

**MINUTES
MINNETONKA CITY COUNCIL
REGULAR MEETING, MONDAY, JANUARY 3, 2005**

1. CALL TO ORDER.

Mayor Anderson called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE.

All joined in the Pledge of Allegiance.

3. ROLL CALL.

Councilmembers Bob Ellingson, Brad Wiersum, Terry Schneider, Jan Callison, Al Thomas, Tony Wagner, and Karen Anderson were present.

4. APPROVAL OF AGENDA.

City Manager John Gunyou reviewed the addendum. Changes were provided for the cooperative agreement for CSAH 101 (item #10B). Additional language was provided for a fire sprinkler retrofit at 1708 Pondview Terrace (item #10C). A new condition was provided for the Lorence Subdivision (item #11A).

Callison moved, Thomas seconded a motion to accept the agenda with the addendum. All voted "yes." Motion carried.

5. APPROVAL OF MINUTES: December 20, 2004 regular council meeting.

Schneider moved, Callison seconded a motion to approve the minutes of the December 20, 2004 Minnetonka City Council meeting. All voted "yes." Motion carried.

6. SPECIAL MATTERS:

A. Resolution designating an Acting Mayor and Alternate Acting Mayor for 2005.

Callison moved, Thomas seconded a motion to adopt Resolution No. 2005-001 designating Council Member Terry Schneider Acting Mayor and Council Member Brad Wiersum as Alternate Acting Mayor for the year 2005. All voted "yes." Motion carried.

B. Proclamation designating Monday, January 17, 2005 as Martin Luther King, Jr. Day in Minnetonka.

Anderson read a Proclamation designating Monday, January 17, 2005 as Martin Luther King, Jr. Day in Minnetonka.

7. REPORTS FROM CITY MANAGER & COUNCIL MEMBERS.

Gunyou reported on the upcoming council meeting and holiday schedule. He invited the public to attend the State of the City event on January 19. He invited the council to attend a January 25 meeting with the EDA where information about tax increment financing will be shared.

Anderson recognized Boy Scout Troop 346 from All Saints Lutheran Church. Members of the troop are working on their communications badge.

8. CITIZENS WISHING TO DISCUSS MATTERS NOT ON THE AGENDA.

Paul Tietz 1709 Pondview Terrace, asked for an opportunity to give input about item #10C. Anderson advised that he would have an opportunity to request that during the consent agenda.

9. BIDS AND PURCHASES:

A. Consideration of bids for the Park Renewal site work project at Glen Moor, Knollway and Woodgate Parks.

Gunyou provided the staff report.

Thomas asked about the advantages of bidding park renewal projects individually or by groups. Recreation Program Manager Perry Vetter said that staff uses both methods. The most appropriate method is selected based on the scope of work, workload, and the construction season.

Wiersum moved, Wagner seconded a motion to award the bid for Park Renewal improvements at Glen Moor, Knollway and Woodgate Parks to Jim Jansen Construction with a total bid of \$632,448.10.

In response to Anderson's question, Vetter said that said that Odessa Construction had previously done good work for the city, and that the new name of the firm is Jim Jansen Construction.

All voted "yes." Motion carried.

10. CONSENT AGENDA (Items Requiring a Majority Vote):

A. Claims for council authorization – December 27, 2004.

This item was pulled from the consent agenda at Anderson's request. Anderson explained that her expenses related to the U.S. Department of Homeland Security and the National League of Cities are reimbursed by those organizations. She noted that this reimbursement revenue is not listed on these reports. She assured other council members and the public that these expenses are fully reimbursed and that detailed information is available to document the reimbursement.

Anderson moved, Thomas seconded a motion to approve the December 27, 2004 claims list, including checks numbered 186357 through 186672, totaling \$1,349,101.84. All voted "yes." Motion carried.

B. Resolution approving construction cooperative agreement with Hennepin County and the City of Deephaven for CSAH 101 improvements.

Thomas moved, Callison seconded a motion to adopt Resolution No. 2005-002 approving construction cooperative agreement No. PW 42-15-04 with Hennepin County and the City of Deephaven as it pertains to County State Aid Highway No. 101 improvements, County Project No. 9918, City Project No. 4423, subject to the language changes noted in the addendum. All voted "yes." Motion carried.

C. Resolution receiving a petition and waiver of rights to a public hearing, ordering the improvement, and declaring the cost to be assessed for the construction of a fire sprinkler system retrofit and related improvements to serve the house at 1708 Pondview Terrace.

Members of the audience requested that this item be pulled from the consent agenda for discussion.

Gunyou provided a brief staff presentation regarding this item, noting that the program is offered to encourage the installation of fire sprinkling systems.

Community Development Director Ron Rankin said that the program was instituted in 1986 in response to the financial costs of retrofitting existing buildings with sprinkler systems. This type of program is authorized by state law, and the city has regularly approved requests for a variety of uses, including small retail businesses, office buildings, commercial, and churches.

The program is offered when the fire department recommends that a building be retrofitted with a sprinkler system. This often occurs

when a building is being remodeled or expanded. The program helps to spread out the immediate expense of the retrofit.

Anderson asked if the city had ever failed to approve a request. Rankin said that none came to his mind. He noted that there is a clear public safety benefit to installing sprinklers, and that the policy is written broadly.

Callison asked if this request was inconsistent with the council's policy in any way. Rankin said that request fit the policy. He noted that the additional language in the addendum would make the council's adoption of the resolution contingent upon the fire department's determination that a fire sprinkling system was required. When the neighbors' appeal ran its course, the city council would not need to revisit the matter.

Paul Tietz, 1709 Pondview Terrace, spoke on behalf of himself and other residents of Pondview Terrace. He viewed the council's consideration of this request as a discretionary act pursuant to a policy. He questioned extending this financial benefit to what he viewed as a commercial operation in a residential area. The neighbors were also concerned about the lack of notice, and felt that permitting the group home use would terminate the rights of adjoining property owners to obtain the same benefit.

Anderson asked the city attorney to respond to the issue of the council's discretionary power, and the issue of this being a commercial use. Anderson noted that under state law, the council has no ability to restrict a group home that serves six or fewer residents.

City Attorney Desyl Peterson said that the city council had the discretion to decide whether or not to offer the assessment program and also whether or not to approve requests. She confirmed that state law precludes city zoning authority regarding group homes that serve six or fewer people. In this case, the home would serve people with Alzheimer's, and would require a license from the state Department of Health. If the home qualifies for a license, the city has no authority to deny their use of the home. Granting the special assessment request would be within the council's discretion.

Anderson asked about the basis the city could use for that discretionary decision so it would not be arbitrary. She noted that the council has granted all previous requests.

Peterson said that the council has the right to distinguish one situation from another on discretionary matters. She did not recall a similar situation, where a single-family residence would be converted to a group home. She ventured that Tietz's argument

that the new use would be a commercial use was based on the residents paying to stay at the group home.

Callison noted that the neighbors have scheduled an appeal with the planning commission. If the project is approved, she could not think of a reason that the city would not want the home to be sprinkled. She thought that denying the special assessment request would be the wrong decision if the fire marshal deems that sprinkling is needed. She noted that the cost would not likely make or break the project.

Tietz said that they did not object to the policy. They felt that the applicant should have demonstrated a financial need. They objected to the city council taking discretionary action to provide a special financial benefit where a financial need had not been demonstrated, and in view of the fact that the home would receive revenue from the project. They also objected to converting a single-family residence to a commercial operation without a public hearing or due process. If the proposed use were permitted, it would deny other neighbors the right to do the same thing. He said that the proposal was, in essence, a commercial nursing home.

In response to Callison's question, Rankin said that the city has not considered financial need when considering past requests. Peterson said that financial need is not required by the policy, so she would be concerned about that issue being the basis for the council's decision.

Peterson said that the neighborhood concern related to this use precluding them from the same assessment opportunity might refer to a distance requirement for group facilities.

Wiersum asked if the city had ever required sprinkling of a private home. Rankin said that the city has required sprinkler systems over the past few years when new homes were constructed at a location removed from a fire hydrant. Wiersum asked if a private home would qualify for the program if the fire marshal required a sprinkler system in an existing home. Rankin said that it would.

Peterson noted that there is a quarter-mile distance required between group homes to avoid concentrations.

Anderson said that since state law allows for groups homes serving six or fewer residents, the city would not receive notice of them. Peterson said that the city would not even know about such homes unless they required a building permit.

Eric Galatz, an attorney with Leonard, Street and Deinard, spoke as the attorney for the applicant, English Rose Suites. He said that

group homes are permitted as a conditional use at closer spacing than the quarter mile limit.

Jim Winkel, 1715 Linner Road, asked if English Rose Suites was a for-profit organization. Anderson responded that the city council is not considering the group home, only the fire sprinkler issue. Winkel asked if the program had been used for other retail operations. Anderson responded that it had. The program has not been subject to the owner's ability to pay for the retrofit—only on the fire marshal's determination that a system is required. Anderson noted that there are extra expenses related to retrofitted systems, and state law allows for the special assessment of those costs.

Brent Longtin, spoke as the owner and co-operator of English Rose Suites. He expressed their appreciation for the opportunity to finance the fire sprinkler retrofit through a special assessment. He agreed that the system is required for safety reasons. His company has operated four group homes in Edina since 1987. He explained the experience of their staff, and said that they are licensed to operate in Minnesota. They have confirmed that there are no other homes within a quarter of a mile. He clarified that this facility is a home, not a nursing home. Longtin noted that one neighbor is very excited that his mother can move into such a home close to her family. The new facility will offer six seniors a dignified and respectful home setting. He offered to answer questions from the Pondview Terrace neighbors.

Doug Mann, 1705 Pondview Terrace, asked if the city was sure that this group has the appropriate licenses and permits before the sprinkler system is approved. Peterson said that was the reason for the language in the addendum. A special assessment would only be available if the fire department requires the sprinkler system, which means that the facility actually has the required permits and licenses. Absent the correct licenses, the fire department would not require the retrofit.

Callison asked if the neighborhood appeal was based on a concern about proper licensing. Peterson said that the planning director made a decision that the home qualifies under state law. The neighbors are appealing that administrative decision to the planning commission. Anderson noted that the appeal would give the neighbors an opportunity to challenge the planning director's decision.

Mann thought that the certificate of occupancy had already been issued. Planning Director Geoff Olson said that the certificate of occupancy had not been issued. Olson explained that two representatives of English Rose Suites had gone door-to-door to introduce themselves to the neighbors. One of the neighbors

subsequently contacted Olson to say that he would appeal any staff decision to issue a building permit for the interior work because the facility did not meet the requirements of state law. Issuance of the certificate of occupancy is on hold, pending the outcome of the January 20, 2005 planning commission meeting.

In response to Ellingson's question, Olson said that the neighbors could appeal the planning commission's decision to the city council.

Anderson noted that the issue before the council at this meeting was the special assessment for sprinklers.

Wagner understood the concerns of the neighbors. His foremost concerns are fire safety and policy precedent. He supported allowing the process to move forward.

Gunyou noted that the city is only aware of this home because the improvements required a building permit. Under state law, these types of facilities are considered a residential use, which is comparable to an individual buying a home. The city cannot regulate such uses, and would not even know about similar homes in the city if they did not require building permits.

Anderson said that the city has no information about the number of group homes in existence in the city. She knows of at least a dozen that operate successfully.

Callison said it was unfortunate the city did not know about the other homes, because they might benefit from sprinkler systems. She said that the council must decide if the special assessment policy applies to this situation. The other issues will be handled by the planning commission, and perhaps the city council, if an additional appeal is filed.

Wiersum agreed with Callison.

Wiersum moved, Thomas seconded a motion to adopt Resolution No. 2005-003 receiving a petition and waiver of rights to a public hearing, ordering the improvement, and declaring the cost to be assessed for the construction of a fire sprinkler system retrofit and related improvements to serve the house at 1708 Pondview Terrace. Adoption of the resolution is subject to the fire department's determination that fire sprinklers are required. All voted "yes." Motion carried.

11. Items requiring Five Votes:

A. Items concerning a four-lot subdivision at 1927 Essex Road for Drake Lorence:

- 1) **Ordinance to rezone.**
- 2) **Preliminary plat, with variances.**

Wiersum moved, Thomas seconded a motion to:

- 1) Adopt Ordinance No. 2005-01 rezoning 1927 Essex Road from R-1, low density residential, to PUD, planned unit development. This ordinance is based on the following findings:
 - a. The rezoning would be consistent with the city's guide plan.
 - b. The rezoning would be consistent with the public health, safety, and welfare.
 - c. The rezoning would result in development of a PUD plat that would save more significant trees than a plat meeting R-1 standards.

Approval is subject to the following conditions:

- a. The site must be developed and maintained in substantial conformance with the following plans, unless modified by the conditions of the preliminary plat:
 - Preliminary Plat, date stamped November 8, 2004
 - Grading & Drainage Plan, date stamped November 3, 2004
 - Utility Plan, date stamped November 3, 2004
 - Street Plan, date stamped November 3, 2004
 - Tree Plan, date stamped November 3, 2004

The above plans are hereby adopted as the master development plan.

- 2) Give preliminary approval to the Essex Road Plat for Drake Lorence, date stamped November 8, 2004, with lot width at the setback variances, from 90 to 69 feet for Lot 1, and from 90 to 58 feet for Lot 2. Approval is based on the following findings:
 - a. Except for the variances, the proposal meets the required standards and ordinance for a preliminary plat.
 - b. The proposal meets the required standards for the variances, because:
 - (1) There is a unique hardship to the property caused by the location of the existing home, and mature trees on the site.
 - (2) The variances would meet the intent of the ordinance because the applicant could create four lots on the property without any variances.

Approval is subject to the following conditions:

- a. Complete the following before final plat approval:
 - (1) Show the following on the final plat:

- (a) Utility easements over existing or proposed public utilities, as determined by the city engineer.
 - (b) Drainage and utility easements over wetlands, floodplains, and storm water ponds, as determined by the city engineer.
 - (c) The 20-foot-wide easement on Lot 2 should be eliminated.
 - (d) The easement over the ponding area must cover the entire pond.
 - (e) An outlot must be established over the trees located north of the proposed street. The right-of-way may be reduced to 40 feet.
- (2) Pay the city a park dedication fee of \$7,125.00.
- (3) If the developer is petitioning the city to construct the public improvements, the city council must order the improvements.
- b. The following items must be submitted to the city before the city releases the final plat:
- (1) An engineering/utility inspection fee.
 - (2) Payment for traffic signs and installation, as required by the city engineer.
 - (3) An electronic CAD file of the final plat in microstation or DXF on a CD disk.
 - (4) If the developer is constructing any public improvements, the developer must submit a signed agreement with the city. This agreement must guarantee that the developer will complete all public improvements and meet all city requirements. This agreement must include an escrow to ensure that the developer completes all public improvements and complies with all city regulations. This escrow must be a letter of credit or cash deposit. The amount must be 150% of the estimated cost of the improvements or 125% of the cost if based on actual bids.
 - (5) The following documents for the city attorney's approval:
 - (a) Title evidence that is acceptable to the city attorney. Title evidence must be current within thirty days before release of the final plat.
 - (b) Conservation easements over the wetlands. Wetland buffers and trees to be permanently protected must be submitted along with drawings of the

easements. The easements and drawings must be recorded with the final plat. A 50-foot buffer and easement must be established over the southerly wetland. A 25-foot buffer and easement must be established over the other two wetlands. The tree conservation easement must be revised as shown on page A13 of the staff report.

- (c) Private easements must be established over the following:
- i) The sewer line that extends over Lot 2, providing connection to the home on Lot 1.
 - ii) The water line over Lot 2 that provides service to Lot 1.
 - iii) The sewer and water lines that cross Lot 4 to serve Lot 3.
- (d) Documents establishing a homeowners' association. The association must be responsible for maintaining any common areas, common drives, the required drainage pond and any other required drainage improvements approved by the city. Maintenance will include, but not be limited to, removal of dead or diseased trees, the periodic removal of sedimentation at the base of the pond and any adjacent drainage ditches, keeping a vegetative cover within the ditches and pond, and removing any blockage of the swale or culvert that may impede the drainage of the site, as approved with the building permits.
- (e) Provide restrictive covenants to be recorded against the individual lots with the plat. The covenants must include the conditions that have not been met as of the release of the plat. These covenants must first be submitted for the city attorney's approval.

These documents must be recorded with the final plat, and a drawing of any easement must be attached to the easement deed.

- (6) Any other requirements included with final plat approval.

c. The following must be completed before the city issues a grading permit or any site work is started.

- (1) Final grading, drainage, erosion control and utility plans must be submitted for staff approval. The plans must include the following revisions:
 - (a) No grading may occur below the existing 938 elevation.
 - (b) There may be no retaining wall within 25 feet of the easterly wetland.
 - (c) The storm sewer outlet on Lot 4 must be extended from the pond toward the west lot line, and then south to the south property line and toe of the slope on the park property to the south. Specific location shall be subject to approval of staff, and must minimize tree loss in the area.
 - (d) A sump catch basin must be added in the street.
 - (e) The rim of catch basins must be a minimum of 1-foot above the 100-year elevation of the pond.
 - (f) The pond must be revised to provide wet storage for water quality.
 - (g) Drainage calculations must be submitted for 1, 10, and 100-year storm events.
 - (h) Lots 1 and 2 must be custom graded at the time of a building permit.

If the developer is building the streets and utilities, the developer must submit final street and utility plans for staff approval.
- (2) A letter of credit or cash escrow for 150% of the estimated cost to comply with grading permit requirements and restore the site including planting and establishing the wetland buffer areas, must be submitted to the city. The city will not release the letter of credit or cash escrow until the developer submits as-built drawings and a letter certifying that the utilities, driveway, and grading have been completed according to the plans approved by the city.
- (3) All trees to be preserved must be fenced and erosion control measures installed for staff approval.
- (4) A construction management plan but be submitted for staff approval.
- (5) If required, submit evidence of the watershed district approval. The city may require revisions

- to the preliminary plat to meet the district's requirements.
- (6) The existing driveway turn-arounds must be removed to leave only a driveway to the existing house from the new cul-de-sac, as shown on the approved preliminary plat drawing.
- d. The following must be submitted to the city before the city issues a building permit:
- (1) A grading and tree preservation plan for each lot, subject to staff approval. The plans must be in substantial compliance with agreed building areas as required with the final plat. The sewer and water services must be shown to minimize impact to the significant trees.
- (2) A temporary rock driveway, erosion control, tree protection and wetland protection fencing for each lot must be installed, subject to review and approval of the city's environmental resources coordinator.
- (3) A copy of the recorded plat and any easement or covenants required to be recorded.
- (4) Hookup fees for sanitary sewer and water.
- (5) A letter from the surveyor stating that boundary and lot stakes have been installed as required by ordinance. If the grading for proposed streets has not been completed, the planning director may approve a time extension to this requirement.
- (6) Minimum low floor elevation is 937.8.
- (7) Each home must be setback 20 feet from the 935.8 contour.
- e. During construction, the streets must be kept free of debris and sediment, and the tree protection fencing, and erosion control fencing must be maintained.
- f. Trees must be planted to compensate for significant trees removed from each site that would be outside of the building pad and driveway area. The trees must be primarily species native to the area. They must be at least 2½ inches in diameter for deciduous trees and 6 feet tall for coniferous trees. The property owner or original developer must replace the required trees if they die within one year after installation.
- g. Should parking become a problem due to the narrow street width, one side must be posted for no parking.
- h. The city must approve the final plat within one year of preliminary approval or receive a written application for a time extension or the preliminary approval will be void.

All voted "yes." Motion carried.

- B. Minor changes to items for Deephaven Cove Project, 3600 County Road 101:**
- 1) **Ordinance repealing prior ordinance and adopting a new ordinance rezoning the property.**
 - 2) **Revised annexation agreement.**
 - 3) **Revised attachment to Resolution No 2004-132.**

Wiersum moved, Thomas seconded a motion to:

- 1) Adopt Ordinance No. 2005-02 repealing Ordinance No. 2004-32 and rezoning from R-1, low density residential to PUD, planned unit development and adopting a master development plan and approving final site and building plans for the Deephaven Cove project at 3500 County Road 101
- 2) Approve the revised detachment and annexation agreement.
- 3) Substitute the revised detachment and annexation agreement as the attachment to Resolution No. 2004-132.

All voted "yes." Motion carried.

12. INTRODUCTION OF ORDINANCES:

- A. Ordinance revising scoreboard requirements.**

Schneider moved, Wagner seconded a motion to introduce an ordinance amending City Code Section 300.30 regarding scoreboards and refer it to the planning commission. All voted "yes." Motion carried.

- B. Ordinance adopting a PID master development plan and approving final site and building plans with variances for Twelve Oaks Center 2nd Addition at 15550 Wayzata Boulevard.**

Wagner moved, Thomas seconded a motion to introduce an ordinance adopting a PID master development plan and approving final site and building plans with variances for Twelve Oaks Center 2nd Addition at 15550 Wayzata Boulevard and refer it to the planning commission. All voted "yes." Motion carried.

13. PUBLIC HEARINGS:

- A. Public hearing to consider an application by Kattly, Inc., for an off-sale intoxicating liquor license for Sundial Wine and Spirits, 5757 Sanibel Drive.**

Rankin provided the staff report. Anderson opened the hearing at 7:27 p.m. There were no comments.

Schneider moved, Callison seconded a motion to continue the public hearing to consider an application by Kattly, Inc., for an off-sale intoxicating liquor license for Sundial Wine and Spirits, 5757 Sanibel Drive, and to continue the public hearing to February 14, 2005. All voted "yes." Motion carried.

14. **OTHER BUSINESS:** None.

15. **APPOINTMENTS and REAPPOINTMENTS:**

A. **Appointment of council representatives to various advisory boards, commissions and committees.**

Anderson moved, Callison seconded a motion to approve the following appointments:

- Terry Schneider as the Minnetonka City Council Legislative Contact to the Association of Metropolitan Municipalities.
- Al Thomas as the Minnetonka City Council representative to the Charter Commission.
- Brad Wiersum as the Minnetonka City Council representative to the Bennett Family Park Board.
- Al Thomas and Tony Wagner as the Minnetonka City Council representatives to the Economic Development Authority.
- Dick Allendorf as the Minnetonka City Council's appointed representative to the I-494 Joint Powers Organization.
- Katy Van Hercke as the Minnetonka City Council's appointed representative to the Lake Minnetonka Conservation District.
- Janis Callison as the Minnetonka City Council representative to the Minnetonka School District Community Education Advisory Council.
- Karen J. Anderson as the Minnetonka City Council representative to the Municipal Legislative Commission.
- Dave Johnson as the Minnetonka City Council's appointed representative to the Music Association of Minnetonka.
- Robert Ellingson as the Minnetonka City Council representative to the Southwest Suburban Cable Commission.
- Desyl Peterson as the Minnetonka City Council's appointed representative to the Suburban Rate Authority.
- Terry Schneider as the Minnetonka City Council representative to the West Hennepin Affordable Housing and Land Trust (Homes Within Reach).
- Karen J. Anderson as the Minnetonka City Council representative to the Wayzata Schools Community Collaboration Council.

All voted "yes." Motion carried.

B. Reappointments to Minnetonka Boards and Commissions.

Anderson moved, Schneider seconded a motion to approve the following reappointments to the Minnetonka Boards, Commissions and Committees:

- Dewey Hassig, 5342 Mayview Rd., to the community heritage commission to serve a two-year term, effective February 1, 2005 and expiring on January 31, 2007.
- Betty Johnson, 12814 March Circle, to the community heritage commission to serve another two-year term, effective February 1, 2005 and expiring on January 31, 2007.
- David Olson, 3817 Williston Rd., to the community heritage commission to serve another two-year term, effective February 1, 2005 and expiring on January 31, 2007.
- Joseph Van Sloun, 3527 Jidana Ln., to the community heritage commission to serve another two-year term, effective February 1, 2005 and expiring on January 31, 2007.
- Paula Chatterjee, 13588 Westernesse, to the EDA to serve another one-year term as a youth representative effective February 1, 2005 and expiring on January 31, 2006.
- Daniel Duffy, 17900 Susan Lane, to the EDA to serve another six-year term, effective February 1, 2005 and expiring on January 31, 2011.
- Paul Lehman, 15805 Nursery Dr., to the park board to serve another two-year term, effective February 1, 2005 and expiring on January 31, 2007.
- Freinde Mills, 5005 Woodland Rd., to the park board to serve another two-year term, effective February 1, 2005 and expiring on January 31, 2007.
- Doug Britain, 1527 Clarendon Dr., to the planning commission to serve another two-year term, effective February 1, 2005 and expiring on January 31, 2007.
- Wendy Steinmetz, 3707 Sunrise Dr. E., to the police advisory committee to serve another two-year term, effective February 1, 2005 and expiring on October 1, 2006.

All voted "yes." Motion carried.

Anderson noted that the council would be considering appointments to vacancies at a later meeting. Thomas asked about applicants for those vacancies. Anderson said that there were a number of pending applications. Thomas asked if the city council could receive blank applications to distribute.

Anderson noted that she had met with staff this past week to discuss a more proactive effort to recruit and follow through with applicants. She noted that Kathy Magrew will be coordinating those efforts. Present commission members will also be asked for potential candidates.

Schneider suggested following up with those who attend the Citizenship Academy. Anderson said that is part of the marketing plan. She suggested that commission members also receive application forms.

Gunyou said that staff had seen a need for a more aggressive recruitment process, which resulted in the creation of an Action Plan. He will provide the council with a copy of the plan and blank application forms.

Anderson said that she is pleased with the quality of applicants through the more open process. She wants citizens to know that this city is open to them, and needs their help with decision-making.

Gunyou noted that those who are not appointed to a commission will be referred to the new volunteer program being coordinated by Joan Post.

16. ADJOURNMENT.

Thomas moved, Wiersum seconded a motion to adjourn the meeting at 7:29 p.m. All voted "yes." Motion carried.

Respectfully submitted,

Kathleen Magrew
City Clerk