

**WAYZATA CITY COUNCIL  
WORKSHOP MEETING MINUTES  
February 5, 2014**

**5:30 PM REVIEW ORGANIZATIONAL ANALYSIS**

Mayor Willcox called the workshop meeting to order at 5:30 p.m. in the Community Room at Wayzata City Hall. Council members present: Amdal, Anderson, Mullin and Tanner. Also present: Consultant Craig Rapp, City Manager Nelson, Finance Manager Ovshak, City Engineer Kelly, City Planner Gadow, Building Official Johaneson, Deputy City Clerk Malone, Police Chief Risvold, Interim Bar & Grill General Manager Bartley, Interim Wine & Spirits General Manager Maeger, Motor Vehicle Dept. Manager Heider, Fire Chief Klapprich, and Director of Public Service Dudinsky.

Mr. Rapp presented general findings, observations and opportunities identified during the organizational analysis. Opportunities for the Administration Department and Finance Department were discussed, and recommendations were made to: hire an administrative services director; focus on leadership development; and productivity improvement. Opportunities and recommendations were discussed for the liquor operations. Recommendations were made to: retain the "interim" status for both liquor operation managers until August 2014; assign oversight responsibilities to a new administrative services director; and update the business plan. The existing Public Works Department structure was reviewed, opportunities were discussed, and recommendations were made to reorganize the departments and focus on leadership development. Recommendations were made to: move the engineering function to Public Works; have an operations supervisor; and have regular lead workers for the Streets/Fleet Department, Utilities Department and Parks/Forestry Department. Mr. Rapp made overall recommendations to reorganize departments, create a workforce development strategy and program for restructured departments, and expand the effectiveness and capacity of department leadership.

The Council and Mr. Rapp discussed the funding stream, timing, desired skill set for an administrative services director, recruitment, compensation plan, etc. The goal of the new structure is to allow staff to focus on the bottom line, stay on delivery level, and set a foundation for the future. He explained the new structure would allow for succession planning, improving our Moody's structure/rating, and allow opportunities for more creativity and strategic thinking with tangible service delivery results. The council requested a financial analysis of the costs associated with the proposed new structure.

The workshop meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Becky Malone  
Deputy City Clerk