

**WAYZATA CITY COUNCIL
WORKSHOP MEETING MINUTES
July 9, 2024 (draft)**

5:00 p.m. Discussion of Long-Term Staffing Plan

Mayor Mouton called the meeting to order at 5:00 p.m. Council Members present in-person in the community room at City Hall offices: MacDonald, Iverson, and Parkhill. Absent: Plechash. Also present: City Manager Jeff Dahl, Deputy City Manager Aurora Yager, and Public Works Director/City Engineer Mike Kelly, Fire Chief Kevin Klapprich, Police Chief Marc Schultz, and Deputy Police Chief Jamie Baker.

Ms. Yager provided background information noting that each year as part of the budget process, staff reviews current organizational needs, especially as it relates to service delivery, and brainstorms future staffing needs up to five years in the future. The identification of staffing needs does not commit the City to filling these positions, but rather gives the Council and staff an idea of the impact those positions could have on the budget to better evaluate priorities and plan for these in advance.

Ms. Yager discussed the need for each requested position and gathered feedback from the Council on what positions to include in the first draft of the 2025 Budget. She noted that their impact on the levy is subject to Council approval as part of the annual budget process and will be reviewed more comprehensively in the City's Long-Term Financial Plan.

The Council discussed the request for an IT position and felt that more resources particularly related to cybersecurity and more efficient help-desk support was needed, but that they did not have enough information to feel comfortable approving a new position to start January of 2025. They noted that they were interested in continuing to explore options for shared services with other cities or other contracted help in this area.

There was immediate consensus on the additional police officer to be added in 2025. The Council asked if additional resources were needed next year, and the Police Chief Schultz and Deputy Chief Baker indicated that they did not have an additional staffing request for 2025 but would evaluate future needs over the next year.

The Council discussed the request for funding of a full-time Fire Chief but there was not consensus on whether the request would be approved. Some Council Members requested additional information in terms of a job description and succession plan. Additionally, given some potential changes to the fire service in the surrounding communities, there is some hesitation on moving forward with this position now. Some Council Members noted that additional resources would be needed to mitigate the risk of turnover in the Fire Department leadership and in order to raise the level of service, especially administratively.

5:45 p.m. Discussion of Draft Special Event Permit Ordinance

Public Works Director Kelly noted was discussed at the May 21 workshop. There was not adequate time to finish the discussion and come to a consensus on direction. As a reminder, staff began working in earnest on drafting an ordinance with the following objectives in mind:

- Not creating an overly bureaucratic process that would dissuade future community-building events.
- Providing a more streamlined and transparent approval process for sizes of events to eliminate surprises from both the City and applicants;
- Putting parameters on the total number and size of events permitted to ensure event activity is aligned with staff capacity as well as the desired character and traffic of the community;
- Diversifying revenue sources by ensuring application fees cover administrative costs and any

1 ticketed events on public property are assessed a reasonable fee to offset the impact on public
2 land.

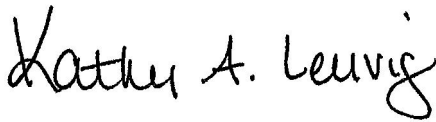
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4 With these objectives, staff prepared a draft that met the aforementioned objectives by using the City of
5 Excelsior's ordinance as a template. Once a draft was created, it has been updated to reflect comments
6 heard from other staff members as well as the main community partners who submit special event
7 permits—the Greater Wayzata Area Chamber of Commerce and RBA, Inc.

8
9 Most of the discussion at the May 21st workshop focused on the minimum threshold of an event that
10 would trigger a special event permit application, what kind of events would require Council approval, and
11 what level of pre-approval and/or preference would long-standing existing events have. Staff attempted to
12 address that feedback with the attached updated draft ordinance and have also included the draft matrix
13 that would dictate the maximum frequency of events as well as our current listing of events.

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15 The Council discussed potential frequency limits and generally agreed with the staff recommendation.
16 There was consensus on the Council that a per ticket fee should be collected for ticketed events on public
17 property by private enterprises.

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19 Mr. Dahl indicated that staff will likely bring this item back at a regular meeting for consideration after
20 they get one more round of feedback from the chamber and other stakeholders. Ultimately, because there
21 are still several steps to take, including writing a comprehensive policy with more details, drafting
22 application forms, and updating the fee schedule, staff suggests that the ordinance go into effect no earlier
23 than January 1, 2025.

24
25 Respectfully submitted,



26
27 Kathy Leervig, City Clerk
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