

## **CALL TO ORDER**

Pursuant to due call and notice thereof a work session of the Rosemount City Council was held on Tuesday, April 2<sup>nd</sup> 2019, at 5:00 p.m. in the Conference Room at City Hall, 2875 145th Street West, Rosemount.

Mayor Droste called the meeting to order at 5:04 p.m. with Council members Block and Weisensel. Council members Freske and Essler showed up shortly after. Staff present included the following:

- City Administrator Martin
- Interim Chief of Police Dahlstrom
- Director of Finance May
- Director of Public Works Erickson
- Assistant City Administrator Foster
- Director of Parks & Rec Schultz
- Community Development Director Lindquist

## **STAFF UPDATE**

Mayor Droste and Council Member Block and Weisensel started the conversation regarding Deepwoods Court and the timing of the potential construction of the road. Council Members Freske and Essler arrived shortly after and added to the discussion that this area is in need of repair.

Director of Public Works Erickson discussed the complaints received, the past work done to the road and the timeline of potential construction. Mr. Erickson stated construction on Deepwoods Court this year would be a tight timeline; i.e. staff could award contract in August and the construction would likely start at the end of the season.

Mr. Erickson intends to meet with the residents and discuss the potential timelines as well as what the construction would entail. Realistically, staff would bid the project in early 2020 and award the project early enough to have the project start at the beginning of 2020 construction season.

In the meantime, staff will determine the best way to eliminate potholes until construction takes place.

## **DISCUSSION**

### **2.a. 2019 Goal Setting Review**

City Administrator Martin discussed the 2019 Goals and Initiatives document which is in final draft form. Mr. Martin has taken this document to the department heads for review and the opportunity to provide feedback. The intent of this item is to jointly discuss the goals and initiatives for 2019/2020.

Council provided feedback regarding some of the wording throughout the draft to make statements more bold as well as the addition of adding timeframe and attainable numbers to some of the items. Mr. Martin indicated he will share a goal tracker spreadsheet which will show deliverables for certain goals. Mr. Martin will share these items on a frequent basis at council work sessions to ensure the city is meeting the set goals.

Other items discussed under “engage the public”; potential technology taskforce, Rosemount monthly video report on social media, informing the public on city projects and give updates to the community on the activities taking place at city hall.

Council also discussed the importance of leveraging our current businesses for future businesses.

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Staff indicated the new economic development position would likely assist with capturing data on the business sites that are available and sharing this message to the public.

City Administrator Martin indicated the next steps for this item is for staff to take the feedback from tonight's meeting and finalize the document and present the goals to council on April 16<sup>th</sup> for a final council approval.

**2.b. Proposed Expansion of Family Resource Center**

Parks and Recreation Director Schultz presented an update to council on the Family Resource Expansion Project. The plans and specifications are nearly complete and staff is planning for site plan review of the project at the Planning Commission in April.

Mr. Schultz highlighted the floor plan and elaborated further the details of the project. Mr. Schultz mentioned that over 20 years of operation at the Family Resource Center and the center has outgrown at every level. The highest demand at the center is the food shelf. Majority of people who utilize the Family Resource Center are from Rosemount, but the expansion is hoping for even more people to utilize the services that are available.

The project will go for bid after the planning commission approval. Based upon the outcome of the bids; City Administrator Martin indicated the bids may come in slightly higher than the estimated project cost presented to council in 2016. City Council will formally see this item at a later council meeting once bids have been received for approval.

**2.c. Recruitment of Stormwater Specialist**

Director of Public Works Erickson provided an overview of the current job opening in the Engineering Department for a Stormwater Specialist as Council member Block and Essler were not part of the initial discussion that took place regarding this position in fall 2018.

Mr. Erickson discussed the following; the funding for this position will be funded from the utility budget, this position filled with the city several years ago, but once the Stormwater Specialist left the city the position was never refilled, currently the city works with WSB & Associates to handle any stormwater work that needs to be completed.

**2.d. City Council Travel – Conference Registration**

City Administrator Martin requested feedback on which of the following conferences might be attended by Council Members this year. This council item is discussed amongst council yearly to ensure timely registration and allow adequate time for necessary approvals. Per the travel policy; all national travel must be approved in advance.

Council members discussed staff potentially attending these national conferences versus council members, utilization of the council travel budget, potential rotation of council members attending these conferences, and discussed the educational outcome and impact of these national conferences.

Due to the several comments and questions raised during this discussion, City Administrator Martin determined the action item for tonight's council meeting – approve travel for Mayor Droste and Council Member Weisensel to attend National League of Cities City Summit – has been pulled until a later date. Staff will investigate this item further and present the item with more detail at a future

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council meeting for further council discussion.

**ADJOURNMENT**

There being no further business to come before the City Council, with a motion from Droste, second by Weisensel. The meeting was adjourned at 6:47PM to the regular council meeting.

**CALL BACK TO ORDER**

Mayor Droste called the work session back to order at 7:30 p.m.in the Conference Room at City Hall, 2875 145th Street West, Rosemount.

**DISCUSSION**

**6.a. Review Economic Development Specialist Job Description**

City Administrator Martin, Community Development Director Lindquist, and Assistant City Administrator Foster walked the Council through the draft job description. The group discussed the expectations placed on this future employee, and the need to ensure that the job description is clear on the duties & initiatives needed from this person.

Councilmember Freske mentioned a need to reduce the discussion of “projects” in the job description, with an increased focus on outreach, relationship building, and recruitment of potential businesses. Much other discussion was centered on the need to show an emphasis on recruitment efforts done by this individual, along with a desire to convey that this individual will serve as a face of the City when meeting with current and future business leaders.

Staff agreed to make the changes presented by the Council, and to send it to Councilmembers individually for review and comment. Each Councilmember will be asked to provide a final review of the draft job description later this week, so the recruitment process can remain on schedule.

**ADJOURNMENT**

There being no further business to come before the City Council, the meeting was adjourned with a motion from Droste, second by Freske. The meeting was adjourned at 9:09pm.

Respectfully submitted,



Erin Fasbender  
City Clerk