

**CITY OF LAKE FOREST PARK
CITY COUNCIL STUDY SESSION MEETING MINUTES
November 8, 2007**

Councilmembers present: Roger Olstad, Mayor *pro tempore* (6:50 p.m.); Alan Kiest, Ed Sterner (6:35 p.m.), Don Fiene, Sandy Koppenol, Donovan Tracy, Stephen Plusch

Councilmember excused: Dwight Thompson (on military leave)

Staff present: David R. Hutchinson, Mayor; David Cline, City Administrator; Michael Ruark, City Attorney; Sarah Phillips, Community and Government Affairs Program Manager; Dennis Peterson, Police Chief; John Hawley, Finance Director; Tema Nesoff, Parks and Human Services Administrator; Jennifer Kuczenski, Computer and Information Services; Susan Stine, City Clerk

Others present: Eight visitors

CALL TO ORDER

Mayor David Hutchinson called the November 8, 2007 council study session meeting to order at 6 p.m.

ADOPTION OF AGENDA

Cmbr. Kiest moved approval of the November 8, 2007 council study session agenda as proposed. **Cmbr. Koppenol seconded. The motion carried unanimously.**

AGENDA ITEMS/DISCUSSION

Presentation of findings on assessment of volunteer advisory group system

Human Services Administrator Tema Nesoff discussed the work of the assessment oversight committee with the consultant and noted that a series of interviews, focus groups and discussion groups had contributed to the information gathered for the findings. Nesoff noted that Cmbr. Dwight Thompson had been interviewed by telephone.

Nesoff introduced Ben Lindekugel, principal of Strategic Learning Resources (SLR), the firm contracted by the city for the assessment of the volunteer advisory group system.

Lindekugel thanked the city for allowing his firm to study the city's volunteer advisory group system. He noted that his report would present the findings of the study, and he

1 reviewed the next steps in the process, which concludes with a report on the
2 recommendations at an upcoming meeting.

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4 Lindekugel reviewed the dynamic tensions inherent in the advisory group structure and
5 discussed issues related to infrastructure, volunteer and staff support, communication,
6 roles and responsibilities and clarity of purpose. He discussed areas of concern revealed
7 in the information gathering process as well as examples of good volunteer experiences.

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9 Cmr. Tracy said that a clear process is needed for work requested by the council, and he
10 expressed reservations regarding preparation of draft ordinances for presentation to the
11 council.

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13 In response to a question from Koppenol, Lindekugel said that the process has revealed
14 that there is confusion regarding the purpose and structure of the city's volunteer system
15 and a need to provide clarity.

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17 Councilmembers discussed their interest in clarifying the structure and a goal setting
18 process and the importance of expressing appreciation to volunteers and keeping them
19 informed on the next steps for proposals and projects. Councilmembers also expressed
20 interest in a town meeting concept that results in a meaningful product.

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22 Kiest said that expertise is a driver and a reason why we built the commission system.
23 He noted that the current system requires volunteers with valuable expertise to age off a
24 commission after two terms.

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26 Hutchinson noted the presence of several volunteer commissioners and invited
27 comments.

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29 Bud Bard, a volunteer on the Civil Service Commission and Public Safety Commission,
30 noted that the Civil Service Commission is more task-oriented while the Public Safety
31 Commission seems to operate more as a task force. He noted that staff support is
32 important to the ability of their commission to get things done.

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35 At 6:49 p.m. Hutchinson noted that the next item on the study session agenda is an
36 executive session for discussion of potential litigation for approximately 30 minutes.
37 Those required to participate in the executive session exited the council chambers to meet
38 in the police department conference room.

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41 **EXECUTIVE SESSION – potential litigation**

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43 At 6:55 p.m. the study session meeting was recessed to executive session for
44 approximately 30 minutes for discussion of potential litigation.

1 The council study session meeting was resumed at 7:20 p.m.

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4 **ADJOURNMENT**

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6 There being no objection, the council study session meeting was adjourned at 7:21 p.m.

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10 Susan Stine, City Clerk

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14 David R. Hutchinson, Mayor

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