

**CITY OF LAKE FOREST PARK  
CITY COUNCIL STUDY SESSION MEETING MINUTES  
December 13, 2007**

**Councilmembers present:** Roger Olstad, Mayor *pro tempore*; Alan Kiest, Ed Sterner (6:26 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; Sarah Phillips, Community and Government Affairs Program Manager; Susan Stine, City Clerk

**Others present:** 11 visitors

**CALL TO ORDER**

Mayor David Hutchinson called the December 13, 2007 council study session meeting to order at 6:01 p.m.

**ADOPTION OF AGENDA**

**Cmbr. Plusch moved** adoption of the study session agenda as proposed. **Cmbr. Kiest seconded.** **The motion carried unanimously.**

**AGENDA ITEMS/DISCUSSION**

**Recommendations for assessment of volunteer advisory group system**

At the request of the mayor, City Administrator David Cline provided background information regarding the assessment off the volunteer advisory group system and noted that the council had heard a report from Ben Lindekugel, principal of Strategic Learning Resources, on the findings at its November 8 study session meeting. He said that consultant Ben Lindekugel would present recommendations based on the study.

Lindekugel thanked the city for the opportunity to study the volunteer advisory group system and noted that his work was aided by the thoughtful and committed involvement of the oversight committee. He reviewed the charge his firm was given and the methodology employed. He discussed the information gathered in the interviews and in the focus group meetings. He said that recommendations based on the findings include continuing to provide opportunities for citizen involvement and input, strengthening the

1 support structure, and considering a redesign of the system for the future. He noted that  
2 the study had included research regarding models utilized by other cities and discussed  
3 elements of an energizing change to the process for citizen involvement in Gresham, OR.  
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5 In response to a question from Cmbr. Koppenol, Lindekugel discussed his firm's review  
6 of volunteer systems and successful examples.  
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9 At 6:26 p.m., Cmbr. Sterner arrived at the meeting.  
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12 Lindekugel suggested that the city implement any changes slowly and recommended a  
13 two-year process.  
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15 Cline said that perhaps the oversight committee could continue to guide the process  
16 through the implementation of any agreed-upon changes.  
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18 Lindekugel discussed the concept of utilizing priority planning teams to assist the city in  
19 identifying goals and linking goals to projects.  
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21 Cmbr. Fiene thanked Lindekugel and the oversight committee members for their work  
22 and said that he would be interested in an opportunity for a council discussion of the  
23 city's volunteer system to help determine what is being sought by this process.  
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25 Hutchinson agreed that such a discussion would be beneficial and expressed his interest  
26 in moving forward together. He thanked Lindekugel and expressed his appreciation for  
27 the work of Strategic Learning Resources in completing the study and preparing the  
28 report.  
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30 In response to a question from Cmbr. Kiest, Lindekugel assured him that the firm looked  
31 at many models across the country and that the example of Gresham, OR presented a  
32 useful comparison. He noted that issues change over time as well as the needs of the city,  
33 and he said that it is important to consider how to obtain the highest value from the  
34 involvement of citizens.  
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36 Plusch said that as a member of the oversight committee he thought Lindekugel and his  
37 firm did a great job on the study. He noted that staffing and training are areas that need  
38 to be addressed.  
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40 Fiene said that he would be comfortable accepting the report on the volunteer advisory  
41 group system but hesitates to accept all of its recommendations.  
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43 Hutchinson agreed that further discussion would be scheduled regarding the next steps in  
44 this process.  
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1 **ADJOURNMENT**

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3 There being no objection, the council study session meeting was adjourned at 7 p.m. to  
4 the reception honoring retiring councilmembers and staff.

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Susan Stine, City Clerk

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David R. Hutchinson, Mayor

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