



## **2011 Mayor & City Council Retreat**

**City Hall**

*January 21 & 22, 2011*

### **Minutes**

#### **Friday, January 21**

##### **Dinner with the Executive Leadership Team**

*5:30 p.m. – City Hall Lunchroom*

##### **Evening Program**

*7:00 p.m. – 1<sup>st</sup> Floor Boardroom*

##### **Department Presentations**

City Manager Redlinger provided an introduction to departmental presentations. The following presentations were provided:

- Operations Department, Director Chad Martin
- Police Department, Chief David Ebinger
- Engineering Department, City Engineer Bob Zimmerman
- Community Services Department, Director Scott Hutchins
- Fire Department, Acting Chief Rich Duysen

##### **Review Saturday Retreat Schedule**

*Mayor Voxland*

##### **Conclusion of Friday Evening Program**

*9:30 p.m.*

## **Saturday, January 22**

### **Continental Breakfast**

*8:30 a.m. – 1<sup>st</sup> Floor Boardroom*

### **Welcome & Overview of the Council Retreat Schedule**

*9:00 a.m. – Mayor Voxland*

### **State & Local Redistricting Presentation**

*9:10 a.m. – Jill Wenger, City Clerk*

The Mayor and City Council requested staff to consider the following for redistricting:

- Evaluate available polling locations in relationship to precincts.
- Decrease the number of precincts from 3 to 2 in each Ward.
- Increase Election Day professional staffing.
- Elevate Election Judge recruitment efforts:
  - College students / higher education partnerships
  - Other Volunteer Groups who serve in the City
  - Service Organizations

The Mayor and City Council requested the following:

- Confirmation of the redistricting timelines
- Election cost breakdown
- Election Judge Application Forms

### **Workshop: Community Partnership Funding**

*10:00 a.m. – Mayor & City Council*

- Review 2011 Funding Application Process
- Mayor & Council Priorities
- Next Steps for 2012 Funding Application Process

The Mayor and City Council discussed alternatives to the current community partnership funding process. It was determined that the following necessary city services be incorporated as part of the regular operating budget: Moorhead Community Access Media (MCAM) and Valley Water Rescue.

City staff will provide notice to currently funded community partners stating that the City Council will not be allocating funds in 2012 as part of a Community Partnership funding process. Instead, City staff should evaluate department needs and incorporate funding to service partners as necessary in departmental budgets.

### **Discussion: Housekeeping Items**

*11:00 a.m. – Michael Redlinger, City Manager and Jill Wenger, City Clerk*

- New Council Communication Template

- City Council Meetings
- Committee of the Whole Meetings
- Other Topics

The Mayor and City Council provided the following feedback regarding Council meeting format and length:

- The Mayor will provide additional guidance to citizens during the “Citizens Addressing the Council” agenda item related to time limits and how comments are to be directed.
- The use of timestamps will not be incorporated.
- The meeting start time will remain at 5:30 p.m. for the remainder of 2011.
- Discretion should be used in ordering agenda items so as to more efficiently coordinate staff time.
- Notice will be sent to the City Manager, Mayor, and all Council Members when removing consent items from the agenda.

### **Lunch**

*11:45 a.m. – City Hall Lunchroom*

### **The 2011 Flood & Fiscal Conditions Forecast**

*1:00 p.m. – Michael Redlinger, City Manager*

Redlinger provided copies of the “Comprehensive Flood Risk Reduction & Property Acquisition Project (January 17, 2011).”

Redlinger stated that he is seeking Council feedback on the following:

- Priorities and goals for services.
- Willingness to increase the tax levy to balance the budget and, if so, a levy amount that Council Members would find acceptable.

The Mayor and Council Members provided the following feedback regarding development of the 2012 Operating and Capital Budget:

- Seek tools to obtain more public input.
- Heighten citizen understanding of costs for City services.
- Improve coordination with Moorhead Public Service.
- Keep staffing levels steady and maintain current levels of service.
- Plan for Oakport annexation needs.
- Be attentive to wage disparity in order to retain staffing.
- Carefully consider retention of current assets.
- Create efficiencies in operations and prevent unnecessary government growth.

### **Workshop: Mayor & City Council Professional Development**

*2:00 p.m. – Mayor & City Council*

- Open Forum
  - Policymaking

- Outside Facilitation

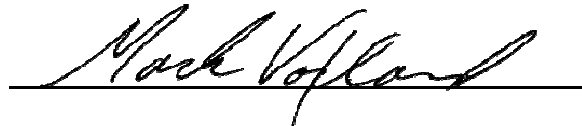
Mayor and Council Members stated the following:

- Long-range planning is necessary and would result in better time management and City budgeting.
- An outside facilitator could assist the Council in looking at efficiencies, identifying partners and stakeholders, and unifying the Council's vision for Moorhead.
- Visions and interests vary among Council Members.
- A planning process could be conducted without the assistance of an outside facilitator.

**Conclusion of Council Retreat**

*3:00 p.m.*

APPROVED BY:



Mark Voxland  
Mayor

ATTEST:



Jill Wenger  
City Clerk