



## MAYOR AND COUNCIL COMMUNICATION

DATE: 12/1/15

**REGULAR**

ITEM #: 16

**MOTION**

**AGENDA ITEM:** LMC Mayors Handbook Appendix A

**SUBMITTED BY:** Mike Pearson and the LMC

**THROUGH:** Clark Schroeder

**REVIEWED BY:** Clark Schroeder

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### **SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item.....Staff
- Report/Presentation .....Staff
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate..... Mayor Facilitates
- Call for Motion..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion ..... Mayor Facilitates

**PUBLIC POLICY STATEMENT** POLICY BEING SET IS FOR THE CITY TO ADOPT APPENDIX A OF THE LEAGUE OF MINNESOTA CITIES MAYORS HANDBOOK APPENDIX A

**SUMMARY AND ACTION REQUESTED:** In working with the Leagues of Minnesota Cities (LMC) and the Bureau of Mediation Services (BMS), it has been determined that due to some dysfunction amongst the council it would be in the best interest of the city to adopt the LMC Mayors handbook.

**BACKGROUND AND STAFF REPORT:** At the request of the city council the BMS and LMC was brought in to facilitate both individual and group meetings involving the city council, the city attorney, and the interim city administrator. Throughout this process, city council meetings continued to have some discord and the feeling was that a workgroup process of developing best practices might take an extended period of time. After discussions with BMS and LMC, the staff recommendation is that the city council adopt appendix A of the LMC Mayors Handbook. This appendix has a number of best practices which have been instituted by a number of cities throughout Minnesota. Adopting the appendix in its entirety will provide a comprehensive set of procedures to guide city operations as the council works through current issues, which can then be modified if necessary in the future to reflect Lake Elmo's specific needs. The adaption of the Handbook would address the immediate need of addressing council relations during meetings with an efficient and effective, proven approach. In addition, this would signal to the community at large, that there is a desire by the whole council to address council relations and meeting management.

**RECOMMENDATION:** "The Interim City Administrator recommends that the city council adopt the Mayors Handbook appendix A in its entirety"

**ATTACHMENT(S):** LMC Mayors Handbook appendix A