

**CITY OF LAKE FOREST PARK
CITY COUNCIL STUDY SESSION MEETING MINUTES
July 10, 2003**

Councilmembers present: Carolyn Armanini, Dwight Thompson, Mary Jane Goss,
Nate Herzog, Roger Olstad, Ed Sterner

Councilmember absent ~~excused~~: Alan Kiest (*Council approved 7/24/03*)

Staff present: David Hutchinson, Mayor; Karen Haines, City Administrator; Dennis Peterson, Police Chief; Ty Peterson, City Planner; Sarah Phillips, Government & Community Relations Manager; Tema Nesoff, Parks and Human Services Administrator; Susan Stine, City Clerk

CALL TO ORDER

Mayor Hutchinson called the special study session meeting to order at 6:05 p.m.

Hutchinson requested that the agenda be re-ordered so that item 3/Survey of Commissioners – Summary of Responses and item 4/Cole Nature Park Progress Report – additional information were addressed first and second on the agenda.

ADOPTION OF AGENDA

There being no objection, the agenda was approved as re-ordered.

AGENDA ITEM/DISCUSSION

Survey of Commissioners – Summary of Responses

Parks and Human Services Administrator Tema Nesoff provided a brief overview of the summary of results of the survey of commissioners and reviewed information provided in the responses.

Council members discussed issues identified by the responses provided by commissioners related to communication, attendance and vacancies on various commissions.

City Administrator Haines noted that Public Works Operations Director Zenk has been assigned to meet with the Environmental Quality Commission regularly to provide staff support.

Cmbr. Armanini noted that the Economic Development Commission had been assigned to examine regulations for home-based businesses and to propose changes if needed.

1 She also noted that the council sometimes forgets to refer issues to the various
2 commissions for study.

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4 Cmbr. Goss suggested that the confirmation process might contribute to some of the
5 issues raised in the survey responses.

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7 Nesoff noted that Zenk and the Environmental Quality Commission would be involved in
8 the master planning process for the Cole Nature Park.

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10 Haines said that copies of the survey results had been shared with the commission
11 chairs and copies for all commissioners were being distributed at their request. *(Council*
12 *approved 7/24/03)*

13
14 Olstad suggested that membership on some commissions might be too narrowly
15 defined, and a broader spectrum would be more representative of the community.

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17 Goss discussed the number of commissions and the frequency of meetings.

18 19 20 **Cole Nature Park Progress Report – Additional Information**

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22 Nesoff reviewed the recent discussion of the Cole Nature Park planning process and
23 noted that additional information was provided regarding financial issues and
24 reallocation of funds.

25
26 Council members discussed budgetary issues and identification and use of funds.

27
28 Nesoff explained the impact of the timing of the Madden property purchase on the 2003
29 budget.

30 31 32 **State-wide Mobilization Plan**

33
34 Chief Dennis Peterson provided an overview of the state-wide law enforcement mutual
35 aid and mobilization plan and noted that no action is required at this time. He discussed
36 a proposed interlocal agreement and noted that similar plans have been in place for fire
37 departments for some time.

38
39 Peterson reviewed issues and events for which mutual aid would be required and said
40 that an interlocal agreement would cover response protocol, pay and oversight.

41 42 43 **Rules and Regulations for Use of City Facilities**

44
45 City Clerk Stine provided a brief review of the proposed rules for use of the city hall
46 meeting rooms and issues related to the various requests for meeting room use. She
47 noted that the city attorney had provided rules adopted by a local utility district to use as
48 a model, and discussions regarding the proposed rules have taken place in the
49 leadership team meetings.

1 Following discussion, council members noted that the resolutions related to this issue
2 are included on the regular meeting agenda and should be held over until the city
3 attorney returns in August.
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6 **Adjournment**

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8 There being no objection, the special study session meeting was adjourned at 7:10 p.m.
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11 _____
12 Susan Stine, City Clerk
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18 David R. Hutchinson, Mayor
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