.2%	\$ 198,295.60
Effective January 1, 2023 the new limit is	\$ 206,939.00	7.7%	\$ 213,564.36

Discussion Questions

1. Based on the discussion, is there a mutual agreement between the City Council and the Manager regarding 2023 compensation?



**Study Session Agenda Item #8
Meeting of March 20, 2023**

Title: April 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 twice (12) study sessions in 2023. 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 Dec. 19, 2022 Study Session the city council reviewed these rankings, discussed priorities and provided direction to staff.

At the Jan. 30, 2023, regular council meeting the city council unanimously approved the 2023 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 2023 Study Session Work Plan agenda items for April 24, 2023, are:

- Director presentations (Police & Fire)
- Public Safety master plan
- Buckthorn Pilot pick-up program

Discussion Questions

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

2023 Council Study Session Work Plan

Quarter 1	
23-Jan	
	Board and Commission Interviews
	Sales and/or Lodging Tax
	Study session work plan
06-Feb	
	Housing updates (pathways and homelessness)
	Review and Update Council Policy & Rules of Procedure (1.3, 2.7)
	2023 Community Survey questions review
20-Mar	
	Council compensation
	Director presentations
	Overview of recreation programming
	Marsh Update
	City Manager Annual Salary
Quarter 2	
24-Apr	
	Director presentations (Police & Fire)
	Public Safety master plan
	Buckthorn Pilot pick-up program
15-May	
	2024 Kick-Off Budget discussion
	DEI and Human Rights Commission structure
12-Jun	
	2024 CIP/EIP
	Transit Orientated Development
July	Boards & Commissions dinner
24-Jul	
	Homelessness/policy/process
	Small business programs
Quarter 3	
21-Aug	
	2024 budget discussion
31-Aug	Annual joint Planning Commission, EDAC and City Council tour
06-Sep	Annual Park Board and City Council joint meeting with Tour Dog Park/Leash policy (start w/Park Board)
11-Sep	
	Storm water management fees
	Zoning - density (community development project)
23-Oct	
	Storage of garbage/recycling containers
	On-street parking regulations/enforcement
Quarter 4	
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
	2024 annual appointments

* No Mow May- Sustainability Commission to regular council meeting