



STAFF REPORT

DATE: January 3, 2017

REGULAR

ITEM #: 17

AGENDA ITEM: Council Committees

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

Under state statute, the council may create committees through ordinance, resolution or motion. As of 12/31/16, the city had the following standing advisory committees in place with the noted membership:

<u><i>Environmental Committee</i></u> Councilmember Fliflet (Co- Chair) Councilmember Lundgren (Co-Chair) Mary Florence Brink Dave Bucheck Tedi Carlson Brett Emmons Wendy Griffin Sarah Hietpas Jim Kelly Ellen Neuenfeldt Jeff Riegle Barb Sahr	<u><i>Finance Committee</i></u> Council Member Julie Fliflet (Chair) Council Member Smith Terry Forrest
<u><i>Human Resources Committee</i></u> Council Member Julie Fliflet (Chair) Council Member Lundgren Teresa Berry	<u><i>Maintenance Advisory Committee</i></u> George Dege Dave Moore Steve Gurney Steve Ziertman
<u><i>Public Safety Committee</i></u> Mayor Pearson Council Member Lundgren Dave Moore Al Bever Cullen Case	

In addition, in the past the Council has appointed a liaison to the Parks Commission

Also attached for further background information are the operating policies and procedures for each committee. Staff was not able to locate one for the maintenance advisory committee but could draft one for future approval of council.

ISSUE BEFORE COUNCIL:

Which standing committees should be in place for 2017?

What should the makeup of the committee be (how many members, how many council representatives, etc)?

Do any of the operating policies and procedures need to be amended?

Should Council members be appointed as liaisons to commissions or committees?

PROPOSAL:

Per statute, the Council is able to create any committees it sees fit. Membership is also determined by the Council. If Council members are appointed, no more than 2 should be appointed to any one committee in order to avoid an automatic quorum. Council may consider some consistency in the committee make up in terms of number of members. For example, ordinance sets the membership for Parks and Planning Commission at 7 voting members and 2 alternates. Council may want to be consistent with those commission sizes. Alternatively, ordinance also establishes 5 members for special projects including but not limited to Environmental Management, Maintenance Advisory, and the Old Village.

Past practice has been to allow non-council members to continue serving on a committee for an indefinite amount of time. Council may want to consider appointing members for a specific amount of time and/or advertising for applications to allow the opportunity for others to serve. For example, the ordinance that allows 5 members for special projects further states that they serve a two-year term and may be reappointed.

OPTIONS:

- 1) Keep current committees and structure but appoint new council representatives
- 2) Change current committees and/or structures and make new appointments (provide direction to staff on changes)

ATTACHMENTS:

- Environmental Committee Operating Policies & Procedures
- Finance Committee Operating Policies & Procedures
- Human Resources Operating Policies & Procedures
- Public Safety Committee Operating Policies & Procedures



Environmental Committee Operating Policies & Procedures

Scope & Purpose: The committee will seek to improve the environment in Lake Elmo, and will act as a liaison between the community, regulatory agencies, private businesses, city staff, and city council.

Committee Activities:

- A. The committee will advise and make recommendations to the city council on matters pertaining to:
 - storm water run-off and storm water management
 - water quality improvements
 - wetland conservation and management
 - solid waste and recycling
 - air quality
 - ground and drinking water
 - tree preservation
 - energy conservation
 - other environmental issues
- B. The committee will advise and make recommendations to the city council on issues stemming from data released by the following agencies:
 - Environmental Protection Agency (EPA) such as Toxic Release Inventory Data
 - Minnesota Pollution Control Agency (MPCA)
 - Minnesota Department of Health (MDH)
 - Minnesota Department of Natural Resources (MDNR)
 - Valley Branch Watershed District (VBWD)
 - Other Federal/State agencies addressing environmental issues
- C. The committee seeks to ensure Lake Elmo retains status as a Minnesota Green Step City and Tree City USA.
- D. The committee will publicly recognize residential and business property owners who have demonstrated proactive initiatives to protect the environment and/or save energy.
- E. The committee will sponsor community events having an environmental focus (including those that will satisfy application criteria for a Washington County recycling grant).

Meeting Schedule: The Environmental Committee will meet once per month on the second Friday of the month at 8:00 a.m.

Committee Composition: Not more than (2) City Council Members along with Lake Elmo Residents who have an interest in environmental issues. Citizen members will serve by appointment of the City Council.



Finance Committee Operating Policies & Procedures

Scope & Purpose: To aid the City Council in the administration of financial operations of the City of Lake Elmo through the review financial policies, the monthly review of financial statements, the annual review of the audit report and the review of the annual operating budgets.

Committee Duties:

- A. Review monthly financial statements and budget to actual performance;
- B. Receive draft of the annual audit report from the City Auditors (Comprehensive Annual Financial Report - "CAFR"), discuss issues and recommendations related to compliance with GASB and internal control policies, and approve the audit report for presentation to the City Council;
- C. In conjunction with Administrator, Department Heads & the Finance Director, review and approve the annual budget for presentation to the City Council. This involves review of the draft for the preliminary levy certification in September each year as well as the final draft for the annual TNT public hearing and final levy certification in December;
- D. Review bonding proposals, including project amount being financed, rates, terms and repayment schedules;
- E. Review and recommend the establishment / renewal of user and license fees – including utility fees each year as proposed by City staff for the following year fee sheet;
- F. Review requests for non-budgeted or emergency expenditures and make recommendations to the full City Council;
- G. Review any proposed changes in the City's insurance coverage and risk management program;
- H. Periodically review Finance related policies and recommend changes as needed (ie: Debt Service, Investing, Purchasing, Internal Controls etc).

Meeting Schedule: Monthly or as needed.

Committee Composition: (2) City Council Members along with Lake Elmo Residents (with a background in business or finance who volunteer)



Human Resources Committee

Operating Policies & Procedures

Scope & Purpose: To aid the City Council in the administration of personnel policies and staffing through productivity audits, human resource policies, & procedures, wage & rate administration, benefit review and disciplinary procedures.

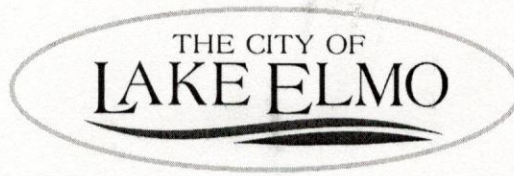
Committee Duties:

- A. In conjunction with the City Administrator, recommend human resource policies & procedures that are compliant with state & federal standards to the City Council for adoption;
- B. Maintain the City of Lake Elmo's Employee Handbook and make revisions when necessary;
- C. Monitor the general leave policy such as PTO, holidays, leave of absences, etc.;
- D. Consider and recommend departmental organization, reorganization and staffing levels needed to provide the basic service level prescribed by the City Council;
- E. Periodically review job description and staffing load;
- F. Review any proposed changes to the health/dental, disability, and life insurance policies of the City of Lake Elmo;
- G. Review the City's contribution to PERA and other non-insurance related benefits offered to City employees;
- H. Review, with the Administrator, the performance reviews of Department Heads. In addition, review performance criteria being used for relevancy and productivity;
- I. In conjunction with the Administrator, review and make recommendations regarding promotion, demotion, reassignment and termination of City employees. Review disciplinary matter to insure compliance of policies;

Meeting Schedule: The Personnel Committee will meet every quarter (March, June, September & December on the second Thursday from 6-7:30 PM or as needed.

Committee Composition: (2) City Council Members
(3) Lake Elmo Residents w/ a background in human resources

Submitted: February 5, 2013



Public Safety Committee Operating Policies & Procedures

Scope & Purpose: To aid the City Council in the administration of public safety policies including but not limited to community policing, fire suppression and emergency services, animal control, liquor licenses and other matters concerning the general health and welfare of Lake Elmo citizens.

Committee Duties:

- a. Review traffic and pedestrian safety matters and recommend needed action for Council approval.
- b. Advise the Council on policies for police and fire protection and advise the Board and Plan Commission on revisions in the Village's building, nuisance properties, health and safety codes.
- c. Advise the Council on matters concerning the Washington County Policing contract, fire department and emergency services programs.
- d. Review and recommend Council action regarding proposed state legislation impacting upon the Village and its residents.
- e. In cooperation with the Administrator, recommend to the Council appropriate policies and procedures regarding public safety operations and the delivery of such services to the public.
- f. Make recommendations to Council on the City's animal control program and humane officer contract.
- h. Consider requests for new retail alcohol licenses, review retail alcohol violations relating to licensing, develop alcohol related policies and make recommendations to the City Council.
- i. Consider any other matter the Council may refer.

Meeting Schedule: The Public Safety Committee will meet every quarter (March, June, September & December on the second Thursday from 6-7:30 PM or as needed.

Committee Composition: (2) City Council Members
(3) Lake Elmo Residents w/ an interest in public safety

Submitted: November 6, 2013