League of Minnesota Cities  
Board of Directors Meeting  
December 13, 2018  

MINUTES

**Members Present:** Heidi Omerza (Ely), Mike Mornson (Hopkins), Brad Wiersum (Minnetonka), Jo Emerson (White Bear Lake), Rita Albrecht (Bemidji), Mark Casey (St. Anthony Village), Lynn Kissock (Maple Lake), D. Love (Centerville), Joshua Malchow (Slayton), Brent Mareck (Carver), Justin Miller (Lakeville), Dave Smiglewski (Granite Falls), Kevin Staunton (Edina), Mary Gassch (Lauderdale) and Mary McComber (Oak Park Heights)

**Members Absent:** Curt Boganey (Brooklyn Center), Amy Brendmoen (St. Paul), Jeremiah Ellison (Minneapolis) and Sara Carlson (Alexandria)

**Staff Present:** Dave Unmacht, Pat Beety, Luke Fischer, Kellie Sundheim, Ann Lindstrom, Laura Kushner, Marky Engler, Laura Zenz, Anne Finn, Irene Kao, Kevin Frazell, Mel Reeder and Daniel Lightfoot

1. **Call to Order & Pledge of Allegiance**
   President Omerza called the meeting to order and led the Pledge of Allegiance. Introductions were made.

2. **Presentations/General Communications**
   2.1 New Employee Introduction – Adriana Temali-Smith (Education Manager) and Daniel Lightfoot (Intergovernmental Relations Representative) were introduced to the board.

   2.2 Presentation of the National League of Cities (NLC) Stutz Award to Tom Peterson (Senior Workers Compensation Attorney) and Chris White (Event Planner)
   President Omerza presented the NLC Stutz Award plaques to Tom Peterson and Chris White and thanked them for their service to the League over the past 25 years.

   2.3 Recognition of Outgoing Board Member Lynn Kissock
   President Omerza thanked Mayor Lynn Kissock for her service over the past 1 ½ years and wished her the best of luck in her future endeavors. Kissock thanked the staff and board members for their assistance over the years and was proud to represent the League during her time on the board.
3. Approval of Consent Items
Emerson moved approval of the consent items, seconded by Wiersum. Motion carried.

4. Action Items
4.1 Approve Board Meeting Calendar for 2019
Motion by Mornson to approve the Board Meeting Calendar for 2019 as amended, seconded by Miller. Motion carried.

5. Discussion Items

5.1 Update of Development of Finance Services for Members
Engler and Frazell presented their work on the development of an external finance service for members. Their product will be modeled after the current service used by the Human Resources Department.

Engler and Frazell noted that this new product will be used mainly by smaller cities and those cities in greater Minnesota. The goal is to offer up some different venues for delivery of services such as trainings, webinars, hosting dynamic presenters etc. There will also be a process set up to respond to member inquires and link together members that have similar finance related issues.

The service will need to be monitored as to not overstep our bounds with other vendors offering similar services and to be cognizant of SCC regulations.

Mareck asked if there will be a focus on technology including ways to help smaller cities update their current systems. Engler commented that a part of this service will be to track what software packages cities currently use and to help cities when they are experiencing problems with that software.

Mornson asked if members will be charged for this service. Frazell commented that the only service the League currently charges for is the codification service provided by Research but charging a fee will be looked at once the product is up and running.

Engler and Frazell still have work to do on the product and the item will be brought back to the board for their approval at a future meeting.

5.2 Building Company Update
Fischer provided a quick update to the board on the current happenings of the Building Company. The Building Company Board met in November 2018 and elected to move into a passive position on marketing the Saxon property. In the past couple of years, the League has received some development interest in the property but building sizes and parking arrangements were not dense enough to meet zoning requirements.
At the November meeting the Building Company directed staff to engage with St Paul’s Planning and Economic Development staff to better understand their vision for the property. They also directed League staff to conduct a high-level cost estimation on “cleaning up” the property.

Fischer also updated the board members on the building renovation project. The League and Trust Boards have made a commitment to invest over $4 million in building renovations. The current space is inefficient, underutilized and tired looking. League staff along with Herman Miller Performance Environments and BWBR Architects will work together to accomplish 9 goals:

- Enable flexibility
- Increase space efficiency
- Consider proximity
- Recognize job function space needs
- Foster creativity
- Right size meeting space
- Accommodate member needs
- Allow more natural light to permeate work areas
- Factor in our workplace culture (LEAPP)

A pilot project is being completed in the Engagement & Learning suite on the 2nd floor. Fischer will continue to provide updates to the board on the progress of the pilot project, renovation and property development.

Casey suggested having an education/promotional space that could provide some interactive learning possibilities for guests, groups, schools etc. to learn more about what the League is.

5.3 Federal Relations Update
Lindstrom provided a summary and update of the League’s federal relations work done in 2018. This month marks the second year of expanded advocacy on the federal level. She stated that the goal of this work is to increase LMC influence on federal issues that impact Minnesota cities. She highlighted the advocacy efforts, outreach and events that have taken place in 2018.

Lindstrom noted that for 2019 some of the focus will be on affordable housing and broadband.

5.4 2019 Legislative Session Update
Carlson gave a brief update on some of the current happenings for the 2019 legislative session. He provided the group with information on newly elected members and a listing of new committees for 2019. Many of the new committee chairs are the more senior of the members while many others are former city officials.
Carlson mentioned that the budget forecast is positive at close to 1.5 billion. He said that income taxes/sales taxes may decline in the upcoming years.

He also notes that the League’s Legislative Conference is on Thursday, February 21st at Christ on Capitol Hill Church in St. Paul.

6. Affiliate Organizations Update
   6.1 Coalition of Greater Minnesota Cities
   Smiglewski noted that the CGMC will have their legislative day on January 30th.

   6.2 Minnesota Association of Small Cities
   McComber commented that the resignation of their executive director has sent the organization scrambling but everyone is working together towards a favorable outcome.

   6.3 Metro Cities
   Gaasch mentioned that there will be an opening on their board after the new year.

7. Executive Director Update and Adjournment
   No update given.

Dave Unmacht, Executive Director