

City of Lake Elmo
City Council Workshop
3800 Laverne Avenue North
Lake Elmo, MN 55042

January 11, 2011

6:30 p.m. – 8:30 p.m. (?)

Proposed Workshop Agenda

1. Community Objectives Regarding Solid Waste Services
2. Discussion Regarding 2011 Planning & Parks Commission Appointments
3. Review 2010 City Council Work Plan – Planning for 2011
4. Adjourn

*** A social gathering may or may not be held at the Lake Elmo Inn following the meeting ***



MAYOR & COUNCIL WORKSHOP

DATE: 1/11/2011
WORKSHOP
ITEM #: 1
DISCUSSION

AGENDA ITEM: Community Objectives Regarding Solid Waste Services

SUBMITTED BY: City Council

THROUGH: Bruce A. Messelt, City Administrator *BAM*

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: This item has been rescheduled from November 10th, 2010, at the request of the City Council. It is respectfully requested that the City Council discuss the topic of community solid waste hauling and related issues, as originally requested by the City Council on November 3rd, 2010.

BACKGROUND INFORMATION & STAFF REPORT: With the consent of the City Council, this item has been rescheduled to allow time for discussion of the 2009 Waste Hauling Survey and Citywide objectives as they relate to solid waste collection and recycling.

RECOMMENDATION: It is respectfully recommended that the City Council discuss the topic of community objectives relating to solid waste collection and recycling, as requested by the City Council, and provide and direction, as appropriate.

ATTACHMENTS: None

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Discussion Mayor & City Council
- Public input, if Appropriate Mayor & City Council
- Council Direction Mayor Facilitates



MAYOR & COUNCIL WORKSHOP

DATE: 1/11/2011
WORKSHOP
ITEM #: 2
DISCUSSION

AGENDA ITEM: Discussion Regarding 2011 Planning & Parks Commission Appointments

SUBMITTED BY: Sharon Lumby, City Clerk

THROUGH: Bruce Messelt, City Administrator *BAW*

REVIEWED BY: Planning & Parks Staff

SUMMARY AND ACTION REQUESTED: The City has received a notice from a Planning Commission Member regarding unavailability for reappointment and must also address additional vacancies created by Mr. Pearson's election to the City Council and term limits for other Commission Members. The Parks Commission also has vacancies to be addressed.

Past practice has been, when such vacancies occur, Alternates are appointed as Full Voting Members and additional members are recruited. However, the City Council does have the authority to consider additional options, including amending terms and/or re-appointments, perhaps especially when the City experiences such a high amount of turnover (either because of terms or specific circumstances).

BACKGROUND INFORMATION: City Code states that a Planning Commissioner's term shall last for three years and a voting member can serve two consecutive terms. All appointments will expire on December 31st of a given year; however, the Current Planning Commission will continue until the end of January, 2011 in order to allow the City Council to make its appointments on January 25th. Attached is a chart identifying the expiration of terms for each Commissioner and if a Commissioner is eligible to reapply for a three year term.

STAFF REPORT: Past practice has been when a vacancy occurs, the First Alternate is appointed to voting member (to complete an open term or begin a new full term) and the Second Alternate is appointed to First Alternate, etc. The City then advertizes to fill the vacancies on the Planning Commission. Such advertising continues for both the Planning and Parks Commissions.

RECOMMENDATION: It is recommended that the City Council discuss the 2011 appointment process for the Planning and Parks Commission and provide City Staff with direction in preparing such appointments for the January 25th, 2011 agenda.

ATTACHMENTS: Updated Planning and Parks Commissioner Term Chart

SUGGESTED ORDER OF BUSINESS (if removed from the Consent Agenda):

- Introduction of Item.....City Clerk/City Attorney
- Questions from Council to Staff.....Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion.....Mayor Facilitates

Planning Commission

NAME	Expire	Information	Term Expires
Julie Fliflet	12/31/11	Serving 2 nd term	12/31/11
Saleh Van Erem	12/31/11	Serving 1 st term	12/31/11
Joan Ziertman	12/31/12	Serving 1st term	12/31/12
Steve Britz (finish Brenda Anderson's term)	12/31/10	ReAppoint 2011	12/31/13
Greg Hall	12/31/10	ReAppoint 2011	12/31/13
Thomas Bidon (finish Todd Ptacek's term)	12/31/10	ReAppoint 2011	12/31/13
Mike Pearson	12/31/11	Elected Council Member	--
Laurie McGinnis	12/31/10	Did not seek another term	--
Todd Williams	1st Alternate	Finish Pearson term	12/31/11
Jennifer Pelletier	2 nd Alternate	Could be Appointed FVM	12/31/13
Robert Van Zandt	12/31/10	Served two terms	Could not serve again consecutively as a FVM, unless approved by Council

There are two applications on file.

Parks Commission

NAME	Term Expires	Information	Term Expires
Todd Bruchu	12/31/10	Could not serve again	---
Mike Zeno	FVM 2/4/08	Serving 1st term	ReAppoint 2011
Susan Dunn	FVM 2/4/08	Serving 1st term	ReAppoint 2011
John Ames	12/31/10	Served two terms	
Rolf Larson	12/31/11	Serving 2 nd term	12/31/11
Judith Blackford	12/31/12	Serving 1 st term	12/31/12
John Booher		Resigned	---
Marty Dobbs	FVM 6/16/09	Serving 1st term	12/31/11
David Steele	1st Alternate	Could be appointed FVM	
Pam Hartley	2 nd Alternate	Could be appointed FVM	

There is one application on file.

City Council
Date: November 5, 2007
REGULAR
Item: 14
Ordinance

ITEM: Consider an ordinance amending the date of appointment and termination of planning commissioners to be consistent with other city commissions

SUBMITTED BY: Sharon Lumby, City Clerk

REVIEWED BY: Susan Hoyt, City Administrator

SUMMARY AND ACTION REQUESTED: The City Council is being asked to amend the planning commission appointment process to the same process used by other commissions and to assure clarity in the commission appointing process and staggered terms.

The proposed process:

- Make new appointments and reappointments in January of each year.
- Have all appointments expire after three years on December 31st of the year.
- When there is a resignation on a commission, appoint the new commissioner (or alternate) to the position to complete the term until December 31 of the year the term of the original commissioner expired and allow the current commissioner to be appointed to his or her own term.

SUGGESTED MOTION FOR CONSIDERATION:

Move to adopt Ordinance No. 97-20D An Ordinance Relating to Composition of the Planning Commission

ATTACHMENT:

1. Ordinance No. 97-20D

**CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA**

ORDINANCE NO. 97-200

**AN ORDINANCE RELATING TO COMPOSITION
OF THE PLANNING COMMISSION**

The Lake Elmo City Council ordains that Section 210.030 of the City Code is amended to read as follows:

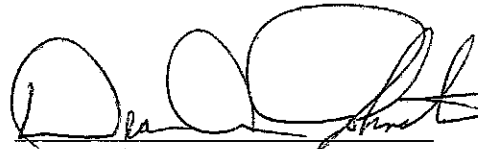
210.030 Composition

The Planning Commission shall consist of nine (9) voting members and two (2) non-voting alternate members. The voting members shall be appointed for a three (3) year term so that only one-third of the appointments will expire on December 31 of each year. Voting members may not serve more than two (2) consecutive terms. Appointment to an additional term(s) will be considered with the available applicant pool. Alternate members shall be appointed to serve until there is a vacancy on the Planning Commission. The City Council shall appoint a first alternate and a second alternate who shall become voting members in the order of their appointment upon a vacancy on the commission.

ADOPTION DATE: Passed by the Lake Elmo City Council on the 5th day of November, 2007.


EFFECTIVE DATE: This Ordinance shall be effective the day following its publication.

Dated: Dec 7th, 2007



Dean Johnston, Mayor

ATTEST:



Susan Hoyt, City Administrator

PUBLICATION DATE: Published on the 6th day of December, 2007

This ordinance was adopted by the City Council of the City of Lake Elmo on the 5th day of November 2007, by a vote of 4 Ayes and 1 Nay.

Mayor Johnston - Aye
Council Member DeLapp - Nay
Council Member Johnson - Aye
Council Member Park - Aye
Council Member Smith - Aye

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

ORDINANCE NO: 97-148
AN ORDINANCE AMENDING SECTION 225.03
OF THE LAKE ELMO MUNICIPAL CODE
RELATING TO COMPOSITION OF THE PARKS COMMISSION

Section 1. Amendment: Section 225.03 of the Lake Elmo Municipal Code is hereby amended to read as follows; to wit:

225.03 Composition

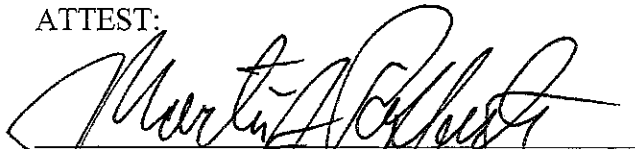
The Parks Commission shall consist of nine (9) voting members and two (2) alternate members. The voting members shall be appointed by the City Council for a three (3) year term. Voting members may not serve more than two (2) consecutive terms. Appointment to an additional term(s) will be considered with the available applicant pool. Alternate members shall be appointed to serve until there is a vacancy on the Parks Commission. The City Council shall appoint a first alternate and a second alternate who shall become voting members in the order of their appointment. In its discretion, the City Council may adjust the lengths of terms of office for Parks Commission members so that no more than one-half of the terms expire in any given year.

Section 2. Effective Date: This ordinance shall become effective upon the passage and publication according to law.

ADOPTED by the Lake Elmo City Council on the 15th day of February, 2005.


Dean Johnston, Mayor

ATTEST:


Martin J. Rafferty, City Administrator

PUBLISHED IN THE MARCH 4, 2005 LAKE ELMO LEADER



MAYOR & COUNCIL WORKSHOP

DATE: 1/11/2010
WORKSHOP
ITEM #: 3
DISCUSSION

AGENDA ITEM: Review 2010 City Council Work Plan – Planning for 2011

SUBMITTED BY: Bruce Messelt, City Administrator *BMW*

THROUGH:

REVIEWED BY:

SUMMARY AND ACTION REQUESTED: The City Council is asked to spend a few minutes at tonight's meeting reviewing the *working* 2010 Workplan and begin identifying for City staff those items of interest to the Council that will require special attention during 2011.

BACKGROUND INFORMATION: The City Council has already approved its 2011 Annual and CIP Budget and its Staff is now in the process of defining specific projects and activities that are budgeted and/or authorized *above normal day-to-day operations and business* that will require special attention or are of particular interest to the City Council.

Examples of such would be: Review and "next steps" on the 2009 survey of waste collection alternatives; completion of review of City special assessments; review of specific Zoning Ordinances or planning the I-94 corridor, and the like.

The City Council is asked to help identify these key Workplan objectives during tonight's meeting. These will be codified in a formal Workplan, with project leaders and proposed timelines identified, and presented to the Council for formal adoption at a later date.

STAFF REPORT: The City staff would like to continue with the City Council annual citywide delineation of official budgeted and/or authorized Workplan projects for 2011. While modifications and changes will always occur, such exercise fosters both discipline and accountability for the activities and functions of the City and its employees.

Such annual Workplan is already in use by the City's Planning Commission, were used citywide in 2010 (attached), and have proven to be of high value in other cities and organizations.

RECOMMENDATION: It is recommended that the City Council take time at tonight’s meeting to review *working* 2010 Workplan and enter into a preliminary discussion with City staff on 2011 priorities for the City’s Workplan.

ATTACHMENTS: *Working* 2010 City Workplan

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Manager
- Discussion Mayor & City Council

2010 WORKPLAN (Working Document)

OBJECTIVES	GOALS	Performance Criteria
<p>Advance Public Safety</p>	<ul style="list-style-type: none"> • Implement Code Red Emergency Communication System • Pursue Safer Road Projects • Recruit Fire Fighters 	<ul style="list-style-type: none"> • Have Code Red operational by June 1 • Develop City Policy for use of Code Red • Complete Jamaica-Hwy 5 Project • Continue Street Maintenance and Rehabilitation Programs • Seek 100% Complement by EOY
<p>Enhance Community Vitality</p>	<ul style="list-style-type: none"> • Formalize L-T Viability of Fall Festival • Evaluate Possibility of Farmers' Market • Keep "small town" feel • Develop Community spaces • Improve Community involvement • Review/Update City Employee Policies 	<ul style="list-style-type: none"> • Work to re-start CEC to support Fall Festival & evaluate Farmers' Market Concept • Festivals, fishing tourney, etc. • More quality community gathering areas • Support Civic groups – JCs, Lions, Rotary • Downtown Library • Establish Process for Review/Input • Complete Employee Evaluations • Complete Review/Update by EOY 2010 • Resident surveys • Continue historic annual events • Increase events/yr • More hours for library

Foster Good Government	<ul style="list-style-type: none"> • Improve Hiring Process 	<ul style="list-style-type: none"> • Develop Hiring Policies & Procedures 	<ul style="list-style-type: none"> • Resident surveys • Comparisons to other, similar cities -- MN, nationally • Awards received • Outside funding/grants success • Moderate taxes (not lowest)
	<ul style="list-style-type: none"> • Efficient & Effective • Responsive • Listens/Inclusive • Approachable 	<ul style="list-style-type: none"> • Council is open & involved locally. • Staff is open & involved locally. • Award-worthy neighborhoods. • Award-worthy downtown • Innovative advisors. 	<ul style="list-style-type: none"> • Direct Parks Commission to Undertake Action • Complete Plan by EOY 2010
Parks & Public Works	<ul style="list-style-type: none"> • Undertake Planning for Reclaimed Landfill Area(s) 	<ul style="list-style-type: none"> • Complete Trails Plan & Assessment 	<ul style="list-style-type: none"> • Staff, Parks & Planning Commission to undertake assessment and report to Council
	<ul style="list-style-type: none"> • Update Major Vehicle/Equipment Schedule 	<ul style="list-style-type: none"> • Develop Major Equipment Replacement/Sinking Fund 	<ul style="list-style-type: none"> • Village -- surrounded by expansive greenbelt & connections within. • I-94 Corridor has green infrastructure and green connections within. • Network of trails between all parks & throughout city.
	<ul style="list-style-type: none"> • Many parks with diverse uses. • Continued good & appropriate service to roads (ex. plowing). • Good access to lakes & trail networks (diverse uses- transportation, leisure/wildlife viewing, fitness). 	<ul style="list-style-type: none"> • Complete Ordinance Drafting • Implement Administrative Processes 	<ul style="list-style-type: none"> • Village & I-94 plans approved by city with substantial park • Park land increases in city • More active park options available • Roads plowed and potholes fixed
	<ul style="list-style-type: none"> • Implement Administrative Enforcement 		

<p>Improve Quality Housing & Neighborhoods</p>	<ul style="list-style-type: none"> • Research & Evaluate Possibility of Code Changes • Promote Open Space Developments • Promote Life-Cycle Housing Options 	<ul style="list-style-type: none"> • Consider Home Sprinkler Code Change • Look into LEAD/Energy Star TIF Incentives/Legislation
<ul style="list-style-type: none"> • Quality OP Developments • Village with character & open space. • Diff. housing density & pricing options. • Research City options for Economic Development Commission/Authority 	<ul style="list-style-type: none"> • Develop Communication/Marketing effort to educate developers of opportunities • Seek grant/partnering opportunities 	<ul style="list-style-type: none"> • Green & sustainable standards. • Walkable village (¼ mi. radius). • "Quaint" mixed use downtown. • Establish Council Subcommittee • Complete Report by EOY 2010
<p>Promote Appropriate Business Development</p>	<ul style="list-style-type: none"> • Attract Business Along I-94 Corridor • Established LE businesses prosper. • Local entrepreneurs supported. • Vibrant, walkable downtown (locals). • I-94 Eco-business (B/I/C) park integrated with housing, etc. • Clean lakes with protected shores. • Large open spaces in city (incl. non-park lands). • Green infrastructure that protects natural environment. 	<ul style="list-style-type: none"> • Public use of controls and incentives for I-94 corridor. • Standards -- green, sustainable, architectural, form-based. • "Green" business locating in city.
<p>Environment & Lakes</p>	<ul style="list-style-type: none"> • Open space around Village. • Runoff controls to protect lakes/wetlands. • Green infrastructure standards. 	<ul style="list-style-type: none"> • Lake quality stays the same or increases. • More natural areas in the city.

<p>Historic District/Heritage</p>	<ul style="list-style-type: none"> • Historic business supported. • Historic buildings are preserved. • Historic farms/landmarks preserved. 	<ul style="list-style-type: none"> • Public support for heritage preservation. • Adaptive use of historic structures and spaces. • Flexible standards for historic/heritage sites. 	<ul style="list-style-type: none"> • Downtown historic architecture and character preserved. • Shilgen farm bldgs programmed for preservation & adaptive use. • Land use plan chapter that discusses heritage opportunities.
<p>OTHER</p>	<ul style="list-style-type: none"> • Update Zoning Code • Evaluate Human Rights Commission 	<ul style="list-style-type: none"> • Make significant progress in 2010 • Work to identify HR Commission Volunteers 	

2010 WORKPLAN (Working Document)

OBJECTIVES	GOALS	Performance Criteria
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	<ul style="list-style-type: none"> • <i>Undertake Planning for Reclaimed Landfill Area(s)</i> 	<ul style="list-style-type: none"> • <i>Resident surveys</i> • <i>Comparisons to other, similar cities – MN, nationally</i> • <i>Awards received</i> • <i>Outside funding/grants success</i> • <i>Moderate taxes (not lowest)</i>
Parks & Public Works	<ul style="list-style-type: none"> • <i>Complete Trails Plan & Assessment</i> 	<ul style="list-style-type: none"> • <i>Direct Parks Commission to Undertake Action</i> • <i>Complete Plan by EOY 2010</i>
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	<ul style="list-style-type: none"> • <i>Many parks with diverse uses.</i> • <i>Continued good & appropriate service to roads (ex. plowing).</i> • <i>Good access to lakes & trail networks (diverse uses- transportation, leisure/wildlife viewing, fitness).</i> 	<ul style="list-style-type: none"> • <i>Develop Major Equipment Replacement/Sinking Fund</i>
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<p>Promote Appropriate Business Development</p>	<ul style="list-style-type: none"> • Attract Business Along I-94 Corridor • Established LE businesses prosper. • Local entrepreneurs supported. • Vibrant, walkable downtown (locals). • I-94 Eco-business (B/I/C) park integrated with housing, etc. 	<ul style="list-style-type: none"> • Update I-94 Corridor Land Use Plan & Zoning • Updated land use plans supported/approved by council. • Green & sustainable standards. • Sustainability principals reflected in all city businesses. • Energy efficiency standards. • Public use of controls and incentives for I-94 corridor. • Standards – green, sustainable, architectural, form-based. • "Green" business locating in city.
<p>Environment & Lakes</p>	<ul style="list-style-type: none"> • Clean lakes with protected shores. • Large open spaces in city (incl. non-park lands). • Green infrastructure that protects natural environment. 	<ul style="list-style-type: none"> • Open space around Village. • Runoff controls to protect lakes/wetlands. • Green infrastructure standards. • Lake quality stays the same or increases. • More natural areas in the city.

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