

CITY OF ST. JOHNS

CITY COMMISSION MINUTES

MAY 21, 2020

The special meeting of the St. Johns City Commission was called to order by Mayor Hufnagel at 8:02 a.m. through a virtual meeting at www.gotomeeting.com.

COMMISSIONERS PRESENT: Heather Hanover, Eric Hufnagel, Bob Craig, Jean Ruestman, Tamara Kirschenbauer

COMMISSIONERS ABSENT: None

STAFF PRESENT: Jon Stoppels, City Manager; Mindy J. Seavey, City Clerk; Kristina Kinde, City Treasurer; Dave Kudwa, Community Development Director; Steve Martin, Director of Public Services; John B. Salemi, City Attorney; David Kirk, Police Chief; Bill Schafer, Recreation Director

OTHERS PRESENT: Tim Dempsey, Facilitator

Mayor Hufnagel said the purpose of the special meeting was a strategic leadership session IV.

Review Agenda / Goals for Day

Tim Dempsey, facilitator, was present. He discussed the agenda and goals. He said there was discussion about finalizing the goals from the first couple of meetings. He said the draft maybe hadn't been distributed.

There was a discussion of goals and putting a timeline on goals at an upcoming commission meeting.

Continuation from Last Session: How We Operate as a Commission

Mr. Dempsey discussed where the commission left off at the last special meeting.

There was a discussion of Commissioner Comments.

Commissioner Hanover discussed committee updates. She discussed if you have an issue, could bring up something on this that could be added to a future agenda. She said it is not an action item at that point.

Commissioner Kirschenbauer agreed.

Mayor Hufnagel asked if we want committee updates as a separate item.

**CITY COMMISSION MINUTES
SPECIAL MEETING**

MAY 21, 2020

PAGE 2

Commissioner Ruestman said Commissioner Comments/Committee Updates.

Commissioner Craig said he tries to give a quick update following a meeting. He discussed items that will be a future action item.

There was a discussion of updates from committees and issues that need to be vetted.

Conduct, Decorum and Demeanor

There was no discussion of this section.

Absences

Attorney Salemi said you are reading from a previous version.

There was a discussion of excused and unexcused absences.

Mayor Hufnagel said it is more of the courtesy of letting us know that you won't be able to attend the meeting.

There was a discussion of the Charter and a review committee (2021 goal or planning session discussion next year).

II. City Business Outside of Commission Meetings

There was a discussion of Section A. Conduct and Limitations of Authority at Non-city Meetings, Forums, Public Gatherings. These are conversations where people perceive us as being a representative of the city.

There was a discussion of Section B. Conduct and Approach to Constituent Queries and Complaints.

There was a discussion of Section C. Process for Interacting with City Staff.

There was a discussion of Section D. Commissioners Shall Not Encroach on Administrative Responsibilities.

- Not sure if this section is necessary; language can be added.

There was a discussion of Section E. Seeking Legal Advice/Opinion on City Issue.

III. The Open Meetings Act/Strict Adherence

There was a discussion of Sections A, B, C, D:

- Section A. Know the Law
- Section B. What is "Deliberations" and When Can They Occur

**CITY COMMISSION MINUTES
SPECIAL MEETING**

MAY 21, 2020

PAGE 3

- Section C. Penalty for violations of OMA
- Section D. Email Exchanges Among Commissioners

Attorney Salemi discussed the OMA (Open Meetings Act).

There was a discussion of:

- sharing documents through the Commission Memo.
- Use of e-mail

IV. Conduct of City Officials/Citizen Committee Members and Removal

There was a discussion of the section.

V. Training for New Members and Incumbents

Commissioner Kirschenbauer said she would like to know what training was recommended and the timetable. Maybe a formal training of the city commission in general.

There was a discussion of:

- Orientation/on-boarding
- More generic information under this section.
- Timeline for orientation being clear

VI. Suspension/Amendment/Periodic Review of These Rules

Commissioner Craig discussed there is usually a 2/3's vote to suspend rules.

Mayor Hufnagel said this is in lots of examples that they found from other communities.

VII. Conflicts of Interest Outside of public Meeting Agenda Items

Attorney Salemi said this is linked to the duty to vote for elected officials. He discussed advanced notice (before a meeting) if there is a possible conflict of interest.

VIII. Enforcement of These Rules

Mayor Hufnagel discussed the reason for enforcement.

There was a discussion of:

- Expressing opinions respectfully
- Conduct in the public on behalf of the city
- Formal request to mayor
- Laying out the process and not try to rush through this; get input from commissioners

**CITY COMMISSION MINUTES
SPECIAL MEETING**

MAY 21, 2020

PAGE 4

How We Supplement the Work of the Commission

- Review/Discuss Draft Board/Commission Revamp
 - Laying out background of the review
 - What stays, what goes?
 - Rules of operation/expectations for each

Mayor Hufnagel discussed the board/committee spreadsheet. He said there is a lot of information that has to be filled in. He discussed the process. Do we need the committee? He said the items in yellow the commission may need to take action on.

Mr. Dempsey said this is a great matrix; very thorough and helpful.

Committees proposed to be eliminated:

- School Subcommittee
- Streets/Utilities/Public Services Committee
- Ordinance Committee

Commissioner Ruestman left the meeting at 9:43 a.m.

- Wilson Center Committee
- Cable Committee

Mayor Hufnagel discussed possibly having an ordinance to eliminate committees.

There was a discussion of advisory committees:

- Finance Committee
- Personnel Committee
- Law Enforcement Advisory Committee

Mayor Hufnagel discussed whether they are advisory in nature; or making formal recommendation to the commission. He discussed posting of meetings and minutes.

Commissioner Hanover said the planning commission is advisory and she doesn't know if that is the basis of being open to the public.

Commissioner Craig said the finance committee is advisory to staff: city manager and treasurer. He said the treasurer does provide minutes. He said the planning commission does make formal recommendations.

Attorney Salemi said there is a distinction between advisory and the planning commission. The planning commission is created by state statute and has the authority to

**CITY COMMISSION MINUTES
SPECIAL MEETING**

MAY 21, 2020

PAGE 5

make decisions in regards to special use permits. He said there is a fine point sometimes in advisory versus formal recommendations. We are trying to figure out what level of formality.

Mayor Hufnagel discussed the finance committee and the description that was adopted. He discussed the personnel committee and law enforcement advisory committee.

Treasurer Kinde said the finance is an advisory committee. She said she does take minutes for us to remember what we talked about. She said advisory is the approach taken since she started.

Mayor Hufnagel recommended that minutes be taken for our records (internal). He said it is an advisory body and the posting of meetings wouldn't be necessary.

Treasurer Kinde said when she started formal notices were posted and minutes were taken. She said she takes notes now, but they are not approved at the next meeting.

Summary / Wrap-up / Next Steps

Mayor Hufnagel said there was no intent to come away from this meeting having this totally finished. He said staff will work in populating this and it is a working document. At a later date, we will ask the commission to take formal action.

Mr. Dempsey said this has been really great work over the last few weeks. He said he appreciated opportunity to work with all of them.

The commission thanked Mr. Dempsey.

The meeting was adjourned at 10:01 a.m.