



2013 Mayor & City Council Retreat

Boardroom, 1st Floor City Hall

March 1 & 2, 2013

Minutes

Friday, March 1

6:00 p.m. **City Council Dinner**

6:30 p.m. **Meet the New District 4 Legislators**
Senator Kent Eken, District 4
Representative Ben Lien, District 4A

Minutes: Mayor Voxland introduced Senator Kent Eken and Representative Ben Lien.

Senator Eken discussed and answered question on the state budget process, border cities legislation, the proposed business-to-business tax, and MPCA rules.

Representative Lien discussed and answered questions on the possible bonding bill, tip credit, tax reform, revenue replacement strategies, and higher education funding.

7:45 p.m. **Fiscal Sustainability: Developing a Long-Term Budget Strategy for 2014 & Beyond**
Wanda Wagner, Finance Director
Michael Redlinger, City Manager

Minutes: City Manager Michael Redlinger presented background information on the current budget and answered questions from Council Members. Redlinger stated the Council needs to prepare for future budgets when making decisions on current budgets. He discussed past and future flood preparations, property tax abatement, local government aid, the utility transfer, and payoff of bonds.

Also discussed were golf course funding, tax forfeit properties, and reserve replacement funds.

Finance Director Wanda Wagner reiterated the need to address future revenue needs including subsidies to golf courses, the Hjemkomst Center, reserves replacement, and inflation and wage increases.

9:00 p.m. **Defining the Desired Outcomes of the City Council Retreat – Saturday Session Preview**
Mayor Voxland

Minutes: Mayor Mark Voxland stated that Saturday’s session would include a discussion of Committee of the Whole items that need to be prioritized and addressed.

9:15 p.m. **Conclude for Evening**

Minutes: Meeting adjourned to Saturday, March 2, 2013.
Adjourned at 9:20 p.m.

Saturday, March 2

8:15 a.m. **Continental Breakfast & Coffee**

8:30 a.m. **Annual Review of City Council Rules of Procedure**
Jill Wenger, Assistant City Manager

- City Council Meeting Minutes

Minutes: The Mayor and Council discussed changes to the City Council Rules of Procedure. Recommendations would be approved by resolution at a future Council meeting.

The Mayor and Council requested that the Charter Commission review Subdivision 1, of Chapter 3 of the Moorhead City Charter related to Council Meetings.

Assistant City Manager Jill Wenger provided information on minute taking requirements outlined in Minnesota State Statute and Roberts Rules of Order.

The Mayor and Council requested that retention of meeting video footage of City council/committee/commission/board meetings be extended beyond the General Retention Schedule for Minnesota Cities. Recommendations would be approved by resolution at a future Council meeting.

8:45 a.m. **Review Current Committee of the Whole Topics & Discuss Future Topics**
Mayor & City Council

Minutes: City Manager Michael Redlinger provided handouts entitled, “2012 Committee of the Whole Topics Summary” and “Future Committee of the Whole Topics, March 2, 2013.”

The Mayor and Council discussed their priorities for future Committee of the Whole Topics. The Mayor requested that a survey be provided to the Mayor and Council to assist in prioritizing topics for 2013.

The Mayor and Council discussed hosting a 2013 Town Hall Meeting in September regarding the City budget.

9:30 a.m. **Strategic Plan Framework Review & 2013 Additions**

*Mayor & City Council
Michael Redlinger, City Manager
Jill Wenger, Assistant City Manager*

Minutes: City Manager Michael Redlinger provided a handout entitled, "Strategic Plan Framework – Cost & Schedule (Revised 2/28/13)" and presented slides on the "City Manager's 2013 Work Plan."

10:00 a.m. **Break**

10:10 a.m. **Long Range Planning Topics: A 10 Year Perspective**

*2013 State of the City Address
Mayor & City Council*

- Housing
- Downtown Redevelopment/Tax Increment District
- Silver Tsunami
- Future Revenue Models

Minutes: Mayor Voxland announced that he will be bringing a resolution before the Council to set up a citizen committee to discuss long range planning for the City of Moorhead.

11:15 a.m. **Organizational Update and Business Development & Retention Services Manager Position**

Michael Redlinger, City Manager

Minutes: City Manager Michael Redlinger provided an update on the Business Development & Retention Services Manager Position

11:45 a.m. **Maintaining Position: 2013 Marketing, Quality Service, & Charting Moorhead's Course in a Highly Competitive Metropolitan Environment**

*Mayor & City Council
Michael Redlinger, City Manager
Scott Hutchins, Community Services Director*

Minutes: Community Services Director/Deputy City Manager Scott Hutchins provided an update on developer meetings, outreach to realtors, marketing efforts and return on investment, tax abatement program, "Welcome to Moorhead" informational/gift package, and how Council can be involved in communication opportunities.

The Mayor and Council requested that City staff re-engage Moorhead Public Service and Moorhead Public Schools to inquire on interest of participation in a "Welcome to Moorhead" informational/gift package.

City Manager Michael Redlinger discussed the City's current communications procedures.

The Mayor and Council requested that the City research a possible job-share communications/community relations position in the City and Public Utility.

1:00 p.m. **Future Snow District Recommendations**
Michael Redlinger, City Manager

Minutes: City Manager Michael Redlinger provided an analysis of the season and ways to refine the operation. A detailed report will be provided this spring.

1:15 p.m. **Adjourn**

Minutes: There was a request for continuation of retreat sessions specifically for the purpose of discussing items of interest to Council Members which were not on the printed agenda.

Meeting adjourned at 1:45 p.m.

APPROVED BY:

ATTEST:

Mark Voxland
Mayor

Becky Jahnke
Deputy City Clerk

Respectfully submitted by:
Becky Jahnke, Deputy City Clerk
Jill Wenger, Assistant City Manager