

Tuesday, May 25, 2021 1:00 PM
CITY OF MINNETONKA BEACH
CITY COUNCIL SPECIAL MEETING MINUTES

Mayor Lindstrom determined that an in-person Council meeting was not practical or prudent because of the COVID 19 health pandemic and that this Council meeting was held remotely using Zoom Teleconferencing. This was done in accordance with MN State 13D.02

- 1. Mayor Lindstrom called the meeting to order at 7:00 p.m.**
- 2. Roll Call:** Mayor Jaci Lindstrom; Council Members: Tracey Breazeale, Susan Enlow, Steve Howarth, Vibhu Sharma, and Treasurer Chris Zinn. Staff Members: City Clerk Heidi Honey, Administrative Asst. Jane Burgess, Stantec Engineer Alan Offerman
- 3. Approve Agenda for the May 25, 2021 City Council Meeting**

Enlow motion, Breazeale second to approve the May 25, 2021 agenda. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.

4. Old Business

4.1. Consider City Administrator Candidate

Lindstrom described the hiring timeline and process. On April 23, Council accepted Administrator Melvin’s resignation effective May 19 and authorized posting and recruitment of applicants. The deadline for submission was 5 pm May 10 and 13 application were received. Mevin, Enlow and Mayor Lindstrom screened them and interviewed three candidates at the first round and narrowed it to two candidates for the second round of interviews. Both were selected to interview with Council, but one candidate withdrew. Lindstrom then asked Honey interview questions. Honey also answered questions from council. Honey and Lindstrom discussed potentially hiring Burgess for the open clerk position since she already has extensive knowledge of those responsibilities. Council discussed Honey’s qualifications. Lindstrom stated that Honey works hard, is motivated, indicated longevity, can learn necessary skills she is unfamiliar with (related to finance, human resources, and code enforcement), understands processes, and would hit the ground running. Enlow stated that Honey and the other candidate stood out significantly from the other candidates. She had initial concerns about the community’s ability to recognize her additional authority in this role. She added that Honey clearly knows the city and that benefits the city. Breazeale stated she been very impressed with her level of organization and ability to field conversations that come through City Hall. She also said she has confidence Honey can handle difficult interactions, her knowledge is invaluable, has many skills they are looking for and can learn the ones she does not. Lindstrom stated they are not required to interview two candidates and they would not have brought one candidate forward if they felt she was not qualified. Howarth discussed her confidence level, and stated attributes missing on her resume are seen in her experience.

Howarth motion, Breazeale second to appoint Heidi Honey to role of City Administrator pending Council approval of the contract and salary at the June 14, 2021 City Council. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. The motion carried.

Lindstrom discussed moving Jane Burgess into the Clerk position. Burgess has worked for the city 6.5 years as well as performing special projects for the city prior to that. She went on to discuss

qualifications. Honey stated in the past she was moved into the clerk position for efficiency. The clerk job at Minnetonka Beach is unique and unlike other city clerk positions and she thought it would be difficult to find an appropriate candidate. Honey went on to say that Burgess has been trained or is familiar with most of the clerk responsibilities as well as other large responsibilities (electronic payments, Cares Act funds, and the City dock program). She is familiar with city code, has been involved in elections, and can find answers if she does not know them. Howarth stated he is comfortable with Lindstrom reviewing responsibilities of the role and evaluating Burgess for it. He added finance knowledge would be beneficial also. Burgess has finance and administrative experience. He was comfortable deferring the decision to Lindstrom. Sharma agreed with Howarth's comments. Enlow stated it is consistent with past practices for the Mayor and Administrator to hire the clerk, but she encouraged them to go through the process of an interview and completing an application, so the paperwork is in the file. Burgess discussed her qualifications, experience working with the city, and the benefits of knowledge of the city, its processes, and residents. She also discussed the benefits of moving from private sector to public sector because she recognizes it is like running a business. At her previous job, she managed receivables, vendor relationships, and frequent negotiations with payment terms and collections.

4.2. Consideration of Relocating Watermain at 3120 Brooks Lane – Bob & Kim Johnson
Offerman reviewed his May 24, 2021 memo in the packet. Initially, the watermain relocation was part of the 2019 infrastructure project but it was removed due to high costs. The owner has a potential buyer, but the sale is contingent on the water main being relocated. When the home is torn down, it may be easier and less expensive to do this portion of the watermain due to no restoration or directional drilling, but savings may be lost due to the small scale. Easements would be needed from neighboring properties. They have been drafted and owners are agreeable except terms were not agreed to yet with 3130 Brooks. Offerman stated the city does not have an easement for this water main and recommended the city attorney provide an opinion on if the city is required to move it. Lindstrom stated she is bothered that the city has not organized an adequate drainage infrastructure for that area. Howarth expressed concerns about the city incurring incremental costs for a small-scale project when they plan to deal with the drainage issue when they do the 4" main replacements. Sharma asked about the city's responsibility if they Johnson are selling a house knowing the water main is there and timing. The potential owner wants to break ground this fall. John Brennan, Johnson's attorney, stated the city created this problem by running a water main through a property without an easement and his client is asking that the city fix the problem. Offerman discussed adverse possession because the watermain has been there for 80 years. Enlow expressed concerns about securing contractors and easements in the short timeline. The 3130 Brooks easement may be difficult due to a trust situation. Enlow discussed determining whose cost this is and if a premium would be charged because of the timeline. Zinn stated the estimate is \$300,000 to \$360,000 and his goal for CIP is \$150,000 annually. City had year-end reserves of \$1,025,000 million but the city's accountants reported that the city's excess at year end was \$186,000. Reserves would need to be built back up to recommended amounts by taxing residents because issuing a bond is not recommended due to the small amount. Breazeale expressed concerns about the timing of this potential project and competition by fall. Offerman was directed to: provide incremental costs for doing the project now and costs if combined with a larger project in the future; do additional research on easements; find contractors to bid for firmer costs and timing; get a legal opinion on not moving the watermain; and provide the minimum viable product to accommodate movement of the main at the least cost at this time to tie it into a larger future project. Zinn to research financial considerations. Offerman discussed difficulty in getting easements and the project completed by fall. Lindstrom discussed the difficulty of getting an easement from 3130 Brooks.

Howarth motion, Enlow second to continue this agenda item Consideration of Relocating Watermain at 3120 Brooks Lane at a future meeting as deemed appropriate. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. The motion carried.

5. Adjourn

Enlow motion, Sharma second to adjourn the May 25, 2021 City Council Special meeting. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.

The meeting adjourned at 8:55 pm.

Guests/Members of the Public: Nell Mathews, Joann Anderson, Bob & Kim Johnson, John Brennan (Johnson's attorney)

Respectfully submitted,

Heidi Honey, City Clerk