

**MINUTES**  
**COMMITTEE-OF-THE-WHOLE WORK SESSION**  
**April 3, 2023**  
**City Council Chambers**

MEMBERS PRESENT: Mayor King. Council Members Paul Fischer, Laura Helle, Michael Postma, Geoff Baker, Jason Baskin, Joyce Poshusta and Council Member-at-Large Jeff Austin

MEMBERS ABSENT:

STAFF PRESENT: City Administrator Craig Clark, Director of Administrative Services Tom Dankert and Police Chief David McKichan  
Public Works Director Steven Lang, Assistant City Engineer Mitch Wenum, Planning and Zoning Administrator Holly Wallace, Human Resources Director Trish Wiechmann and City Attorney Craig Byram

APPEARING IN PERSON: Austin Daily Herald, KAUS Radio, and Honorary Council Member Denver Ritz

Mayor King opened the meeting at 6:06 p.m.

**Item No. 1 – Rules of Procedure and Code of Conduct**

City Administrator discussed the proposed Rules of Procedure and Code of Conduct (Rules) in an effort to further document the handling under Robert's Rules of Order. Mr. Clark noted this grew out of the discussion with the Parks and Recreation Board last year. This is the roadmap for how and when council should interact with staff and the public, how to get items on an agenda, and is based on the City of Rochester's document.

Council Member Baskin asked if this is new to us, or if we had a previous version of Rules that we utilized. Mr. Clark noted we had a document, but this new one is more comprehensive. Council Member Helle clarified that this is pretty much how we have always handled things, but now it is in a written document.

Council Member Baker noted this solves one big problem, how to get something onto an agenda. Council delegates almost everything to the City Administrator, however we should have free reign to talk to staff. Council Member Poshusta noted her agreement. Council Member Helle noted we could err on the side of caution, and just copy the City Administrator when we are interacting via email with staff.

Council Member Helle questioned if we need to add some clarity as to when Council can talk to staff. Council Member Baskin noted the word "generally" is a good word in this document, which should allow us to get quick answers from staff without involving the City Administrator.

Further discussion ensued regarding section 2.04B and needing ten days advance before getting something on an agenda. Mayor King suggested that be changed to seven days, which is one week after the last council meeting for the most part and should provide enough time. No objections noted.

Council Member Baker questioned section 1.02 asking if we as council members are responsible for voicing full council's opinion while on other boards or commissions. Council Member Helle noted it cannot hurt to express both your own opinion and then the opinion of the full council if it has been discussed at that level. City Attorney Byram noted he and Craig had worked out some new language for that section. No objections noted to the new language.

Mayor King requested the striking of the last sentence in section 1.02 as currently drafted. No objections noted.

Section 2.03A discusses council work sessions as not being recorded. Mr. Dankert noted they are actually recorded, just not posted to the website or streamed live. They are technically available upon request.

Council Member Helle requested that we share this revised draft with the other boards and commissions before full council approval at a meeting. No objections noted.

### **Item No. 2 – Discussion of 24-month City Council Plan**

Council Member Baker noted he would like to hear more on the goings on with the Parks and Recreation Master Plan, as there could be some large dollar items that will need to be discussed.

Item will be added to a future council agenda.

### **Item No. 3 -Administrative Report**

Mr. Clark discussed the annual League of Minnesota Cities conference that is coming up in Duluth. Registration deadline is fast approaching, so please let us know if you plan on attending.

Mr. Clark noted Council Member Postma discussed the upcoming food security meeting, so if Council plans on attending then we will need to know in case a quorum is present and we have to post the gathering.

### **Item No. 7 – Open Discussion**

None.

Moved by Council Member Baker, seconded by Council Member Baskin, adjourning the meeting at 6:37 p.m.

Respectfully Submitted,

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Tom Dankert, Director of Administrative Services