

REGULAR MEETING COTTAGE GROVE CITY COUNCIL

March 7, 2007

OPEN FORUM – 7:15 p.m.

Open forum provides a person an opportunity to inform the Council of a problem or to request information related to City business not scheduled for Council action and on the Agenda. Mayor Sandy Shiely encouraged persons to limit their remarks to two minutes per issue.

Present: Mayor Sandy Shiely
Council Member Myron Bailey
Council Member Mark Grossklaus
Council Member Fred Luden
Council Member Pat Rice

Also Present: Ryan Schroeder, City Administrator
Howard Blin, Community Development Director
Ron Hedberg, Admin Services/Finance Director
Jennifer Levitt, City Engineer
Harry Taylor, Public Works Supervisor
Corrine Thomson, City Attorney
Craig Woolery, Public Safety Director

Not Present: None

Mayor Shiely opened the Open Forum at 7:15 p.m.

There being no speakers, Mayor Shiely closed Open Forum at 7:15 p.m.

CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota, held a regular meeting on Wednesday, March 7, 2007, at the Cottage Grove City Hall, 7516 80th Street South. Mayor Shiely called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Mayor Sandy Shiely
Council Member Myron Bailey
Council Member Mark Grossklaus
Council Member Fred Luden
Council Member Pat Rice

Also Present: Ryan Schroeder, City Administrator
Howard Blin, Community Development Director
Ron Hedberg, Admin Services/Finance Director
Jennifer Levitt, City Engineer

Harry Taylor, Public Works Supervisor
Corrine Thomson, City Attorney
Craig Woolery, Public Safety Director

Not Present: None

ADOPTION OF AGENDA

MOTION BY BAILEY, SECONDED BY GROSSKLAUS, TO APPROVE THE AGENDA AS SUBMITTED. MOTION CARRIED 5-0.

PRESENTATIONS

A. Parks and Open Space

MOTION BY BAILEY, SECONDED BY GROSSKLAUS, TO TABLE THE PARKS AND OPEN SPACE PRESENTATION TO THE MARCH 21, 2007. MOTION CARRIED 5-0.

B. Recognize Commission Volunteers – Rod Hale and Jim Shinn

Mayor Shiely and the Council Members presented Certificates of Appreciation to Rodney Hale, retiring from the Planning Commission, and Jim Shinn, retiring from the Human Services Rights Commission, and thanked them for their years of service to the community. Mr. Shinn stated he felt the Commission was worthwhile and he was most proud of starting bus transportation, with the latest for senior housing. Mr. Hale thanked current and previous Councils and staff for doing an excellent job for the City and said he would be serving a community in some capacity wherever he lived.

C. Eagle Scout Presentation – Joshua Fraboni

Mayor Shiely and the Council Members presented Joshua Fraboni with a plaque acknowledging his achievement of Eagle Scout and said it was important to the community. Mr. Fraboni described the project he completed at Zion Lutheran Church to attain his Eagle Scout.

D. Certificate of Achievement for Excellence in Financial Report – 2005 Comprehensive Annual Financial Report

Mayor Shiely congratulated the Finance Director and staff for the Certificate of Achievement for Excellence in Financial Reporting for the 2005 Comprehensive Annual Financial Report. The Finance Director provided background information on the achievement, noting it was the City's 16th consecutive year to do so, and acknowledged the efforts of the Finance Department and, in particular, Financial Analyst Brenda Peper and Accountant Cathy Mohr.

APPROVAL OF MINUTES

A. February 7, 2007, Regular Meeting

Mayor Shiely stated that the minutes stood approved as presented.

CONSENT CALENDAR

Council Member Bailey pulled Items D, F, and G. Regarding Item D, Council Member Bailey expressed appreciation to Cheryl Kohls, who resigned as the City's representative to the Lower St. Croix Watershed Management Organization. Regarding Item F, Council Member Bailey acknowledged donations from the American Legion, Anchor Bank, Borst Construction Inc., John Germo Insurance Agency Inc., KOK Funeral Home, John J. Norton DDS PA, Tennis Sanitation, and XCEL Energy on behalf of the Public Safety, Fire and Recreation Departments for the 14th Annual Youth Safety Camp. Regarding Item G, Council Member Bailey acknowledged donations from Marathon Petroleum Company and Cottage Grove Fire Auxiliary to the Public Safety Department, Fire Division, for the purchase of a Keiser FORCE machine to be used during training and exercises. The Public Safety Director described the purpose of the machine, similar to a fire ax to draw and vent through roofing, and said it would be a good training tool.

Council Member Rice pulled Item I. He stated that the proposed resolution supporting comprehensive road and transit funding for 2007 would possibly involve tax increases and he was not looking forward to signing his name to such a document.

MOTION BY RICE, SECONDED BY LUDEN, TO REMOVE ITEM I FROM THE AGENDA.
MOTION CARRIED 5-0.

Mayor Shiely pulled items K and R. She asked for an explanation of Item K regarding Change Order #3 for the Mississippi Dunes 2nd Addition Project. The City Engineer responded that the developer did not have direct means to implement the erosion control plan in time with the contractor but would be paying 100% of the cost to do so. Regarding Item R, Mayor Shiely said she wished to thank publicly Sharon Marko, Myra Peterson, and Katie Sieben for providing seed money for a City public foundation in memory of her recently-deceased mother and encouraged the public to add to the fund if they wished.

MOTION BY RICE, SECONDED BY BAILEY, TO:

- A. ACCEPT AND PLACE ON FILE THE FOLLOWING MINUTES:
 - I. PLANNING COMMISSION MEETING MINUTES FROM JANUARY 22, 2007.
- B. REAPPOINT JAN JAPS TO THE ADVISORY COMMITTEE ON HISTORIC PRESERVATION AND WILLIAM SCHUMAL TO THE PARKS, RECREATION AND NATURAL RESOURCES COMMISSION FOR TERMS TO EXPIRE ON FEBRUARY 28, 2009.
- C. AUTHORIZE PURCHASE OF 35,000 POUNDS OF CRAFTCO 221 CRACK SEALANT FROM BROCK WHITE COMPANY AT \$0.42 PER POUND OR \$15,655.50.
- D. ACCEPT THE RESIGNATION AND THANK CHERYL KOHLS FOR HER SERVICE TO THE COMMUNITY AS COTTAGE GROVE'S REPRESENTATIVE TO THE LOWER ST. CROIX WATER MANAGEMENT ORGANIZATION (WMO) AND AUTHORIZE STAFF TO ADVERTISE FOR HER REPLACEMENT.
- E. ADOPT RESOLUTION NO. 07-035, A RESOLUTION ACCEPTING DONATION OF PRIZES FOR THE HUMAN SERVICES/HUMAN RIGHTS COMMISSION ESSAY CONTEST.

- F. ADOPT RESOLUTION NO. 07-036, A RESOLUTION ACCEPTING DONATIONS IN THE AMOUNT OF \$775.00 ON BEHALF OF THE PUBLIC SAFETY, FIRE, AND RECREATION DEPARTMENTS FOR THE 14TH ANNUAL YOUTH SAFETY CAMP.
- G. ADOPT RESOLUTION NO. 07-037, A RESOLUTION ACCEPTING THE DONATION OF \$1,500 FROM MARATHON PETROLEUM COMPANY AND \$1,284.97 FROM THE COTTAGE GROVE FIRE AUXILIARY TO THE PUBLIC SAFETY DEPARTMENT, FIRE DIVISION, FOR THE PURCHASE OF A KEISER FORCE MACHINE TO BE USED DURING TRAINING AND EXERCISES.
- H. APPROVE THE POLICY IMPLEMENTING THE FEDERAL OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT (CDL DRUG AND ALCOHOL TESTING) AND THE POLICY ON CONTROLLED SUBSTANCE AND ALCOHOL TESTING (NON-CDL POLICY).
- I. ~~ADOPT RESOLUTION NO. 07-XXX SUPPORTING COMPREHENSIVE ROAD AND TRANSIT FUNDING FOR 2007.~~ REMOVED FROM AGENDA
- J. ADOPT RESOLUTION NO. 07-038, A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS AND ESTABLISHING A MAY 24, 2007, BID DATE FOR THE TRUNK HIGHWAY 61/JAMAICA AVENUE ROUNDABOUT PROJECT.
- K. APPROVE CHANGE ORDER NO. 3 FOR THE MISSISSIPPI DUNES 2ND ADDITION PROJECT.
- L. ADOPT RESOLUTION NO. 07-039, A RESOLUTION AWARDED THE CONTRACT FOR 2007 STREET STRIPING TO TWIN CITY STRIPING, INC. IN THE AMOUNT OF \$29,216.29.
- M. ADOPT RESOLUTION NO. 07-040, A RESOLUTION AWARDED THE CONTRACT FOR THE 2007 CRACK SEALING PROGRAM TO BERGMAN COMPANY IN THE AMOUNT OF \$24,500.00.
- N. ADOPT RESOLUTION NO. 07-041, A RESOLUTION APPROVING FINAL PAYMENT OF \$69,041.04 TO TOWER ASPHALT, INC. FOR THE 2005A STREET IMPROVEMENT PROJECT.
- O. ADOPT RESOLUTION NO. 07-042, A RESOLUTION APPROVING THE REVISED FEASIBILITY REPORT, ORDERING THE PROJECT, AND AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS FOR THE EAST RAVINE TRUNK SANITARY EXTENSION-NEIGHBORHOOD 1.
- P. ADOPT RESOLUTION NO. 07-043, A RESOLUTION APPROVING FINAL PAYMENT IN THE AMOUNT OF \$54,630.72 TO HYDROCON, INC. FOR THE MISSISSIPPI DUNES 2ND ADDITION PROJECT.
- Q. ADOPT RESOLUTION NO. 07-044, A RESOLUTION AUTHORIZING THE PREPARATION OF FEASIBILITY REPORT FOR THE SOUTH RIDGE POINT DEVELOPMENT PROJECT.
- R. ADOPT RESOLUTION NO. 07-045, A RESOLUTION ACCEPTING DONATIONS FROM SHARON MARKO, MYRA PETERSON AND KATIE SIEBEN TOTALING \$140.00 TO BE USED FOR A PUBLIC FOUNTAIN.
- S. ATKINSON CEMETERY:
 - I. ACCEPT THE CONCEPT DESIGN FOR THE ATKINSON CEMETERY GATEWAY NORTH REVITALIZATION PROJECT AND AUTHORIZE STAFF TO FINALIZE THE DESIGN PLANS, CONSTRUCTION COSTS, AND FUNDING PARTNERS, AND
 - II. DIRECT CITY STAFF TO WORK WITH WASHINGTON COUNTY ON THE FORMAL TRANSFER OF THE CEMETERY LAND TO THE CITY.

- T. ADOPT RESOLUTION NO. 07-046, A RESOLUTION ORDERING THE ABATEMENT OF CONDITIONS CREATING A NUISANCE AT 8218 HYDE LANE SOUTH.

MOTION CARRIED 5-0.

RESPONSE TO PREVIOUSLY RAISED OPEN FORUM ISSUES

None

PUBLIC HEARING

- A. Hold Public Hearing and Consider Authorizing Issuance of a Massage Therapist/Massage Business Licenses to Ramona Westerberg/DBA The Healing Place of Cottage Grove, to Operate Out of her Home at 7850 Lamar Avenue South.

Mayor Shiely opened the public hearing at 7:52 p.m.

Gisela Staker, 7989 Lamar Avenue South, inquired as to whether there would be increased traffic and billboard advertising. Mayor Shiely responded that it would be a home occupation but said her questions were valid regarding parking and signs, though also stating that the City watches home businesses closely and said any problems would be resolved. The Community Development Director added that the business would be allowed a 1' x 2' sign in front of the house behind the property line and could only have one customer at a time and no more than four cars. He said he didn't anticipate a great deal of traffic.

Ramona Westerberg, the applicant, 7850 Lamar Avenue South, said she had been doing massage therapy at another organization and this business would be working with friends and family. She confirmed that there would only be one customer at a time in the home and the business would have one marker but no billboards.

There being no additional speakers, Mayor Shiely closed the public hearing at 7:56 p.m.

Mayor Shiely requested Council feedback.

MOTION BY GROSSKLAUS, SECONDED BY RICE, TO AUTHORIZE ISSUANCE OF MASSAGE THERAPIST AND A MASSAGE BUSINESS LICENSE TO RAMONA WESTERBERG/DBA THE HEALING PLACE OF COTTAGE GROVE. MOTION CARRIED 5-0.

BID AWARDS

- A. Consider Awarding Bid for the 2007 Seal Coat Program

Mayor Shiely inquired why there were only two bids, and the City Engineer responded that was all that was received but staff was happy with the bid, which was within budget.

MOTION BY BAILEY, SECONDED BY RICE, TO ADOPT RESOLUTION NO. 07-047, A RESOLUTION AWARDED BID FOR THE 2007 SEAL COAT PROGRAM TO PEARSON BROTHERS, INC., FOR \$217,959.69. MOTION CARRIED 5-0.

B. Consider Awarding Bid for the 80th Street and Kingston Park Bituminous Trail Reconstruction Project

Council Member Bailey questioned whether the intent was to do both 80th and alternate Kingston. The City Engineer responded that it was, due to the discovery that Kingston was not in good condition to warrant micro surfacing. Council Member Bailey then asked that the installation not occur during the Strawberry Fest, and the City Engineer responded that it would not, occurring either before or after.

MOTION BY RICE, SECONDED BY LUDEN, TO ADOPT RESOLUTION NO. 07-048, A RESOLUTION AWARDED BID FOR THE 80TH STREET AND KINGSTON PARK BITUMINOUS TRAIL RECONSTRUCTION PROJECT TO TOWER ASPHALT, INC., FOR \$72,616.40.
MOTION CARRIED 5-0.

C. Consider Awarding Bid for the Booster Station Roadway and Parking Lot Reconstruction Project

MOTION BY BAILEY, SECONDED BY GROSSKLAUS, TO ADOPT RESOLUTION NO. 07-049, A RESOLUTION AWARDED BID FOR THE BOOSTER STATION ROADWAY AND PARKING LOT RECONSTRUCTION PROJECT TO TOWER ASPHALT, INC., FOR \$55,261.50.
MOTION CARRIED 5-0.

UNFINISHED AND NEW BUSINESS

A. Consider Approving a Zoning Amendment to Change the Zoning of Property at 6750 Jamaica Avenue South from R-1 and AG-1 to R-2A and Consider Approving a Preliminary Plat for the Preserve at Cottage Grove

The Community Development Director reported on the two requests, to rezone and another to approve a preliminary plat. He displayed the site map for the property, 21 acres in size and owned by Wilder Foundation and Minnesota Land Trust. He said City staff had conversations with both parties and it was expected this area would eventually be open for public use, primarily a trail system that would run through the woods. He displayed the layout of the subdivision, stating there would be one street connection to Jamaica. The Community Development Director said the project would exceed the fire code for 30 units on a dead-end street and so it was being proposed that when the property to the north would be constructed, a substreet would lead to 1-2 cul-de-sacs where more lots would be platted and connect with a trailway to Jamaica. He said the Fire Department was satisfied that it would have adequate emergency vehicle access.

Mayor Shiely inquired why sprinkler systems were not required for the buildings. The Community Development Director responded that they are problematic in single-family homes and would be much more likely to see in multi-family units, that they are hard to maintain and there is no guarantee homeowners would do so. He stated that the Planning Commission had reviewed the plan and recommended approval.

Mayor Shiely invited the developer to address the Council. She also asked if a representative from Wilder Foundation was present, and the Community Development Director responded no, but had been at the Planning Commission meeting.

Brad Reiland, Johnson-Reiland Construction, Prior Lake, said his company was excited about the plan and described it as a wooded area with tree plantings and landscaping. He described the development as a high-end community with custom homes in the \$600,000 range.

Council Member Rice inquired as to whether there would be an association, and Mr. Reiland responded that it was being considered but would be low-level and cover only outlots, maintenance, governing covenants and architecture.

Mayor Shiely stated that she'd noticed discussion with the Wilder Foundation and wondered if everything had been worked out with them. Mr. Reiland responded that it had been, having talked with the caretaker and director of real estate for the Wilder Foundation. He said he looked to have some type of agreement between them regarding what would stay on the property.

Council Member Grossklaus asked if everyone understood the guidelines for the East Ravine regarding structural issues, that houses not be the same style. Mr. Reiland responded that it was the exact type of development his company preferred to do.

MOTION BY RICE, SECONDED BY BAILEY, TO PASS ORDINANCE NO. 812, AN ORDINANCE FOR THE CITY OF COTTAGE GROVE, MINNESOTA, AMENDING CITY CODE SECTION 11-1-6, ZONING MAP, VIA REZONING CERTAIN PROPERTY LOCATED AT 6750 JAMAICA AVENUE SOUTH FROM R-1, RURAL RESIDENTIAL, AND AG-1, AGRICULTURAL PRESERVATION, TO R-2A, RESIDENTIAL DISTRICT. MOTION CARRIED. 5-0.

MOTION BY MAYOR SHEILY, SECONDED BY RICE, TO ADOPT RESOLUTION NO. 07-050, A RESOLUTION APPROVING THE PRELIMINARY PLAT NAMED THE PRESERVE AT COTTAGE GROVE, CONSISTING OF 39 SINGLE-FAMILY LOTS AND SEVEN OUTLOTS.

Council Member Luden asked if calculations had been done regarding storm water, and the Community Development Director responded that it had met the requirements.

Mayor Shiely inquired about park dedication, noting that it had been a long time since a park dedication had been required for land. The Community Development Director responded that the reason for not requiring park dedication was because it was close to Highlands Park and there would be parks located on the east side of Jamaica Avenue and a public park on the north side of the wetland area.

Mayor Shiely asked if it sounded like Wilder Foundation was amenable to a public trails system. The Community Development Director responded that they were receptive to the idea but that nothing would happen immediately because the owning family has use of the property now.

UPON VOTE BEING TAKEN, MOTION CARRIED 5-0.

The City Attorney reminded Council that a resolution was required to authorize publication of the zoning amendment by title and summary. Mayor Shiely thanked her for doing so.

MOTION BY BAILEY, SECONDED BY GROSSKLAUS, TO ADOPT RESOLUTION NO. 07-051, A RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE NO. 812 BY TITLE AND SUMMARY. MOTION CARRIED 5-0.

RESPONSE TO PREVIOUSLY RAISED COUNCIL COMMENTS AND REQUESTS

None.

COUNCIL COMMENTS AND REQUESTS

Mayor Shiely asked that the Public Safety Director send best wishes on behalf of the Council to police officer Greg Rinzel, who was injured when on foot pursuit of an escapee from Red Wing Correctional Facility. The Public Safety Director said he couldn't think of a worse feeling than when he heard that an officer was down. He described the situation and said he was proud of the officers who responded and thanked them and assisting agencies, including the Washington County Sheriff's Department and officers from Woodbury, St. Paul Park, and Newport, and the State Highway Patrol.

Council Member Grossklaus asked whether there would be an investigation as to why the escape occurred, and the Public Safety Director responded that the corrections officer would be providing details but that it was still an active investigation.

Mayor Shiely asked the Public Safety Director to keep the Council updated.

PAY BILLS

MOTION BY BAILEY, SECONDED BY GROSSKLAUS, TO APPROVE PAYMENT OF CHECK NUMBERS 149147 TO 149313 IN THE AMOUNT OF \$582,572.22. MOTION CARRIED 5-0.

The meeting adjourned to the Open Workshop session at 8:20 p.m.

Mayor Shiely opened the Open Workshop session at 8:28 p.m.

WORKSHOP SESSION – OPEN

A. Emergency Medical Service (EMS) Status Report

The Public Safety Director presented a status report on the Cottage Grove EMS and explained that Police and Fire services cross-train members as Police Officer/Parademics, Fire Fighter/Paramedics, and paid on-call Fire Fighter/EMTs to deliver emergency medical services. He reported that the EMS industry has been impacted because the health care industry has experienced significant changes, particularly concerning Medicare and Medicaid reimbursement.

The Public Safety Director said Cottage Grove is unique because it is a hybrid system with cross trained staff, which can only be found in a few nearby cities such as Woodbury and Maplewood and some others nationally and said the system creates certain challenges. He stated that,

overall, the system has done well since 1967, when the City began one of the first paramedic systems in the metro and State, but over the years the Council has questioned write-offs.

Woolery informed Council that once an assignment is accepted, it is agreed that the City will take payments and must accept billing, noting that Medicare can co-bill to private insurance. He stated that St. Paul Park and Newport are unique in that their usage rate per population is twice that of Cottage Grove, yet the return rate averages \$.46 on the dollar. The demographic and service demands of the two other cities differ. St. Paul Park and Newport have older populations which, in turn, require an increased need for EMS. Several measures have been taken over the years in attempts to address the issues of lost revenues: increases to ambulance billing rates, decreased EMS budget supporting Police/Paramedic personnel and other costs, increased efficiencies with allocated resources, and the Minnesota revenue recapture program.

The Public Safety Director cited four (4) other service delivery options, to be considered:

1. Maintain the current Police/Paramedic, Fire/Paramedic, and paid on-call Fire Fighter/EMT system
2. Subcontract or transfer St. Paul Park and Newport to a private service provider
3. Migrate to a Fire Department-based EMS system
 - a. Hybrid Police/Fire system
 - i. Primary Fire response/Transport
 - ii. Secondary Police response/Transport
4. Subcontract or transfer Primary Service (PSA) to private service providers.

The Public Safety Director stated that the current public safety model is in place but is not without challenges, including lost street response, paramedic shortage, and the need to accelerate the recruitment program. He cited disadvantages of the public safety model are recruitment/retention and police service competing with EMS demands. He recommended in 2008 or 2009 looking at adding police officers to allow room in the schedule to get 1-2 officers to school.

Mayor Shiely asked if he had seen any change in response dispatching time, and the Public Service Director responded that it had improved since June.

The Public Safety Director reported that at this point St. Paul Park and Newport are not interested in supporting their residents with healthcare needs via hospital care and that Cottage Grove controls the service area. Discussion ensued about Cottage Grove taxpayers covering bad debt (non-reimbursements), notably for St. Paul Park and Newport, and what this means to the City, as well as the possibility of utilizing HealthEast, which expressed interest in discussions with Cottage Grove. The Public Safety Director noted the difficulty in looking at the subject in both a business sense and service sense and cited the advantages and disadvantages of utilizing a private service.

Mayor Shiely expressed interest in the concept of moving Paramedics to the Fire Division.

Council Member Grossklaus asked if there was a breakeven at some point in phasing out Paramedics, where there wouldn't be a need to hire more police. The Public Service Director responded that the City would be right there with other cities then. He said it is a challenge when adding the EMS component.

Council Member Grossklaus described an example when Cottage Grove paramedics responded to a call in St. Paul Park and their police officers were just observing at the site. Council Member Bailey commented that they show up for their own calls. Council Member Luden said he was amazed how quickly one can respond when police are deployed within minutes and the amount of bad decisions that are prevented by getting to a call site quickly. The Public Safety Director agreed that lives are being saved.

Mayor Shiely complimented the Public Safety Director on a report that was well balanced, comprehensive, and would be the beginning of further conversation.

The Public Safety Director thanked Council for their attention and reassured them that needs are being met today.

Mayor Shiely asked Council how they felt about including more Fire Fighter/Paramedics.

Council Member Rice responded that it would be a difficult time increasing budgets dramatically either way. He said perhaps the City could work with HealthEast in some way where they would have their new qualified hires contract with us so Cottage Grove doesn't have to make the run out of town. The Public Safety Director responded that HealthEast would be willing to talk about that.

Council Member Grossklaus said he supported dropping St. Paul Park and Newport services, subcontracting out, and keeping services within Cottage Grove.

Mayor Shiely suggested utilizing HealthEast trainees. The Public Safety Director responded that there is a part-time paramedic program and perhaps certified medics could be utilized to help cover at a reduced rate when need arises.

The City Administrator stated that there would be benefit in continuing discussion with HealthEast.

B. Advisory Commission/Committee Appointment Process

The City Administrator reported that it was discovered recently that the process used to appoint advisory Commission members has varied depending on the Commission and he was asking for an affirmation from Council regarding a process and then would come back with a policy for consideration at the next Council meeting. He provided background information that Council had not reviewed the appointment process since 1992, at which time that Council had implemented a change that "each Commission may approach the process of appointing new members with their respective Council Liaison." He suggested that there be reinforcement that advisory Commission appointment is something done by the Council and not by the Commissions themselves and that the appointment process is run by the Council Liaison, who is the decider in bringing it forward to Council.

Mayor Shiely suggested that the wording be changed to "each Commission shall approach the process of appointing new members with their respective Council Liaison," that it is the Council Liaison who will make the determination. She stated that the advisory Commission is a group of citizens that Council relies on and Council wants to make sure there are people there they can

rely on and offer a variety of ideas. Mayor Shiely stated that she was in favor of the City Administrator's suggestion. Council Member Rice agreed.

Council Member Bailey stated that the Commission shouldn't appoint but rather tell people who have interest in openings to submit applications.

After discussion, the City Administrator stated that he would bring back a process for Council to review.

Council Member Luden suggested that there be some uniform interview tools or rating criteria when interviewing candidates. The City Administrator responded that there were standard templates available and questions could be played off the applications. Council Members Rice and Bailey both agreed with a uniform interviewing template.

WORKSHOP SESSION – CLOSED

None

ADJOURNMENT

MOTION BY RICE, SECONDED BY BAILEY, TO ADJOURN THE MEETING AT 9:34 P.M.
MOTION CARRIED 5-0.

Respectfully submitted,

Mary Heintz
TimeSaver Off Site Secretarial, Inc.