



CITY OF SAINT ANTHONY VILLAGE WORKSESSION AGENDA

Tuesday, November 9, 2021 at 5:45PM

[Join Meeting via Zoom](#)

There is also a dial-in option available. Members of the public who wish to attend the meeting may do so in person.

1. Minutes

A. Worksession Minutes

Documents:

[WS10-26-21MINUTES.PDF](#)

2. Worksession Topics

A. National Opioids Settlement Participation Discussion
Charlie Yunker, City Manager, presenting

B. Core Competencies In Governance
Wendy Webster, Councilmember, presenting

Documents:

[RATIONALE FOR CORE COMPETENCIES.PDF](#)
[CORE COMPETENCIES_BEST PRACTICES IN GOVERNANCE.PDF](#)

3. Future Worksession Dates, Times And Agenda Items

A. Future Agenda Items

Documents:

[FUTURE AGENDA ITEMS.PDF](#)

4. Adjournment

If you would like to request special accommodations or alternative formats, please contact the City Clerk at 612-782-3313 or email city@savmn.com. People who are deaf or hard of hearing can contact us by using 711 Relay.

Our Mission is to be a progressive and welcoming Village that is walkable, sustainable and safe.

City of St. Anthony
CITY COUNCIL WORK SESSION

Minutes

October 24, 2021

Present:

Mayor & Council

Randy Stille, Mayor, Thomas Randle, Councilmember, Wendy Webster, Councilmember and Jan Jenson, Councilmember, Bernard Walker, Councilmember

Staff:

Charlie Yunker, City Manager, Shelly Rueckert, Finance Director

Absent:

None

Consultants:

Jay Lindgren, City Attorney

Call to Order:

Mayor Stille called the Work Session to order at 5:45 p.m.

Salo Maintenance Agreement:

Charlie Yunker presented the draft Salo Maintenance Agreement. The agreement is being updated due to changes in the ownership parties, and was revisited in structure by the owners and staff to facilitate the City taking over maintenance activities for the area to be maintained up the standard of a City park. Staff believes this will better meet the expectations of the residents and will be more efficient overall.

Council discussed the existing arrangement and asked questions around the concrete remediation work that needs to be completed. Staff noted that the remediation is the responsibility of the City and by having the City maintain the area, the useful life of the infrastructure will be extended. Council directed staff to bring the agreement to a regular Council meeting for approval.

Utility Rates:

Shelly Rueckert reviewed the draft 2022 Utility Rates, and the long-term plan that has led to the proposed rate structure. Most notably the implementation of a "flat-fee" to reflect the fixed costs in the system, and relying on usage rates for the variable/usage costs in the system.

Council discussed the proposed rates and noted that the rate survey compiled by staff and directed staff to bring the rates forward to the next regular Council meeting to begin the adoption process.

Future Work Session:

Council will hold its next work session on November 9th, at 5:45pm in the Council Chambers.

Adjournment:

The meeting adjourned at 6:52 p.m.

Respectfully submitted by Charlie Yunker, City Manager.

Core Competencies for Effective Elected Leaders

As outlined on the League of Minnesota Cities website, the purpose of core [competencies for effective elected leaders](#) is to ensure City Council members are operating at high standards. The core competencies outline specific behaviors which focus on values, vision and action and serve as the foundation for a servant leadership mindset.

The proposed plan to adopt the core competencies for our work as a City Council will:

- Set clear expectations for onboarding new council members and reestablish expectations for existing council members regarding a servant leadership mindset.
- Tell our story to community members so they can access a document to learn about our shared expectations and behaviors for a servant leadership mindset, how we operate as a council, and our plan of implementation of the core competencies.
- Assure council members have a shared understanding of behaviors for a servant leadership mindset and can hold one another accountable to these competencies.
- Serve as a guidepost for leadership development for City Council throughout implementation.
- Model high standards, shared expectations and values with staff at goal setting.

Proposed Purpose

St. Anthony City Council is committed to governing with a servant leadership mindset. Based on ten core competencies, a servant leadership mindset ensures the Council will lead with values, adhere to its vision, and act on decisions to achieve equitable outcomes.

Each Council member strives to ensure our behaviors meet high ethical standards, our interactions with our constituents are respectful, our engagement seeks to listen to diverse perspectives, our processes and decisions are transparent, and our policymaking utilizes an equity lens.

[Attachment](#)

St. Anthony City Council Plan for Governing with a Servant Leadership Mindset

St. Anthony City Council is committed to governing with a servant leadership mindset. Based on ten core competencies, a servant leadership mindset ensures the Council will lead with values, adhere to its vision, and act on decisions to achieve equitable outcomes. Each Council member strives to ensure our behaviors meet high ethical standards, our interactions with our constituents are respectful, our engagement seeks to listen to diverse perspectives, our processes and decisions are transparent, and our policymaking utilizes an equity lens.



Competencies for Effective Elected Leaders	Mindset and Behaviors	Action Item to Consider	Source
Leading with Values: Integrity and Ethics	<p>Examples of integrity and ethics as an elected official include:</p> <ul style="list-style-type: none"> Complying with laws, policies, and rules (e.g. the gift law). Fostering ethical behavior among your elected peers and city staff. Avoiding conflicts of interest. Demonstrating a commitment to democracy and fair process. 	Adopt Rules or Code of Conduct	<p>Official Conflict of Interest (page 28)</p> <p>League of Minnesota Cities Minnesota Mayor Handbook (page 31-35, Sample on page 77)</p>
Leading with Values: Communication	<p>Examples of communication as an elected official include:</p> <ul style="list-style-type: none"> Being an effective listener. Maintaining composure in crisis or other highly-charged situations. Using different communication tools to engage stakeholders in the community. Modeling good social media use. Communicating reliable information; not misleading the public. Seeking out and listening to broad perspectives. 	Adopt Values Statement Draft Sample Statement of Values	<p>League of Minnesota Cities Minnesota Mayor Handbook (page 35)</p> <p>Draft Sample Statement of Values</p>

St. Anthony City Council Plan for Governing with a Servant Leadership Mindset

<u>Competencies for Effective Elected Leaders</u>	Mindset and Behaviors	Action Item to Consider	Source
<u>Leading with Values: Community Engagement</u>	<p>Examples of community engagement as an elected official include:</p> <ul style="list-style-type: none"> • Building relationships with different community leaders, including those representing underserved or underrepresented groups. • Modeling civility. • Welcoming diversity in viewpoints and opinion. • Modeling good social media use. 	<p>Adopt Values Statement</p> <p><u>Draft Sample Statement of Values</u></p>	<p><u>League of Minnesota Cities Minnesota Mayor Handbook</u> (page 28-29)</p>
<u>Leading with Values: Equity and Inclusion</u>	<p>Examples of equity and inclusion as an elected official include:</p> <ul style="list-style-type: none"> • Taking action to demonstrate a commitment to inclusion and equity in your city. • Reviewing policies for fair and equitable outcomes. • Building an inclusive workforce that represents the community. • Ensuring city services are accessible and welcoming to all community members. • Intentionally seeking authentic input into city policies from a wide range of voices and backgrounds. <p>Key actions for cities to consider in addressing racial inequities</p> <ul style="list-style-type: none"> • Explore the demographic history, including the racial history, and current demographics of the community. • Normalize the topic of race through hosting facilitated conversations among city staff, elected leaders, and in the community (e.g. book or film and discussion events). • Identify local partners/community groups to engage in conversation about the experiences of people of color in the community. • Collect and analyze data on city services by race (e.g. geographic data on where park improvements have been made or where trees have been planted by the city). • Organize training for staff and elected officials that focuses on developing shared terminology and concepts of race and race equity (e.g. implicit and explicit bias). • Identify staff and elected officials for an internal equity team; consider who is passionate for and interested in the work. Include employees and other officials of color. 	<p>Adopt Equity, Diversity and Inclusion Plan</p> <p>Read <u>The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together</u> as council professional development</p> <p>On City calendar, consider recognizing October holiday as Indigenous People's Day</p> <p>Community Survey in Spring 2022</p> <p>2023 goals & priorities driven by survey & data</p>	<p><u>Driving Diversity and Inclusion through Governance</u></p> <p><u>Race Equity Toolkit: An Opportunity to Operationalize Equity</u></p> <p>Professional Development for Council: <u>Government Alliance for Race and Equity</u></p> <p><u>NLC Race, Equity and Leadership Training</u></p>

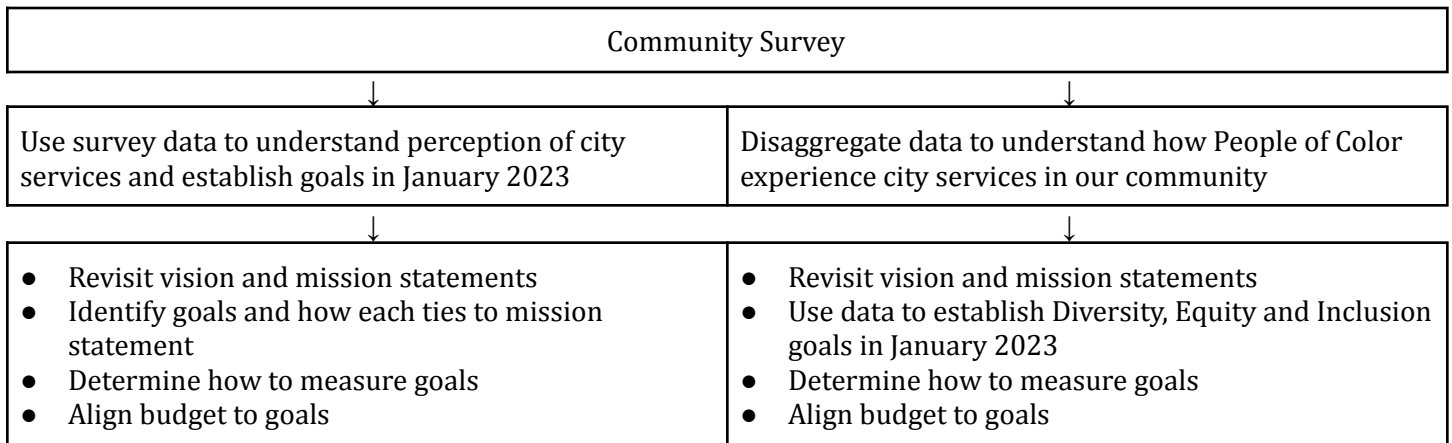
St. Anthony City Council Plan for Governing with a Servant Leadership Mindset

<u>Competencies for Effective Elected Leaders</u>	Mindset and Behaviors	Action Item to Consider	Source
<u>Leading with Vision: Strategic Planning and Decision Making</u>	<p>Examples of strategic planning and decision-making as an elected official include:</p> <ul style="list-style-type: none"> • Listening to and considering a variety of perspectives in order to make decisions. • Ability to develop long-term plans. • Encouraging creativity of ideas. • Building trust and consensus; investing in relationships and understanding of core values. 	<p>Community Survey in Spring 2022</p> <p>2023 goals & priorities driven by survey & data</p>	<p>League of Minnesota Cities Minnesota Mayor Handbook (page 30-31)</p>
<u>Leading with Vision: Policymaking</u>	<p>Examples of policymaking as an elected official include:</p> <ul style="list-style-type: none"> • Listening to diverse perspectives and building consensus. • Energizing a group for taking action. • Identifying priorities. • Harnessing relationships to bring about positive results. • Seeing the big picture. 	<p>Adopt strategies and standards of excellence for data-driven local government</p> <p>Read The Sum of Us</p>	<p>League of Minnesota Cities Minnesota Mayor Handbook (page 36-38)</p> <p>Ways Cities can Use Data</p>
<u>Leading with Vision: Managing Risk</u>	<p>Examples of managing risk as an elected official include:</p> <ul style="list-style-type: none"> • Following open and transparent public process with decision-making. • Fairness in application of ordinances and policies. • Upholding the values of the city and acting as a role model for integrity. 		<p>League of Minnesota Cities Liability handbook</p>
<u>Leading with Action: Meeting Facilitation</u>	<p>Examples of meeting facilitation as an elected official include:</p> <ul style="list-style-type: none"> • Following Robert’s Rules of Order. • Modeling collaboration and cooperation. • Engaging stakeholders in productive discussions. 	<p>A resolution of standing rules for conducting city council meetings is adopted every January.</p>	<p>League of Minnesota Cities Meetings of City Councils</p>
<u>Leading with Action: Financial Literacy</u>	<p>Examples of financial literacy as an elected official include:</p> <ul style="list-style-type: none"> • Creating an environment in which financial transparency is valued. • Analyzing trends that will affect the budget. • Being a good steward of the public’s resources. • Preparing your city to meet future needs. 		<p>League of Minnesota Cities Handbook for Minnesota Cities (Chapters 19-25)</p>
<u>Leading with Action: Personnel Management</u>	<p>Examples of personnel management as an elected official include:</p> <ul style="list-style-type: none"> • Investing in employee’s professional development/encouraging a growth mindset. • Helping employees see how their roles, responsibilities connect to the city’s overall mission. • Modeling the values of the city. • Implementing succession planning. 	<p>Adopt Values Statement</p> <p>Draft Sample Statement of Values</p>	<p>League of Minnesota Cities Minnesota Mayor Handbook (page 40-41)</p>

St. Anthony City Council Plan for Governing with a Servant Leadership Mindset

Rationale for Values Statement	<ul style="list-style-type: none"> • Council members take an oath of office upon taking office. • A resolution adopting the standing rules for conducting city council meetings is adopted every January. • Rationale for Values Statement: Values statements are written to reflect the core ethical values of the city. They are a way to compare preferred values against actual behaviors. Values statements may take many forms, but generally they contain four to six cardinal values surrounded by “I” statements and examples. For example, “I serve the public interest when I recognize and support the public’s right to know the public’s business.” Values-based codes generally set aspirational “do’s,” while codes of conduct stress “don’ts.” 	Values Statement	Elected Officials and Council Structure and Role (page 14) League of Minnesota Cities Minnesota Mayor Handbook (page 35 & Appendix F on page 78) Draft Sample Statement of Values
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Example of How We Can Utilize Data to Establish Goals



League of Minnesota Cities and National League of Cities resources:

- [Core Competencies in Local Government](#)
- [League of Minnesota Cities Handbook for Minnesota Cities](#)
- [League of Minnesota Cities Minnesota Mayor Handbook](#)
- [Elected Officials and Council Structure and Role](#)
- [League of Minnesota Cities Meetings of City Councils](#)
- [League of Minnesota Cities Meetings, Motions, Resolutions, Ordinances](#)
- [Good Start to Good Governance](#)
- [Official Conflict of Interest](#)
- [Sample Resolution from Duluth City Council](#)
- [Race Equity Toolkit: An Opportunity to Operationalize Equity](#)
- [5 Ways Cities Can Use Data to Become More Efficient and Effective](#)
- [Draft Sample Statement of Values](#) (adapted from [League of Minnesota Cities Minnesota Mayor Handbook](#) pages 73-76)

Articles/Reference Documents

- [Driving Diversity and Inclusion through Governance](#)
- [Director Onboarding and the Foundations of Respect](#)
- [Organizational Culture and Leadership](#)
- [Defining Culture and Organizational Culture](#)

FUTURE COUNCIL AGENDA ITEMS

Date	Type		Staff Present
2021			
November 15	Work Session	Commission Interviews	City Council City Manager
November 16	Work Session	Joint with Planning Commission	City Council City Manager
November 23	Regular	Fire Prevention Poster Winners 2nd Reading and Adoption Water, Sewer, & Stormwater 2022 Street Project Approve Plans & Specifications, Authorize Advertisement for Bids	City Council City Manager
December 14	Work Session	Communications Survey & Policy	City Council City Manager
December 14	Regular	Water Conservation Poster Winners Planning Commission items from November Appoint Parks and Planning Commissioners and Chair/Vice Chairs Setting Salary of City Manager Authorizing Transfers & Closing of Specified Funds Setting the 2022 City & HRA Budgets and Final Property Tax Levy -Public Hearing 2022 Fee Schedule Quarterly Goals update Final reading and adoption of water, sewer, & stormwater Students in Government Presentation	City Council City Manager Finance Director City Engineer
December 28	Regular		City Council City Manager
2022			
January 11	Work Session		City Council City Manager
January 11	Regular	Planning Commission items from December Housekeeping Resolutions Resolution for the Street Improvement Bond Reimbursement Quarterly Donations & Grants	City Council City Manager
January 25	Regular	Public Works Snow Plowing Operations presentation NYFS Agreement Outside Orgs-Council	City Council City Manager
February 8	Work Session		City Council City Manager
February 8	Regular	Planning Commission items from January Public Hearing-2023 Budget Calendar and Process 2022 Planning Commission Work Plan- (motion only) Administration Annual Report	City Council City Manager Finance Director

FUTURE COUNCIL AGENDA ITEMS

Date	Type		Staff Present
February 22	Regular	Finance Annual Report GreenCorp Member application-resolution Adoption of Strategic Plan Liquor Annual Report	City Council City Manager Liquor Op Manager
March 8	Work Session	Debt Levy/Updated Street Improvement Plan	City Council City Manager Finance Director
March 8	Regular	Planning Commission Items from February Liquor License Renewals Public Works Annual Report 2022 Parks and Environmental Commission Work Plan- (motion only) Open to Business Presentation to the Council	City Council City Manager Public Works Director
March 22	Regular	Police Annual Report Wyland Water Challenge 2022 Street Project Call for Hearing on Improvements, Call for Hearing on Assessments, Order Preparation of Assessment Call for sale of bonds Approval of 2023 debt levy-public hearing	City Council City Manager Police Dept City Engineer
April 12	Work Session		City Council City Manager
April 12	Regular	Planning Commission Items from March Quarterly Donations & Grants Fire Annual Report Arbor Day Proclamation Earth Day Proclamation Quarterly Goals Update	City Council City Manager Fire Dept
April 26	Regular	2022 Street Project Public Hearing, Order Improvements, Adopt & Confirm Assessments, Award Contract for Construction, Call for Sale of GO Bonds Presentation from Nine North-Dana Healy	City Council City Manager City Engineer
May 10	Work Session		City Council City Manager
May 10	Regular	Planning Commission items from April Insurance Renewal Tort Limits - Consent Order 2023 Feasibility Study	City Council City Manager City Engineer
May 22	Regular	Salo Park Concert Series Chamber of the Year and Business of the Year	City Council City Manager

FUTURE COUNCIL AGENDA ITEMS

Date	Type		Staff Present
June 14	Work Session	Estimated Levy Scenarios	City Council City Manager
June 14	Regular	Planning Commission Items from May	City Council City Manager
June 28	Regular	Audit Presentation Finance Annual Report	City Council City Manager
July 12	Work Session		City Council City Manager
July 12	Regular	Planning Commission items from June Quarterly Donations & Grants Approval of 2023 debt levy-public hearing Quarterly Goals Update	City Council City Manager Finance Director
July 26	Regular	Liquor Operations Mid Year Report VillageFest Presentation Night to Unite Presentation Night to Unite Proclamation GARE Team Presentation	City Council City Manager Liquor Op Mgr Police Chief
August 9	Work Session		City Council City Manager
August 9	Regular	Planning Commission items from July Approve 2023 Feasibility Study and Order Plans and Specs	City Council City Manager
August 23	Regular	Budget Presentation	City Council City Manager Finance Director
September 13	Work Session		City Council City Manager
September 13	Regular	Planning Commission items from August 2023 Preliminary Operating Budget and Levy-Public Hearing Kiwanis Peanut Day Students in Leadership-Consent	City Council City Manager Finance Director
September 27	Regular	Fire Prevention Presentation Spirit of St. Anthony Award SANB #282 Presentation Union Contracts	City Council City Manager Fire Dept
October 11	Work Session	2023 Long term capital budget plans	City Council City Manager Finance Director

FUTURE COUNCIL AGENDA ITEMS

Date	Type		Staff Present
October 11	Regular	Preliminary Certification of Delinquent Waste Hauler Accounts-Consent Agenda Preliminary Certification of Delinquent Utility Accounts-Consent Agenda	City Council City Manager
October 25	Work Session	2023 utility rates and budgets	City Council City Manager Finance Director
October 25	Regular	Quarterly Donations & Grants Quarterly Goals Update Approval of CIP	City Council City Manager Finance Director
November 8	Work Session	Council Topic	City Council City Manager
November 8	Regular	Planning Commission items from October Authorizing polling places for 2022 1st Reading Water, Sewer, & Stormwater-Public Hearing Hennepin County Recycling Agreement Salo Maintenance Agreement Canvass Election Results	City Council City Manager

FUTURE COUNCIL AGENDA ITEMS

Date	Type	Staff Present
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