

**WAYZATA CITY COUNCIL
WORKSHOP MEETING MINUTES
June 17, 2025**

5:00 p.m. Discussion of City Leadership Transition Plan

Mayor Mullin called the meeting to order at 5:00 p.m. Council Members present in-person in the community room at City Hall offices: MacDonald, Parkhill, Plechash, and Sorensen. Also present: City Manager Jeff Dahl, Deputy City Manager Aurora Yager, Community Development Director Alex Sharpe, Public Works Director/City Engineer Mike Kelly, Kathy Leervig, City Clerk and Finance Manager Pete Zimmerman.

Mayor Mullin indicated that on June 11, City Manager Jeff Dahl submitted his resignation after accepting the City Administrator position with the City of Woodbury. His last day with the City of Wayzata is scheduled for Thursday, July 17. Given his departure, along with planned staff leaves this summer, the City is preparing for both immediate and long-term leadership transitions to ensure organizational stability and continuity of services.

Discussion included transition planning in more detail including internal vs. external interim leadership options and immediate operational support needed during overlapping staff absences. Both Deputy City Manager Yager and Public Works Director/City Engineer Mike Kelly indicated their willingness to consider filling City Manager role on an interim basis.

Dahl noted that he would come back with more information for the Council to consider at a special workshop on June 24th to present a proposed structure for managing City operations during the interim period, including potential acting roles, reporting lines, and decision-making authority. A long-term transition strategy will include a list of executive recruitment firms for consideration.

5:45 p.m. Review Draft of 2026-2035 Capital Improvement Plan and Discussion of 2024 Excess Reserves

Ms. Yager indicated the goal of this item is to review the first draft of the 2026-2035 Capital Improvement Plan (CIP), provide feedback on projects, and discuss priorities for the use of 2024 excess reserves.

She provided additional background on the topic. The City's commitment to planning for projects up to ten years in advance ensures that we have a well-maintained city with seamlessly implemented services, minimizes the reliance on debt, and is an important factor in maintaining the City's top AAA bond rating.

The City reviews the CIP twice per year - once in the Fall as part of the budget process and then again in the Spring. The Spring review is timed to allow the Council the opportunity to prioritize any excess reserve transfers and gather insight on needs/priorities before starting the following year's budget process. While the City plans for projects sometimes 10+ years in advance, projects and funding projections in the next five years are more certain and scrutinized than projects and funding projections 5-10 years into the future.

Given the timeliness of other items of the workshop agenda, staff presented a very brief overview of the CIP given that additional CIP review will occur later in the budget process in November.

Ms. Yager indicated that due to positive budget performance in 2024, the Council had over \$1 million in excess reserves from 2024 that it could allocate to various capital project funds. Council consensus was to consider the excess along with the General Fund budget discussions in the coming months before making a decision on how to allocate it.

6:15 p.m. Review and Discussion of Proposed Amendments to Chapter 803 - Subdivision Ordinance

Mr. Dahl indicated that the goal of this topic was to discuss background information and provide initial feedback on potential amendments to the subdivision ordinance, per recent Council direction.

Mr. Sharpe indicated that at the May 20, 2025, City Council Workshop, staff was directed to propose amendments to the City's subdivision ordinance regarding street design.

As the Council is aware, recent subdivision proposals have included discussion on the potential for amending the ordinance to include reduced right-of-way requirements for smaller developments. A summary of current code requirements, Minnesota State Fire Code minimums, and the hybrid of these ordinances recently proposed by a developer are outlined below.

Current City Ordinance

- 50-foot Right-of-Way (ROW)
- 26-foot-wide road with curb and gutter
- 8% maximum roadway grade
- Fire turnaround must be a cul-de-sac with a 48-foot radius.

MN State Fire Code Minimums – Intended for multiple roadway types, including rural sections

- No Right-of-Way (ROW) guidance provided
- 20-foot-wide road without curb and gutter
- 10% maximum roadway grade
- Multiple fire turnaround options including cul-de-sac, hammerhead, etc.

Previous Applicant Proposed with Staff Input

- 50-foot ROW
- 20' road with curb and gutter
- 10% maximum grade
- 48-foot radius cul-de-sac

The existing Ordinance also allows an applicant/developer to seek amended standards when applying for a Planned Unit Development (PUD) or, to apply for a variance to the Subdivision Ordinance or seek a text amendment of the ordinance by the City. The City ordinance provisions above are the standard for all developments and apply to a subdivision of any size. Additionally, whether through a code amendment, PUD, or other means, the City cannot approve a proposal or ordinance which has reduced standards from the Minnesota State Fire Code minimums.

At Council's direction, staff has discussed the potential for developing an amended ordinance that would allow additional flexibility for smaller developments, particularly those of three lots or fewer. In a brief review of Planning cases since 2020, the City has received 18 subdivision applications. However, of these, half have been for commercial or multi-family properties where this discussion has been focused solely on single-family subdivisions. Of the nine single-family applications submitted, four have been approved. The remaining applications have either been withdrawn, or denied. As an initial starting point, staff recommends the following subjects to focus efforts and research. City Council input on any additional areas of study is welcomed.

- Limitation on total number of lots for reduced requirements - currently considering three lots or fewer.
- Roadway widths that are reduced from current requirements, but may exceed fire code minimums to ensure public safety.
- Deliberate consideration of specific zoning districts where reduced requirements may be more applicable or have reduced negative impacts.
- Identification of potential lots/areas in the community where an amended ordinance would be applicable.

Council consensus was, at a workshop later this year, to review past history of developments pertaining to street widths and slope, and discuss the current limitations within the City's existing PUD Code.

6:25 p.m. Discussion of Future Council Topics

To discuss and prioritize future workshop and general topics.

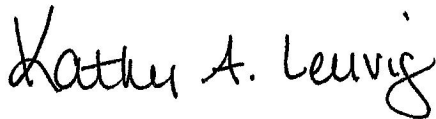
BACKGROUND:

Below is a list of planned workshop topics. These are subject to change:

- Jun 17 CIP Review and Discussion of Excess Revenues
- Jun 17 Code Amendment for Subdivision
- Jun 17 Finalize City Manager Transition Plan (Tentative)
- Jul 1 Long Term Financial Plan
- Jul 1 Preliminary General Fund Budget and Fee Schedule
- Jul 15 Preliminary Enterprise and Special Revenue Budgets
- Jul 15 Preliminary General Fund Budget (if needed)
- Aug 6 Public Safety Facility Needs Assessment/Tour
- Aug 19 Preliminary General Fund Budget Status Update
- Sept 9 Open - Topics To Be Determined
- Sept 23 Open - Topics To Be Determined
- Oct 7 Open - Topics To Be Determined
- Oct 21 Open - Topics To Be Determined
- Nov 5 Final CIP Review
- Nov 18 Final Budget Status Update
- Nov 18 Legislative Priorities
- Dec 2 Board and Commission Interviews
- Dec 16 Potential Charter Amendment for Purchasing/Contracts
- Dec 16 Franchise Fees

The Council had no additional items to add.

Respectfully submitted,



Kathy Leervig, City Clerk