



CONNECTING & INNOVATING  
SINCE 1913

League of Minnesota Cities  
Board of Directors Meeting  
October 20, 2016

MINUTES

**Members Present:** Rhonda Pownell (Northfield), Jo Emerson (White Bear Lake), Heidi Omerza (Ely), Steve Nasby (Windom) Tim Busse (Bloomington), Elizabeth Glidden (Minneapolis), Sue Hilgert (Olivia), Brent Mareck (Carver), Mike Mornson (Hopkins), Kevin Staunton (Edina), Chris Tolbert (St. Paul), Brad Wiersum (Minnetonka), Gary Willhite (Crookston), Robert Broeder (Le Sueur), Anne Mavity (St. Louis Park) and Tina Rennemo (Baudette)

**Members Absent:** Mark Casey (St. Anthony Village), Dave Smiglewski (Granite Falls) and Randy Staver (Rochester)

**Staff Present:** Dave Unmacht, Tom Grundhoefer, Kellie Sundheim, Liam Bieber, Laura Harris, Don Reeder, Laura Zenz, Gary Carlson, Heather Corcoran, Irene Kao, Ann Lindstrom, Anne Finn, Craig Johnson, Laura Kushner, Laura Ziegler and Mel Reeder

**Guests:** Ady Wickstrom (Shoreview), Deborah Dahl (Fridley), Lisa Herbert (Rogers) and Melanie Mesko-Lee (Hastings)

1. Call to Order & Pledge of Allegiance  
President Pownell called the meeting to order and led the Pledge of Allegiance.
2. Approval of Agenda  
Omerza moved approval of the agenda, seconded by Broeder. Motion carried.
3. Presentations/General Communications
  - 3.1 Presentation Of New Staff – William Wright (WC Litigation), Julie Jelen and Joel Muller (Loss Control)
  - 3.2 Introduction of Board members, staff and guests

4. Approval of Consent Items

Wiersum moved approval of the consent agenda, seconded by Hilgert. Motion carried.

5. Action Items

5.1 Review of League of Minnesota Cities Draft 2017 City Policies

Corcoran welcomed the Policy Committee Chairs to the meeting and thanked them for their service. She also recognized and thanked the many board members who serve on the policy committees.

Corcoran stated that IGR staff are available to assist with questions and that a contact list for IGR staff is included in their binders. The policy committees meet three times a year. The first meeting is to establish issues. Guest speakers are invited to address the committees at the second meeting and the policies are voted on at the third. Participation has been steady with 20-50 participants per meeting. GoToMeeting was used again this year allowing members to participate remotely.

Corcoran continued by noting that the policies have been posted on the League's website for a comment period which closes on October 28th. The comments will be presented to the Board at the November meeting for consideration.

Corcoran asked the committee chairs to present their committee's recommendations.

Ady Wickstrom, former Chair of the Improving Service Delivery Policy Committee, stated that the committee is recommending five new policies and the deletion of one.

New policies:

- ❖ SD-New A. Changing the Year of a Municipal Election
- ❖ SD-New B. Election Judge Recruitment and Retention
- ❖ SD-New C. Mail Balloting
- ❖ SD-New D. Local Control
- ❖ SD-New E. 21<sup>st</sup> Century Policing

The committee is recommending the deletion of the following policy:

- ❖ SD-43. Racial Profiling

The committee's guest speakers were Jeff Potts, Chief of Police (City of Bloomington), Quinn O'Reilly, Research Attorney (LMC), Matthew Staehling, City Administrator (City of St. Cloud) and Amy Schmidt, Assistant City Attorney (Bloomington)

Pownell asked for questions or comments relating to the policies. Mornson asked if we're are done trying to get more early voting. Wickstrom replied that she doesn't think the League should be leading the charge on this, but if it comes up our policy still supports it. The amount of absentee ballots this year is really going to slow down the process. Early voting starts November 1. Mornson feels it would be beneficial to get information from the city

clerks throughout the state to see how the process went this year. Lindstrom added that the elections task force did recommend some changes to our administering absentee balloting policy that streamlines it and makes it more efficient and more in the direction of what has typically been called early voting. They would like to expand the time period from 7 days to 14 days.

Busse likes policy SD – New E. 21<sup>st</sup> Century Policing but is concerned about the deletion of policy SD-43. Racial Profiling. Finn noted that a lot of the language in SD-43 is antiquated. Back in 2001, the language focused on racial profiling but that since has been expanded to include a lot of things. The term has been updated to be more “implicit bias”. The new policy focuses on a broader array of issues for community relations with officers. She noted that SD-43 can be kept on the books but it would need some work to make it more current.

Busse asked if the committee could talk more on the data collection aspect of the policy. Finn commented that historically, dash cams were a component of collecting information so that it would help discern what the officer was seeing during the stop. This policy does not speak to the idea of having the officer complete a survey after the interaction of what he/she thought the interaction was, but this could be added as an amendment.

Glidden noted that there was an old bill that talked more about the data collection piece. She thought that piece was more about trying to develop a system for more consistency on how to collect the data. She would like to see something added or reformatted about the consistency of data collection and how it can help the officer do their job better. Finn agrees with Glidden’s point and that they policy language she is referring to is on page 42. The League in the past has not been supportive of data language collection that is mandatory. Finn will work with Glidden on an amendment to policy SD-New E if needed.

Nasby asked about policy SD-16. Contracting and Purchasing. He wondered if there had been any discussion on increasing the amount from \$100,000. C. Johnson remarked that there was no discussion on that issue.

Nasby then asked about policy SD-New D. Local Control. He is concerned that the language is too vague and doesn’t provide examples or situations. Lindstrom noted that this was an ongoing discussion through all of the last session. The policy language was intentionally left vague so as not to risk any specific examples or situations because that can be too limiting. Carlson commented that this policy is intended to provide general guidance to cities without the limitations of calling out specifics.

Before turning it over to the next committee chair Corcoran observed that a policy on Real ID slipped through the cracks but will be discussed in greater detail at the November meeting.

Melanie Mesko-Lee, Chair of the Improving Local Economies Committee, stated that the committee is recommending two new policies and the deletion of two policies.

New policies:

- ❖ LE-New A. Safe Routes to School Grants Management
- ❖ LE-New B. In-Home Day Care Facilities

The committee is recommending the deletion of the following policies:

- ❖ LE-4. Exemptions to the Minnesota Fence Law
- ❖ LE-35. Truck Weight Restrictions on Interstate Highways and Freeways

The committee's guest speakers were: State Senator Dibble, Steven Overom, City Attorney (City of Hermantown), Pam Whitmore, Research Attorney (LMC) and Chief Judge Tammy Pust (Office of Administrative Hearings).

Pownell asked for questions or comments relating to the policies. Hilgert asked for some background on the discussion around the deletion of LE-35. Truck Weight Restrictions on Interstate Highways and Freeways. Finn gave some background on the issue and noted that the committee was sensitive to the issues of a certain county last year asking for an exemption. Since that time they have not been approached by any other communities on this issue and the committee believed it makes more sense for the League to be silent on this issue.

Omerza wanted more information on the discussion relating to policy LE-New B. In-Home Day Care Facilities. Corcoran noted that much of the language on this new policy was taken from LE-13. Residential Programs on page 91. The language was pulled out so that they could have a separate discussion on residential programs. There was no change to the League' position on residential care.

Glidden commented on LE-13. There was a lot of discussion at the committee level and a roll-call vote which is unusual. The vote was fairly close. The debate centered around the modifications to the language that created some challenges on a lack of clarity on some of the terms and how that might affect what is being asked. The question that she has is why it changed from the term residential care facilities to residential programs. Kao noted that the policy was using terms that weren't relevant anymore and the committee wanted to be consistent with language other state agencies were using. Glidden asked Kao what chapter uses that language. Kao mentioned that it affects 245a, 245d, 144 and 144d. Glidden will take this information back to her city and see if they want to offer up any amendments.

Lisa Herbert, Chair of the Improving Fiscal Futures Committee, stated that the committee is recommending the addition of five new policies and no deletions.

New policies:

- ❖ FF-New A. Electric Generation Taxation Reform
- ❖ FF-New B. Increasing Safe School Levy Authority
- ❖ FF-New C. Agricultural Containment Property Tax Exemption Repeal
- ❖ FF-New D. Expanding City Investment Authority
- ❖ FF-New E. Electronic Fund Declaration Exemption

The committee's guest speakers were: Cynthia Bauerly, Commissioner (Department of Revenue) and Stephen Baker, Ramsey County Assessor.

Pownell asked for questions or comments relating to the policies. Nasby mentioned that LMCIT and the 4M Fund may also be possible exceptions to the investment authority expansion idea.

Debbie Dahl, Chair of the Human Resources and Data Practices Committee stated that the committee is recommending the addition of three new policies and the deletion of three policies.

New policies:

- ❖ HR-New A. Public Employment Relations Board
- ❖ HR-New B. Military Leave Reimbursement
- ❖ DP-New A. Law Enforcement Technologies

Policies up for deletion:

- ❖ HR-15. Drug and Alcohol Rehabilitation
- ❖ DP-8. License Plate Reader Technology
- ❖ DP-9. Police Worn Body Cameras

Chair Dahl noted that DP-8 and DP-9 are being combined into policy DP-New A. Law Enforcement Technologies.

The committee's guest speakers were: Doug Anderson, Executive Director (PERA), Shana Jones, Policy Director (PERA), Sandi Blaeser, Attorney (Madden Galanter Hansen, LLC and Public Employer Representative for the Public Employment Relations Board (PERB), and Stacie Christensen, Director (IPAD).

Pownell asked for questions or comments relating to the policies. There were none.

Corcoran reminded the group that the comment period ends on Friday, October 28.

## 5.2 Legislative Update (oral)

Carlson mentioned that his update would be short since there is not a lot going on at this time. There have been mumblings that a Special Session may be back on. Two issues yet to be resolved are MNSure and the tax bill. Carlson briefed the board on the Governor's recent formation of the Council on Law Enforcement and Community Relations. The council will be discussed further in a later board item.

### 5.3 Update on 2017 Annual Conference Planning

Harris reported that the 2017 Annual Conference is going to take place on June 14<sup>th</sup> -16<sup>th</sup> in Rochester. For many years the League has had an annual conference planning committee who would meet for three times for 5-6 hours. Because of the intense time commitment it was difficult to get broad member participation.

This summer we invited elected and appointed staff who were in attendance at the 2016 conference to join us by participating in one of two focus groups. Out of the 40 people just over half are expected to participate.

The group was asked for their input on the critical issues that cities are facing. Some issues brought forward were:

- Transportation/Infrastructure
- Changing Demographics and how to deliver services
- Public Safety – sustainable models
- Natural disasters – crisis management
- How to engage communities
- Cyber-security
- Economic development/trends

The groups were also asked for ideas on ways to get more participant engagement. A few ideas were:

- Targeted programming
- Networking opportunities
- Variety of session formats
- Discounts
- 1-day registrations
- Incentives for bring their team

Glidden noted that racial equity was not mentioned and should be a main focus.

Mornson liked the focus group approach the commented that NLC registrants get one free attendee after registering five.

Wiersum thought that media relations should be added to this list and that we need to be more intentional with our focus on it – maybe by developing a crisis management toolkit.

Omerza suggested the topic of more dementia friendly communities.

Busse asked if we have looked at other cities for hosting the conference. Harris stated that they are always looking but it is difficult to find a city that has the capabilities to host such a large conference especially the need for a large exhibit hall.

Marek likes having notable guest speakers and thought that Clarence Anthony and Glenn Harris did a great job at our retreat.

Hilgert liked Don Reeder's presentation on Social Media during the Regional Meetings and thought that could definitely be a topic for the annual conference.

Nasby suggested using the Regional Meetings as a place to get some ideas for the conference.

Harris recommended that if board members had any additional ideas or concerns they should contact her or Kevin directly.

Unmacht informed the group that some extra money has been set aside in the Special Projects Fund for this conference to help facilitate with doing some creative things and to keep up the momentum from last year.

#### 5.4 LMCIT Update (oral)

Liam Bieber updated the group on recent LMCIT activities. The Trust board met on October 5<sup>th</sup>. The Worker's Comp program continues to have a strong stable membership and showed a net gain of \$7 million over the past year. Medical costs continue to outpace salary increases putting some additional pressure on WC rates. Work Compensation rates are going up by 3% for 2017. The increase was primarily due to rising medical costs.

Bieber noted that Lake Elmo has accepted their liability coverage restrictions.

## 6. Action Items

### 6.1 LMC FY2017 Employee Wage Increases

Kushner noted that the plan being presented today was brought to the Personnel Committee earlier this month and received their recommendation. Like last year, the pay plan provides for the possibility of wage increases between 0 and 4.5%. An increase depends on the employee's performance rating and their current salary relative to the estimated market rate for their position. The plan also provides a 2.5% across the board salary range adjustment.

Motion by Mornson to approve the pay plan recommended by League staff and the Board of Director's Personnel Committee for Fiscal Year 2017, seconded by Rennemo. Motion carried.

### 6.2 League Employee Group Insurance for 2017 (Presentation of Benovate software)

Kushner commented that the only insurance increase for this year is to our dental program and rates are increasing by 12%. Staff is recommending that the employer contribution be increased by 50% of the overall premium increase, with the exception of single coverage with the League pays at 100%. Life and disability rates are remaining the same for 2017.

The League's Personnel Committee met earlier this month to discuss our employee benefit plans and contribution structure for 2017. The Personnel Committee recommends renewal of the plans, tier structures and contribution rates shown on the attachment titled "2017 Summary of Benefits – Staff Recommendation."

Motion by Broeder to approve the Board of Directors' Personnel Committee recommendation for premium rates and League contribution rates for both medical plans, the dental plan, basic life, and disability insurance as shown on the attachment titled "2017 Summary of Benefits – Staff Recommendations", seconded by Wiersum. Motion carried.

### 6.3 League appointment to the Governor's Council on Law Enforcement and Community Relations

Unmacht informed the members that the Governor has recently formed the Council on Law Enforcement and Community Relations to advise the governor, legislators and other policymakers and stakeholders about immediate actions that can be taken to create and restore trust between communities and their law enforcement agencies.

The Executive Committee met earlier this morning to discuss the appointment and believes it is appropriate to appoint the League's Executive Director to the position. The board members discussed the uniqueness of this position and the time commitment it will require and supports the Executive Committee's recommendation.

Motion by Nasby approving the Executive Committee's recommendation to appoint League Executive Director Dave Unmacht as the League's ex-officio member of the Governor's Council on Law Enforcement and Community Relations, seconded by Mornson. Motion carried.

## 7. Affiliate Organization Updates

### 7.1 Coalition of Greater Minnesota Cities

Broeder noted that there is not much to say this month. Their retreat is being postponed until January 2017.

### 7.2 Minnesota Association of Small Cities

Rennemo mentioned that their meeting is also in January. She is seeing a barrage of questions coming in from smaller cities about the lack of candidates to fill open seats on the ballot and what their options are. They are doing some brainstorming and seeking advice from communities that have an overabundance of candidates.

### 7.3 Metro Cities

Mavity commented that the organization is working on their policy adoption process and the will be adopted at their November 30<sup>th</sup> meeting. They have also been working with the Met Council on developing their 10-year plan.

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8. Announcements and Adjournment

Unmacht talked a bit about the appointment to the Governor's Council on Law Enforcement and Community relations and appreciates the trust that the board has shown him. He stated that Mel Reeder (CIO) will give an update to the board in November regarding the work that she and the Technology Services team has been doing since her hire. Casey Casella (Intern) is working on a Federal Advocacy whitepaper and that along with an update on racial equity will be discussed next month as well.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Unmacht', written in a cursive style.

Dave Unmacht, Executive Director