

## **Maple Grove City Council work session**

### **meeting minutes**

**June 20, 2022**

#### **Call to order**

Pursuant to call and notice thereof, a City Council work session was held at 5:30 p.m. on Monday, June 20, 2022 at the Maple Grove Government Center/Public Safety Facility, Hennepin County, Minnesota. Present was Mayor Steffenson and Councilmembers Karen Jaeger, Phil Leith, Judy Hanson, and Kristy Barnett. Absent was none. Present also was City Administrator Heidi Nelson, Department Directors, and City Attorney Justin Templin.

Mayor Steffenson called the meeting to order at 5:38 p.m.

#### **Review compensation and classification study process**

City Administrator Nelson stated that the city council approved a request for proposals (RFP) at its meeting of February 22, 2022 for a classification and compensation study consultant. She noted that at the May 16, 2022 city council meeting, the contract was awarded to David Drown Associates: Human Resources (DDAHR). City Administrator Nelson introduced Mark Goldberg from DDAHR.

Mr. Goldberg reviewed the compensation and classification study process and spoke about the compensation philosophy and peer communities to be used as part of the study.

Discussion took place regarding the positions that would be reviewed in order to address retention and recruitment issues, as well as, how competitive the city would like to be with market communities and how potential adjustments to staff pay might affect the budget.

Mr. Goldberg stated market data should be collected and available for council review by the end of the summer. He noted the entire process would likely take four to five months and thought the study could be completed before the end of the year.

#### **Review draft remote work policy**

City Administrator Nelson stated that at the council/staff strategic planning meeting on February 12, 2022 the city council discussed the changing needs of today's workforce and the opportunity to explore policies that would provide more flexibility for employees. She noted that council directed staff to draft a remote work policy for council consideration.

City Administrator Nelson indicated that service to the community and the organization remain the highest priority. She noted to ensure those needs continue to be met, staff developed policy parameters to make certain remote work arrangements do not impact service to the community and that remote work was intended to be scheduled in order to provide adequate customer coverage.

City Administrator Nelson reviewed the policy and stated department directors were in attendance if council had questions.

Discussion took place regarding the technology needed for staff to work remote, the peer communities that have remote work policies, eligibility of staff to work remote, and how remote work expectations would be met.

City Administrator Nelson indicated that staff would provide additional data regarding other cities and their remote work policies as well as update the city's draft remote work policy based on feedback received.

**Review local option sales tax ballot language**

City Administrator Nelson stated that staff has been working on advancing the financing plan for the Community Center expansion and renovation project. She noted that in addition to state bonding, the city is pursuing a local option sales tax to fund the project. She explained that as part of the financing planning process, the city will need a ballot question on the 2022 General Election ballot for residents to vote on whether or not they support the imposition of a sales and use tax to help fund the Community Center project.

City Administrator Nelson explained that staff has been working with Rapp Strategies, Bond Counsel Mary Ippel with Taft Law, and City Attorney Justin Templin to draft the ballot language and a resolution regarding the proposed sales and use tax election question. She noted that before formal consideration of the ballot question is scheduled for a city council meeting, staff is looking for feedback regarding the proposed ballot language.

Discussion took place regarding potential ballot language revisions and how to communicate to residents that the Community Center project would likely be financed by levying project costs to property taxes if the local option sales tax is voted down.

City Administrator Nelson stated that staff would continue to work on the ballot language based on feedback and communication and education strategies for resident outreach. She noted that the deadline to submit ballot question language to the county auditor was August 26, so final action by the council needed to occur on or before the August 15 council meeting.

**Other items as deemed necessary**

None.

**Adjournment**

The meeting was adjourned by Mayor Steffenson at 7:07 p.m.

Respectfully submitted,

Heidi Nelson  
City Administrator