City Council Workshop Meeting
Eagle Valley Golf Course Banquet Room
2600 Double Eagle Lane, Woodbury, MN 55129
June 8, 2022 | 6:00 p.m.

Members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City.

Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email council@woodburymn.gov or call 651-714-3524 and leave a voicemail message

Please note that all agenda times are estimates.

Workshop Agenda

5:00 p.m.  1.  EVGC putting contest (optional)
5:30 p.m.  2.  Dinner
6:00 p.m.  3.  Discussion:

    A.  Introduction to Evening
    B.  Framing Documents and Issues Review (see council letter)
    C.  Council discussion of potential SI topics
    D.  Selection of proposed 2022 - 2024 SI’s for staff write-up
    E.  Review updates to CD-COUNCIL-2.5 City Council and Advisory Commission Roles and Guidelines
    F.  Council Summary Comments / Observations
    G.  Next Steps

9:30 p.m.  4.  Adjournment

The City of Woodbury is subject to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities. The City is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provision of the Americans with Disabilities Act is available from the City Administrator’s office at (651) 714-3523. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator, Clinton P. Gridley, at (651) 714-3523 (TDD (651) 714-3568)) to make arrangements.
City of Woodbury, Minnesota
Office of City Administrator

Council Workshop Letter 22-173

June 8, 2022

To: The Honorable Mayor and Members of the City Council
From: Clinton P. Gridley, City Administrator
Subject: 2022 Strategic Planning Session

Summary

Traditionally, the Woodbury City Council has biannually conducted a strategic planning session to review the previous strategic planning progress and to focus on the identification of new strategic initiatives it wishes to pursue over the next two to four-year period, along with reviewing the other aspects of their strategic plan. With the uniqueness of the pandemic period, the magnitude of the 2019 strategic initiatives and desiring to shift the community survey cycle to even years, the period between considering strategic initiatives was stretched to three years. However, the City Council did hold a mini-retreat last year ahead this process. City Council is now scheduled to conduct its biannual retreat on June 8. The following Council information is provided to prepare Council for that process.

A Council retreat is an opportunity to thoughtfully identify the highest priorities or emerging, critical issues that the City must urgently address over the short term (two to four years). In order for an issue to rise to the level of a “Strategic Initiative,” it should account for the following criteria:

- Alignment with City’s motto, mission, vision, values and critical success factors
- Consistent with existing City plans or reports (e.g. 2040 Comprehensive Plan, Housing Action Plan, etc.)
- Associated with data (e.g., 2022 Community Survey, annual Performance Measurement Report, etc.)
- Recommendations of any of the following: City commissions (e.g., Parks and Natural Resources Commission (PNRC) Environmental Stewardship recommendation of May 25, 2022), community members or City staff.

Issues and Resources

A number of guiding documents are available to the City Council to help identify your highest priorities and critical issues. In addition, Council may wish to advance their own ideas further or generate new ideas themselves through the environmental scan process. These key documents are:

1. **2019 – 2021 Strategic Initiatives Summary** – A short report summarizing the work of the last three years has been completed (Attachment 1). More extensive reporting for each of the three strategic initiatives has occurred over the three-year period.
Key Questions for Consideration:
   a) Were these strategic initiatives successful in Council’s assessment?
   b) What do you consider complete?
   c) What is left to be done?

2. **Motto, Mission, Vision and Values Statements** - The fundamental purpose of strategic planning is to align an organization’s mission with its vision. Without mission and vision, the plan exists in a vacuum, as the mission is the starting point for planning, the vision is the destination, and the strategic plan is the roadmap that helps you navigate from one to the other. As Council is most aware, the following are these statements:

   **Motto** - Woodbury is what it is because our citizens are who they are.

   **Mission** - A leading community in which to live, work, and thrive.

   **Vision** - Woodbury will continue to be a leading community where everyone has the opportunity to thrive. Through professionalism, responsive service and leadership, we will strengthen our tradition of public trust and effective resource management.

   **Values** - Exceeding Expectations: Professional – Responsive – Leaders

   Key Questions for Consideration:
   a) Do these statements still represent the City of Woodbury?
   b) Does the City Council concur with them?
   c) With four statements with different functions, City branding and message memorization can be challenging. Does the Council want to engage in a process to create a single unified statement to represent the City?

3. **Critical Success Factors** - Since 1997, the Critical Success Factors (CSF) have served as guideposts on key outcomes we hope to achieve. The CSFs provide the City Council and residents with macro-focused, high-level outcomes. In many cases, these factors go beyond areas that are the exclusive, or primarily the responsibility of the City. As a result, each factor includes a statement that explains the role the City intends to play in that area. The CSFs have been updated, added to and reduced a number of times over the years. The current six CSFs were last extensively reviewed and amended as a strategic initiative, completed in 2017.

   Internal staff discussions, talent management strategic planning by Department Heads, as well as the employee survey, also offer a more internal assessment of the Council’s strategic planning activities and connection to employees. The overall assessment being that there may be an oversaturation of strategic planning components at the Council level, and then also being applied at the department level, for employees to feel a strong connection to drive behavior and performance. In other words, with the many components of the City’s strategic planning as outlined above, layered then on top of department strategic planning, there is a growing lack of clarity, prioritization and potentially engagement at the employee level. The Council retreat will be an opportunity to further review and discuss these strategic components and if any changes from past practice should be considered.
In addition, in August 2020, Council was presented information on CSFs noting issues with the annual reporting. While the six factors are outcomes we hope to achieve, they have lacked supporting goals, objectives, or actions to achieve them. The annual CSF report, last completed for the year 2019, includes measures; however approximately 70 percent of them have already been presented to Council through performance measures, the community survey, or department reporting which also makes for an inefficient use of staff time to create this separate report. There are also a notable number of measures that are extremely lagging, often two to three years old. Staff’s assessment at this time is that measures that are unique to the report offer limited support for actual policy making at the City level. Overall, it seems the CSFs are not providing a useful strategic planning framework that is adding value to staff or for policymaking. Moreover, it seems the annual CSF report has not been missed. In its place, Council has also now embraced the more modernized performance measurement dashboard, available on the website, which no longer supports an actual hard copy report of performance data.

Making changes to our traditional and long-standing approach to the components of our strategic planning is a notable endeavor for our organization. The many different approaches used by other cities to accomplish this work is also somewhat daunting to consider. However, as the City emerges from the pandemic, reaches a new phase in its maturity, and has reorganized and added many new staff, it is also an opportunity to thoroughly evaluate our process. Ensuring our employees are engaged and focused on the priorities of Council and delivering quality professional services to our citizens is critical. Providing them the clear and well defined direction to do so is our responsibility as leaders and managers.

Key Questions for Consideration:
   a) Should staff continue not to produce the annual CSF report in lieu of the more robust performance measures reporting system?
   b) Does Council wish to retain the existing CSFs?
   c) Does Council want to amend the CSFs?
   d) Does Council want to eliminate the CSFs?
   e) Does Council want to merge questions regarding the CSFs in with question 3 above toward developing a more unified, streamlined messaging protocol?

4. **2022 Community Survey** – Gathering input and feedback from our community is one of the most important steps of strategic planning as a guide to development of our strategic priorities and goals. This document was a part of the Iannotate 04/27/22 packet. As a summary, please see Attachment 2 infographic for our website and community distribution and Attachment 3 PowerPoint presentation.
Key Questions for Consideration:
  a) What results of the 2022 community survey were most striking to Council Members?
  b) What, if any, community survey results deserve further consideration as a strategic initiative?

5. **Parks and Natural Resources Environmental Stewardship Strategic Initiative** – At the January 19, 2022 workshop, the City Council received a comprehensive story from 2001 – 2021 of Woodbury’s commitment to Environmental Stewardship (see Environmental Stewardship 2001 – 2021 report and Attachment 4 PowerPoint presentation). Following up on this body of work was Council Memorandum 2022-11 dated May 13, 2022 summarizing the upcoming strategic initiative request of the PNRC. At the Council meeting of May 25, 2022, the PNRC provided Council a letter and presentation advocating for the CSF Environmental Stewardship to be a strategic initiative for the coming period.

Key Questions for Consideration:
  a) Where does this issue fit in the City’s list of priorities?
  b) Is the Council positively disposed to address the policy issues, operational implications and financial impacts this potential Strategic initiative may raise?
  c) Does Council have clarity around the past actions, activities and outcomes of our environmental initiatives?
     - Environmental Education Commission/Environmental Advisory Commission (ending 2014 and merging with Parks & recreation Commission to become the Parks & Natural Resources Commission)
     - Sustainability Committee (2007 – 2009)
     - Commission and staff environmental programing

6. **List of past strategic initiatives** – See Attachment 5.


8. **Review update to CD-COUNCIL-2.5 City Council and Advisory Commission Roles and Guidelines** - Attachments 7 and 8 with the packet is an update to the City Council and Advisory Commission Roles and Guidelines. The following adjustments have been made:
   - Item E – Agendas language related to questions on agenda items and pulling items from consent.
   - Item I – Conflicts of Interest – made changes to provide more clarity in those rare instances and pulled information from the League.
   - Item J – Discrimination – Council asked to have this revised during their 2021 advisory recruitment process. The language matches a current policy.
   - Item L – Social Media – During their 2021 advisory commission recruitment day, Council asked to have this item added to their directive. We pulled the language from a current policy, which provides expectations for members.
   - Item M – City Council Re-Election Best Practices – During their 2021 advisory commission recruitment day, Council asked for Best Practices information for this policy. The information added has a bullet item from the social media portion (bullet 1), information from statutes, edits from the City Attorney and staff.
Recommendation

Staff recommends Council review the attached materials, be prepared to discuss reactions, and to generate additional ideas.

Financial Implications

There are no financial implications identified at this time.

Background

Developing and overseeing implementation of a strategic plan is one of the most important things a city council accomplishes over its term of office. The Strategic Plan provides council and staff with a common focus, priorities, outcomes and strategies to be pursued over the term of the plan. Strategy is how you get to where you want to go. A strategic plan is a multi-year plan that identifies the critical priorities and outcomes to be achieved by the municipality over that time.

Written By: Clint Gridley, City Administrator
Attachment:
1. 2019 – 2021 Strategic Initiatives Summary
2. 2022 Community Survey Infographic
3. 2022 Community Survey PowerPoint
4. Environmental Stewardship PowerPoint
5. List of Past Strategic Initiatives
6. 2021 Mini Retreat Themes and Outcomes
7. CD-COUNCIL-2.5 City Council and Advisory Commission Roles and Guidelines – Strikethrough Version
8. CD-COUNCIL-2.5 City Council and Advisory Commission Roles and Guidelines – Clean Version
9. PNRC Environmental Resources Letter
10. Community Survey (not attached) - see City Council agenda packet for meeting of April 27, 2022
11. Environment Stewardship Report (not attached) - see City Council Workshop agenda packet for meeting of January 19, 2022
In 2019, Council identified three emerging, critical issues facing Woodbury and prioritized them as Strategic Initiatives. Provided is a high level summary of the City’s accomplishments in addressing these Strategic Initiatives.

**Ensure Long-Term Drinking Water Sustainability**

In 2014, Council recognized that in order to keep up with Woodbury’s growth and align with Minnesota Department of Natural Resources (DNR) policies, our community needed to reduce the amount of water used per person. Council established “Sustainable Water Future” as the number one strategic priority, and established a goal of “flat total annual water usage by 2030.” When the Strategic Initiative began in 2015, the work focused primarily on water quantity. The primary goal was show a concerted effort to reduce consumption, especially through irrigation efficiency, despite population growth.

In 2017, Council renewed its commitment to the continuation of the Strategic Initiative, directing staff to expand their focus to quality and surface water. That same year, the first well was shut down due to concerns about PFAS contamination. The emergence of PFAS in the aquifer and Woodbury’s municipal water supply is the number one priority focus area at present and Council, as well as the public, has been continually informed on the impacts. The 2019 community survey revealed that the residents of Woodbury considered water their number one concern.

As of June 2020, a temporary water treatment facility is online and capable of producing water at full designed capacity. The facility, located near the intersection of Valley Creek Road and Tower Drive, currently treats water from six wells to meet water quality standards and guidelines using granular activated carbon. The temporary water treatment facility is expected to be in operation until a long-term water treatment solution can be implemented. The City purchased a parcel of land for the long-term treatment facility in August 2021. Funds for the long-term solutions are expected to be fully or partially available from the $720 million settlement the State received from 3M in 2018.

For three years, staff, public representatives, and expert consultants have worked to ensure the City Council can make informed, long-term and strategic decisions regarding the future of the City of Woodbury’s water quality, treatment, and its financial sustainability into the future. Staff continues to participate in statewide efforts to allocate settlement funding. Careful and thoughtful design work will take place over the next few years with facility construction anticipated to begin around 2023 or 2024. The 2022 community survey further revealed, as expected, that drinking water continues to be the number one community concern.

**Ensure Our Parks and Trails Meet the Needs of a Growing and Changing Community**

The City is responsible for the management of 3,386 acres of park and recreation land, 76 sport courts, 152 miles of paved trails, 55 named parks, 19 irrigation systems, 123 athletic fields, 31 park buildings, 46 play structures, and 17,134 inventoried park trees. As the system ages and needs repairs, the City needed a long-term funding tool to ensure proper replacement of the amenities for years to come.
City staff completed a comprehensive asset management plan inventorying all assets and estimating life cycles as a major first step in meeting the goals of this Strategic Initiative. The Parks and Natural Resources Commission and Audit and Investment Commission were then tasked with developing a recommendation for Council consideration. In doing so, a Parks and Trails Replacement Plan was developed identifying the issues, options, and ultimate recommendation which included the first time utilization of franchise fees.

In August 2021, City Council approved the necessary ordinances to begin collecting a franchise fee on gas and electric bills to fund future parks and trail facility replacements. In January 2022, residential property owners began paying $5 more on their monthly bills with commercial and industrial users also contributing monthly based upon their usage type. The combination of new franchise fees with a continued property tax levy contribution will provide the sustainable funding necessary for parks and trails replacements as the City continues into maturity.

**Adapt and Enhance Public Safety Effectiveness**

The City of Woodbury is diversifying and aging, affecting service demands and how services are provided. The public safety environment is also changing and will continue to change due to local demographics, service demands, labor negotiations, City growth and development, how services are funded, City staffing and succession, state and national political influence and more.

As part of the Strategic Initiative Council was provided a series of updates through workshop meetings on the activities and goals within the Public Safety Department. A major staffing study was completed in 2020 via a consultant which provided a number of recommendations also reviewed with Council. Most notably, significant staffing changes have been approved within EMS and Fire to address the increased medical call volumes as well as improving overall response times.

In 2019, the department formed the Woodbury Community Support Team (CST) and in November 2021 a full-time Social Worker was added to the team. The Woodbury CST’s mission is to provide focused efforts toward situations involving mental illness, substance abuse, and homelessness through early interventions, ongoing case management, and connections to resources.

The Multicultural Advisory Committee (MAC), formed in April 2019, continues to enrich the relationship between community members with diverse identities and experiences and the police division by creating opportunities to learn from each other, engage in meaningful conversations, and solicit input for decision-making processes that impact the community. The Race, Equity & Police Accountability page on the City website also highlights a number of initiatives and efforts undertaken by Public Safety during the course of the Strategic Initiative.

In 2021, the department partnered with the National Police Foundation to develop an evidence-based community policing model. Through that work, the department has developed a process to better identify and prioritize community issues while also collecting data around proactive policing.

The above are only some of the many highlights and focus areas as a result of the Strategic Initiative. It is also recognized that these efforts will continue and potentially new efforts will emerge as needed for the growing and changing Woodbury community regardless of identification as a Strategic Initiative.
The 2022 Community Survey was the city’s 11th iteration. It was mailed to 1,500 residents at random, yielding a response rate of 24% and a margin of error plus or minus 3%. Key findings are highlighted below.

Full results of the survey are available at woodburymn.gov/CommunitySurvey.
Facility Ratings*

91% Eagle Valley Golf Course
91% M Health Fairview Sports Center
91% Central Park
91% Lookout Ridge Playground

Service Ratings*

98% EMS Services
98% Fire Services
92% Police Services
91% Sanitary Sewer Services
90% City Parks
89% Condition of Trails
88% Customer Service
86% Recreation Programs
85% Stormwater Management
82% Street Sweeping

Performance Ratings*

86% Mayor and City Council Performance
86% City Staff Job Performance
72% Treating All Residents Fairly
68% Government is acting in community’s best interest
66% Overall Confidence in Woodbury’s Government
65% Overall Direction

88% Rate overall quality of city services as excellent or good
1 in 2 Support a tax increase to maintain current service level

*Excellent or Good Ratings

Key takeaways from the 2022 Community Survey
Resident Survey

2022 Results
Civic Communication & Analytics Platform

Smarter, better connected communities. A civic surveying, policy polling, and constituent communication tech platform.

Advanced Survey Science & Performance Analytics

Data insights to help communities move forward. The premiere provider of professional civic surveys and performance benchmarking analyses.

Questions about our product?
Visit www.polco.us to learn more

Exclusive partners of:
Survey Methods

4,200 households

794 completed surveys (25%)

3% Margin of Error

Results weighted

Benchmark comparisons

Survey Methods

2022 Woodbury Resident Survey

Please complete this questionnaire if you are the adult age 18 or older in the household who most recently had a birthday. The adult's sex of birth does not matter. Please select the response (by circling the number or checking the box) that most closely represents your opinion for each question. Your responses are confidential and will be reported in group form only.

1. Please rate each of the following aspects of quality of life in Woodbury:

   - Woodbury as a place to live
   - Your neighborhood as a place to live
   - Woodbury as a place to raise children
   - Woodbury as a place to work
   - Overall quality of business and service establishments in Woodbury
   - Shopping opportunities in Woodbury
   - Dining opportunities in Woodbury
   - Woodbury as a place to visit
   - Overall quality of life in Woodbury

2. The following characteristics as they relate to Woodbury as a whole:

   - Green space
   - Quality of schools
   - Recreational facilities
   - Safety
   - Job availability
   - Community events
   - Dining opportunities
   - Shopping opportunities

   [Please select top three]

   - [ ] Low
   - [ ] Med
   - [ ] High

3. If you have any questions about the survey, please call 651-714-3573.

   Thank you for helping create a better city!

   Sincerely,

   Anne Blatt
More than 500 comparison communities across the nation.

Representing the opinions of more than 50 million residents.
National Benchmark Comparisons

19 received higher ratings
32 received similar ratings
2 received lower ratings
Minnesota Benchmark Comparisons

4 received higher ratings

46 received similar ratings

1 received lower ratings
Population Benchmark Comparisons

- 45 received similar ratings
- 3 received higher ratings
- 1 received lower ratings
Overview of Survey Results
Key Finding #1:

Residents continue to enjoy Woodbury’s quality of life and community amenities.
Residents give excellent or good ratings to:

- **Neighborhood as a place to live**
- **Woodbury as a place to raise children**
9 in 10 excellent or good:

- Overall image or reputation
- Health and wellness opportunities
- Fitness and exercise opportunities

Higher than national benchmarks
Key Finding #2:

Ratings for economic aspects of the city are especially robust and above average.
• Shopping opportunities
• Overall economic health

• Overall quality of business and service establishments
• Woodbury as a place to work

9 in 10 excellent or good

4 in 5 excellent or good

=higher than benchmark
Key Finding #3:

Many residents indicate strong community connections and feel that the city is inclusive.
Community Ties

Please rate your agreement with the following statements:

- I can rely on my neighbors when I need help: 46% Strongly agree, 38% Somewhat agree, 12% Somewhat disagree, 4% Strongly disagree
- I have good relationships with my neighbors: 47% Strongly agree, 44% Somewhat agree, 7% Somewhat disagree, 2% Strongly disagree
- I feel connected to my neighborhood: 32% Strongly agree, 52% Somewhat agree, 13% Somewhat disagree, 3% Strongly disagree
- I feel connected to the overall Woodbury community: 12% Strongly agree, 66% Somewhat agree, 17% Somewhat disagree, 5% Strongly disagree
Sense of community in Woodbury

Sense of community, 2022

- Good: 45%
- Excellent: 18%
- Fair: 30%
- Poor: 8%

Percent excellent or good:
- 2001: 70%
- 2003: 73%
- 2005: 69%
- 2007: 82%
- 2009: 82%
- 2011: 83%
- 2013: 82%
- 2015: 65%
- 2017: 65%
- 2019: 62%
- 2022: 63%
Community Diversity and Inclusivity

- Providing a safe and secure environment: 72%
- Making all residents feel welcome: 71%
- Treating all residents fairly: 70%
- Demonstrating respect for residents of different cultures and belief systems: 66%
- Valuing residents from diverse backgrounds: 64%
- Helping new residents feel connected and integrated: 56%

excellent or good
Key Finding #4:

Improving drinking water quality and ensuring an adequate water supply are increasingly urgent priorities for residents.
Most Serious Issue

- Water quality: 45%
- Crime: 43%
- Affordable housing: 34%
- Traffic congestion: 33%
Water services

4 in 10

Drinking water

Percent excellent or good
Top Sustainability Priorities

Please indicate which of the following sustainable activities and services you think is the top priority for the City to focus on in the next two years. (Select top three.)

<table>
<thead>
<tr>
<th>Priority</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree planting due to tree loss from Emerald Ash Borer</td>
<td>43%</td>
</tr>
<tr>
<td>Encourage recycling and waste reduction</td>
<td>39%</td>
</tr>
<tr>
<td>Bike paths and sidewalks</td>
<td>38%</td>
</tr>
<tr>
<td>Development policies that protect natural resources</td>
<td>32%</td>
</tr>
<tr>
<td>Energy conservation</td>
<td>30%</td>
</tr>
<tr>
<td>Increased use of native plants instead of grass for landscaping</td>
<td>25%</td>
</tr>
<tr>
<td>Reduce water use through conservation measures and efficiencies</td>
<td>22%</td>
</tr>
<tr>
<td>Organized trash and recycling collection (single hauler system)</td>
<td>20%</td>
</tr>
<tr>
<td>Expanded mass transit options</td>
<td>16%</td>
</tr>
<tr>
<td>Other</td>
<td>9%</td>
</tr>
</tbody>
</table>

Total may exceed 100% as respondents could select more than one answer.
Key Finding #5:

Government performance and City service delivery continue to receive high marks from residents
Overall quality of City services:

88% excellent or good
Top-Rated City Services

9 in 10
- Fire services
- Ambulance/EMS
- Eagle Valley Golf Course
- HealthEast Sports Center
- Police services
- Sewer services
- City parks
- Central Park
- Condition of trails
- Overall customer service by City employees ★★

8 in 10
- Recreation programs ★★
- Stormwater and flood management ★★
- Amount of trees and landscaping along City roads
- Street sweeping ★★
- Lookout Ridge

Higher than national benchmarks
Service Trends

- Snow plowing
- Pavement repair and patching
- Drinking water

2013: 80%
2015: 74%
2017: 74%
2019: 84%
2022: 75%

2013: 67%
2015: 51%
2017: 55%
2019: 61%
2022: 63%

2013: 75%
2015: 67%
2017: 72%
2019: 75%
2022: 75%

excellent or good
**Government Performance**

- **Approval of Mayor and City Council**: 86%
- **City Staff Job Performance**: 86%
- **Overall direction**: 65%
- **Treating all residents fairly**: 72%
- **Welcoming citizen involvement**: 64%
- **Acting in the best interest of the community**: 68%
- **Overall confidence in government**: 66%
Key Finding #6:

Safety is a growing concern for residents
Overall feeling of safety in Woodbury

Overall feeling of safety, 2022

- Excellent: 24%
- Good: 54%
- Fair: 18%
- Poor: 4%

Percent excellent or good

- 2015: 94%
- 2017: 95%
- 2019: 96%
- 2022: 78%
## Police Department Priorities

In addition to responding to emergency calls, if any, do you think should be the top policing priority for the Woodbury Police Department?

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<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Crime prevention and education</td>
<td>46%</td>
<td>24%</td>
<td>29%</td>
<td>34%</td>
<td>40%</td>
<td>37%</td>
<td>30%</td>
</tr>
<tr>
<td>Promoting positive police-community relations</td>
<td>23%</td>
<td>29%</td>
<td>25%</td>
<td>17%</td>
<td>16%</td>
<td>18%</td>
<td>24%</td>
</tr>
<tr>
<td>Criminal investigation and apprehension</td>
<td>16%</td>
<td>12%</td>
<td>15%</td>
<td>17%</td>
<td>12%</td>
<td>15%</td>
<td>2%</td>
</tr>
<tr>
<td>Alcohol and drug issues</td>
<td>7%</td>
<td>10%</td>
<td>8%</td>
<td>10%</td>
<td>8%</td>
<td>4%</td>
<td>6%</td>
</tr>
</tbody>
</table>
Feelings of safety around the city

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2019</th>
<th>2017</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking alone in your neighborhood during the day</td>
<td>94%</td>
<td>98%</td>
<td>95%</td>
<td>94%</td>
</tr>
<tr>
<td>In commercial areas</td>
<td>85%</td>
<td>97%</td>
<td>93%</td>
<td>93%</td>
</tr>
<tr>
<td>In city parks and recreation facilities</td>
<td>85%</td>
<td>95%</td>
<td>92%</td>
<td>90%</td>
</tr>
</tbody>
</table>
Key Finding #7:

Residents feel positively about the value of their taxes paid to Woodbury and are increasingly supportive of a property tax increase to maintain current service levels.
Increasing Taxes to Maintain Services

people would support increasing property taxes to maintain City services at their current levels

1 in 2
VALUE OF SERVICES

69%

Residents gave excellent or good ratings to the value of services for taxes paid

Higher than national benchmarks
The percentage of your total property tax bill that goes to the City of Woodbury is about 25%. For the median-valued homeowner, that is $86 per month for all city services. Do you consider the city portion of property taxes in Woodbury to be…?

<table>
<thead>
<tr>
<th>Year</th>
<th>Very high</th>
<th>Somewhat high</th>
<th>About average</th>
<th>Somewhat low</th>
<th>Very low</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>8%</td>
<td>35%</td>
<td>51%</td>
<td>5%</td>
<td>1%</td>
</tr>
<tr>
<td>2019</td>
<td>7%</td>
<td>37%</td>
<td>50%</td>
<td>4%</td>
<td>2%</td>
</tr>
<tr>
<td>2017</td>
<td>9%</td>
<td>29%</td>
<td>54%</td>
<td>6%</td>
<td>2%</td>
</tr>
<tr>
<td>2015</td>
<td>16%</td>
<td>43%</td>
<td>38%</td>
<td>1%</td>
<td>2%</td>
</tr>
<tr>
<td>2013</td>
<td>8%</td>
<td>42%</td>
<td>48%</td>
<td>2%</td>
<td>1%</td>
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THANK YOU!

Jade Arocha
Director of Survey Research
jade@polco.us
(303) 226-6987
Environmental Stewardship

2001 - 2021
Goals

- Provide information to support decisions about strategic priorities, to be determined June 2022
- Provoke curiosity and insight for future steps
- Create shared understanding of past progress
I. Timeline

II. Chapter 1: Natural Environment

III. Chapter 2: Sustainability

IV. Chapter 3: Potable Water

V. Chapter 4: Surface Water

VI. Context

VII. Next Chapters
Public Engagement
Trees and Vegetation
Drinking Water
Our Context

Suburban Planning Fiscal Social
When Seeking the City Solution on Climate, Don’t Forget the Suburbs


Our cities have the potential to be a key climate change solution. Already they are hot-beds of innovation in local and global approaches...
Planning Context

Minnesota’s Climate is Already Changing

Minnesota’s climate is already changing rapidly and will continue to do so into the foreseeable future.

These changes are impacting Minnesota’s wildlife, plants, waters, historic resources, infrastructure, and available outdoor recreation activities.

We have a responsibility to adapt to these changes.

We take mitigation steps to reduce our carbon dioxide and other greenhouse gas emissions.

We need your help to adapt to the changing climate and reduce its impact on Minnesota’s resources and people.

Action starts with you.
Find out more! mndot.gov/Climate

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Average temperatures in Minnesota have warmed by nearly 3°F since 1895.

Widespread rains of more than 6” are more frequent than in the previous three decades.

The length of the frost-free season is increasing over time and is expected to continue to increase through the century.

Increases in temperature and precipitation are expected to continue through the century.

Woodbury 2040 Comprehensive Plan
August 2019
Fiscal Context
Social Context

Critical Success Factor: ENVIRONMENTAL STEWARDSHIP

Understanding that environmental health, economics and human well-being are interconnected and interdependent, Woodbury is committed to the responsible use and protection of all resources. To preserve our environment for future generations, the City will foster environmental stewardship through focused conservation, social responsibility and best management practices.
Next Chapters

- Listening sessions?
- Community survey
- Communications channels
- GOLD Line
- Bike Ped Plan
- Advisory Program
- 8 to 12 PHEVs
- City building remodels – PS and Central Park?
- Urban Forestry Plan
- SW pond buffers
- EAB response
- Treatment
- Efficiency
- BMP implementation

Sustainable States Community Energy Challenge Phase III: July 2021 – September 2022
Technical Support to Implement a Clean Energy or Climate Project

Phase III of the Sustainable States Community Energy Challenge (SSCE) will assist 40 communities to identify and implement at least one clean energy or climate action or policy project. Phase III (July 2021 – September 2022) includes eight municipalities from each of the five participating states: California, Connecticut, Maryland, Minnesota, and New Jersey.

Goals of Phase III
Through technical assistance and peer learning, each participating community will create:
- a roadmap for a selected program or policy
- relationships with peer cities working on the same topic area
- tools to begin implementing a new program or policy
- an implemented project or one that is underway depending on the complexity of the work

Technical Assistance
Each community will select one Technical Assistance (TA) option. The goal of Phase III is for each community to identify at least one project to complete or get underway by the end of the Challenge.

TA Option 1: Climate Planning
TA Option 2: Energy Efficiency in Buildings
TA Option 3: Creating Electric Vehicle Ready Communities
“Focus is a gift of strategy. It helps us contribute our part, knowing others are doing other parts.”
Strategic Priority – A Plan

What does Woodbury want?
- Existing conditions analysis
- Community-specific goals and clear, relevant criteria for prioritizing action
- Stakeholder engagement
- Models to determine impact of actions (ROI)
- Practical implementation strategies
Woodbury is firmly committed to the preservation, responsible use and enhancement of its environment, and recognizes that environmental health, economics and human well-being are interconnected and interdependent. To preserve our environment for future generations, the City will foster environmental stewardship through focused conservation, social responsibility and best management practices. As our local environment faces new challenges, the City will make appropriate investments in preservation, adaptation, mitigation and maintenance.

2040 Comprehensive Plan Guiding Principle: 
*Practice Environmental Stewardship*
Discussion

1. What needs clarification?
2. What jumps out from the timeline?
3. What jumps out from the context?
4. What further information would you like to consider on this topic before the June retreat?
List of Strategic Initiatives

2019-2021
Ensure Our Parks and Trails Meet the Needs of a Growing and Changing Community
Ensure Long-Term Drinking water Sustainability
Adapt and Enhance Public Safety Effectiveness

2017-2019
Sustainable Water Future for Woodbury
Fostering an Inclusive and Welcoming Community
Critical Success Factors Update

2015-2017
Sustainable Water Future for Woodbury
Foster an Inclusive and Welcoming Community
Enhancing Visibility and Usability of the Parks and Trail System

2013-2015
Creation and implementation of an integrated marketing and branding plan
Updating the Economic Development Strategic Plan

2011-2013
BSC development plan
2030 Comprehensive Plan implementation

2009-2011
Performance Measurement Program Improvement and Organization Study Integration
2030 Comprehensive Plan Implementation

2007-2009
2030 Comprehensive Plan
Water Management
Organization Management and Structure Plan
Emergency Preparedness
Future Transportation Plan

2005-2007
Comprehensive Plan Update
Health Aging and Seniors
Open Space Acquisition and Park Improvements Referendum
Long-term Management Plan
Energy Conservation Policy Task Force
Future Transportation Needs
Water Quality Initiatives
List of Strategic Initiatives
Page 2

**2003**
Northeast Business Park
Energy Conservation Policy
Recreation/Open Space/Trail Facility Strategy
Policy on Retail Mix

**2001**
Support for the Arts
Ability to Maintain Infrastructure
Gravel Mining
Open Space/Greenway Referendum

**1999**
Greenway Corridors
Central Park
City Beautification
Water Quality/Storm Water Management
Economic Development Commission - Strategic Plan Support
Affordable Housing
Development Principles
Transit
Communications Review

**1997**
Community Gathering Place Timeline
Promotion of Volunteerism
Community Building Strategy
Improved Response Time
Snowmobile and Bicycle Safety
Open Space Preservation
Freeway Overpass/Interchanges
Lifecycle Housing
Industry Relations
EDC Strategic Plan
Level of City Services
Enterprise Operations Monitoring System
MUSA Expansion Strategy
School Support
This memorandum is respectfully submitted as a reminder of our work last year at La Lake Retreat Home, as part of the packet to prepare for our upcoming off-site working session. It is based on my recollection, reinforced by the notes that we created during that session.

Introduction
The session kicked off with the goals of addressing five topics selected based on a survey of participants, and in the process strengthening council teamwork and interaction, in service to the City. The topics for discussion were:

1. Staff addition to aid in policy/ordinance drafting
2. Effective management of council issues
3. DEI
4. Climate change
5. Shared expectations of council members

Mayor Burt reminded us to stay focused on our Mission and Values and to remain at the right strategic level, noting that 90% of the City’s work is operational, and strategy accounts primarily for the remaining 10%. She also urged us to embrace the Principle of Charitable Interpretation. I shared a few thoughts related to managing conflict.

Notes from each of the issue discussions are presented below. Because this was a working session, no actions were taken. The following notes reflect my understanding of the views expressed and other outcomes

Topic 1 – Staff addition to aid in policy/ordinance drafting
Discussion moved from a general sense of the benefit of such a position, balanced against the tax levy implications and other priorities. A pilot approach with an entry-level of intern-level employee was also discussed. Staff was invited to make an explicit recommendation as part of the budgeting process.

Topic 2 – Council Issues
This discussion centered on the various ways Council members are to raise and communicate about issues with City staff, and to the general public. The strong benefits of speaking with one voice were discussed. The rights of individual council members to state their views and to speak directly with residents were also discussed. Staff must take direction only from Council action, not direction from individual Council members. Staff members of course support Council members with information, and work together to serve residents. The Mayor’s role as the
spokesperson for council is important; additional guidance can be found in the relevant Council documents.

**Topic 3 – DEI**
After a wide-ranging discussion concerning the breadth of what diversity should mean and expressions by the majority of Council that this DEI represent crucial priorities for the City, the nature of a staff role focused on DEI was considered. Concerns about the potential for tokenism or that making this the focus of a single staff person would dilute this priority for all staff members were raised. A reminder that diversity and equity concerns extend beyond race or ethnicity was also considered.

**Topic 4 – Climate Change**
Council members agreed that this was a topic of interest to many constituents, and some felt that it was a suitable topic for a strategic initiative in the future. There was broad support for an action plan. There was unanimous support for the idea that the City can do a better job communicating about its past achievements and current efforts, and that the public should be informed about the work that has already been done.

**Topic 5 – Council Expectations of Each Other**
This was a wide-ranging discussion, including:

- Whether to consider a change in government structure to include wards.
- Better ways of working together.
- Council meeting logistics, leading to the decision to begin Council meetings at 7:00 AM effective 1/1/22.
- Using memos rather than briefings or work session topics to convey some types of information.

Council members reflected on the pride that residents take in their working Council, especially when compared to the dysfunction of other cities’ councils.

**Concluding Thoughts**
Participants were each asked to share one thought. Their quotes:

- Even though we can disagree, we can laugh and still have fun.
- A lot more in common than differences, and work hard to find commonalities.
- Appreciate all of you and we all have different background, I only had 1 topic in top 12.
- Tonight’s meeting was a long time coming to hear what was on our minds. Came to conclusion. Unstructured conversation is appreciated.
- This establishes trust, this is so important – we are competent and well intentioned like challenges without offense.

**Conclusion**
The foregoing reflects my recollection, informed by my notes. I made every effort to summarize the outcomes of the discussions faithfully. I am therefore responsible for any inadvertent omissions or misinterpretations.
Purpose

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council) and Advisory Commissions (Commissions). This document also establishes general guidelines for decorum of the governing bodies such as proper procedure during meetings, best practices to represent Council and the community, and other state and local laws that apply.

Policy

A. City Council Role and Authority

The five-member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization's financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.

The City Council, as a body, has the following major areas of authority and responsibility. These are:

1. Selecting the City Administrator
2. Focus on policy and outcomes ensuring that the strategic direction leads the City to the desired outcome
3. Setting and interpreting rules governing its own proceedings,
4. Exercising all the policy level statutory powers reserved for Councils of statutory cities,
5. Legislating for the City,
6. Directing the enforcement of City ordinances,
7. Appointing or hiring non-seasonal or non-temporary personnel,
8. Overseeing the City's financial operations and adopting the annual budget,
9. Appointing members of the boards, commissions, committees, chairs and task forces conducting the City’s inner and regional governmental affairs,
10. Protecting the general health, welfare and safety of the City and its inhabitants
11. Serving as the Economic Development Authority (EDA) and the Housing and Redevelopment Authority (HRA), and
12. Providing community leadership and vision

The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council, as a whole, specifically directs them to do so. Staff’s respective duties are to Council as an entity.
No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to acting as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

B. Affirmation of Expectations

The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:

1. Staying focused on top priority and strategic goals, rather than becoming reactive,
2. Engaging in proactive, on-going communication which avoids unnecessary surprises,
3. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety,
4. Focusing on others’ actions and avoiding speculation about their intentions,
5. Building trust by being transparent, ethical, and acting with integrity,
6. Engaging in and encouraging direct communication,
7. Maintaining confidentiality of all closed session materials and discussion,
8. Assuming good intentions and being curious about others’ interests,
9. Respecting all citizens and all members
10. Reading packets ahead of time and, when possible, providing the City Administrator advance notice about questions for staff before the meeting
11. Participating in all issues, not just select matters of personal interest
12. Voting after Council discussion
13. Debating and disagreeing, without fighting and with keeping it to the issue at hand
14. Remembering that Council makes policy and sets direction, and staff manages the operations and implements Council actions

There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:

1. City Council Orientation: Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.

2. City Council Meetings: Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.

3. Council Liaison: Each Council Member will be assigned meetings through the year that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under “Mayor and City Council Comments and Commission Liaison Updates.”
4. Additional Meetings: There are a number of meetings outside the normal meeting schedule that it is important for Council Members to attend. Some of them are:
   - City Council/Advisory Commission Kick-off event
   - Groundbreaking and grand openings of City facilities
   - Joint meetings with other public entities
   - One-on-one meetings with the City Administrator as established
   - Development Tour
   - Emergency Management Training

C. Advisory Commission Role and Authority

Advisory Commissions have a primary role to advise the City Council in the creation and evolution of City policies and procedures. In particular instances, governing bodies may facilitate public participation in order to fully develop a recommendation to the City Council.

City staff members are available to provide general assistance to Advisory Commissions. Advisory Commissions are not involved in the administration or operation of City departments. Commissions may not conduct major studies, or establish official policy without the approval of the City Council.

Despite Commissions’ differing tasks, all share some basic responsibilities. Members need to stay informed on subjects of interest to their specific commission. Conscientious attendance is also a fundamental responsibility, as irregular attendance lessens one’s ability to study all aspect of items under consideration.

Because of the value of the independent advice of Commissions to the public decision-making process, members of one Commission shall refrain from using their position to unduly influence the deliberations or outcomes of other Commission proceedings and should refrain from getting involved in other Commission business.

D. Non-Participation in Administration

The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Council as a whole. Neither an individual Council member nor any Commission Member shall give direction or orders to any staff member.

The Council shall work with City staff through the City Administrator or his / her designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner staff interaction.

E. Agendas
Council and Commission agendas shall be established by the City Administrator or his / her designee. Future agenda items requested by a Council Member or Commission Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council or Commission.

Council or Commission Members are encouraged to submit any questions on agenda items to their liaisons by noon, the day before the meeting for items they wish staff to respond to ahead of the meeting. Questions not needing a response ahead of the meeting, but that the Council or Commission Member may raise at the meeting, should be provided to their staff liaison by the end of the day before the meeting so staff can be prepared to answer at the meeting. Lastly, for agendas that have consent items, Council or Commission Members who wish to pull a consent agenda item to discussion should notify the staff liaison no later than the end of the day before the meeting so the other members can be informed of this as well.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

F. Communication

1. **E-mails**: All e-mails sent through the City server shall be saved per the City’s data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.

   Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Coordinator (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.

   Council Member communication may not copy more than one other Council Member in their correspondence, nor should e-mail messages be forwarded on from one member to another so as to create a “walking quorum.” E-mails to Council Members from the public should be done through the council@woodburymn.gov, which will be shared with all members of the Council.

   Advisory Commission Members will not receive a City e-mail address, so best practice includes creating a separate and distinct folder within their general email specific to Commission business to retain emails generated in course of serving as a Commission Member. Commissioners should direct all their communications to their Commission staff liaison.

2. **Written correspondence**: The City Clerk or assigned staff shall open up incoming mail for the Mayor, Council Member and Commission Members (unless it is labeled personal and
confidential) and disseminate these materials. Council Members and Commission Members agree to this practice, thus recognizing the public nature of this correspondence. The City Clerk or assigned staff is authorized to provide copies of Council Members’ correspondence to pertinent staff members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.

3. **Text messages/social media correspondence:** All electronic communications from Council to staff or from Council to the public should utilize a City issued address.

4. The City logo, insignia and brand can only be used for City business and not for political or personal purposes.

5. Prior to interviews with the press, Council Members will inform the City Administrator or designee to coordinate message points.

6. Speaking for the City: When Council Members are requested to speak to groups or are asked for the City Council’s position on an issue (verbal or written), the response should reflect the position of the City Council as a whole. A Council Member may clarify his/her vote on a matter by stating, for example, “While I voted against X, the City Council voted in support of it.” When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council’s position rather than that of an individual member.

G. **General Meeting Guidelines**

During meetings, members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert’s Rules of Order (11th edition). Discussions shall be conducted in an orderly fashion. Private conversation between members during meetings is inappropriate. Members also should not privately communicate with any member of the public, including other governing body members and staff via electronic means during a public meeting. As much as possible, or practical, members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

A member once recognized, shall not be interrupted while speaking unless called to order by the chair, or the speaker chooses to yield to questions from another member. All members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Members shall also refrain at all times from rude and derogatory remarks. Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a member of the prevailing side on an issue may move for formal reconsideration of that issue.

Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council/Commission Members. Any person making personal, impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or while attending the meeting shall be asked by the Mayor/Chairperson to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

If the governing body conducts public hearings, members shall not express their views on a proposal until after a public hearing is closed. Members’ comments and questions shall not suggest a
position. After a public hearing is closed, members shall be invited to discuss their views on the proposal. Members shall apply City Council and Advisory Commission Guidelines and Practices to achieve win-win solutions whenever possible.

Outside of deliberations, it is a member’s responsibility to present views and recommendations representing the governing body as a whole. Members expressing views not represented by the majority of the body shall identify them as such.

Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. When making a public statement, members shall indicate that Commission actions are recommendations and that final action will be taken by the City Council. Additionally, members of a governing body shall follow the guidelines on electronic communications CD-COUNCIL-2.7.

Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.

The success or failure of a governing body’s efforts may be dependent upon the degree of cooperation evident among the individual members of the body; therefore, members shall work to establish a good relationship with each other.

Each member shall keep in mind these important points:
- Show respect for another’s viewpoint.
- Allow others adequate time to fully present their views before making comments.
- Be open and honest.
- Make new members feel welcome and help them become acquainted with their duties.
- Comments are confined to the current issue or policy, not to the person who made other comments.
- Refrain from speaking a second time until everyone has spoken a first time.
- No verbal attacks of other members.
- No side conversations.
- Pay attention (avoid use of any personal technology devices).
- Speak directly and openly to one another.
- Support Council decisions.

Members shall not vote on, nor participate in the discussion of, issues in regard to which the member has a conflict of interest. Conflict of interest is generally defined as having a personal financial interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator. If a member intends to abstain from a vote for what the member deems a conflict of interest, then that member may not participate in the discussion either. If the item from which the member abstains ends up getting tabled or postponed, the member should know they should not participate in the future discussion of or vote on that tabled or postponed issue.

Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, members are requested to publicly disclose any relationships to parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.
H. Requests for Information/Analysis

City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Commission requests for information will be made to the designated Commission staff liaison. Requests requiring a significant amount of staff time to research a problem or prepare a response may be referred to the full Commission for direction to ensure that staff resources are allocated in accordance with overall Commission priorities as directed by the Council.

I. Conflicts of Interest and Recusal from Voting

State laws regarding ethics and conflicts of interest are some of the most important for Council Members a local official to be aware of and follow. Essentially, these laws prohibit any Council Member from voting on any question that is brought before the Council in which he/she is personally involved, or has an incompatible occupational or financial interest. Due to both the complexity of these laws and the significant consequences if violated, it is highly suggested that Council Members discuss with the City Attorney potential conflicts who shall consult the City Administrator. Below are several areas of conflict that may lead to a Council or Commission Member recusing themselves from participating and voting on a matter before them:

1. **Financial Interest** – Generally, state law prohibits public officers from having a direct financial interest in or gain a personal financial benefit from a sale, lease, or contract in front of Council and in which they are authorized to participate in their official capacity.

   Officials should disclose his or her interest at the earliest state, and abstain from voting or deliberating on any matter in which he or she has a financial interest. To help determine if a conflict exists, consider the:

   - Nature of the decision being made
   - Nature of the financial interest
   - Effect of the individual interest on the outcome of the decision by Council

2. **Incompatible Offices** - State law provides guidance on incompatible positions. For example, no Council Member may also work as a “fulltime, permanent” City employee. City official concerned about potential incompatible offices should consult with their staff liaison who may refer the official to the City Administrator, who then, in turn, may consult with the City Attorney.

3. **Personal Interest** – Another conflict of interest situation may occur when the official’s own personal interest is so distinct from the public interest that the member cannot be expected to represent the public interest fairly in deciding the matter. Some common areas are planning and zoning issues, public improvements, special assignments, licenses, land purchases and vacation of streets. Some other areas are church memberships, family associations and club memberships.
City officials concerned about potential conflicts of interest should:

- Consult with their staff liaison ahead of the meeting. The staff liaison may refer the official to the City Administrator, who in turn may turn the matter to the City Attorney as necessary.
- Identify and disclose the conflict as early as possibly (orally and in writing), preferably ahead of the meeting.
- When the particular agenda item in which there is a conflict of interest is about to commence, orally identify that the official will not be participating or voting on the matter due to a conflict of interest.
- Not speak during this segment of the agenda.
- When possible, leave the dais when the governing body is discussing the matter.

J. Discrimination

It is the policy of the City to ensure equal opportunity without discrimination or harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, or status with regard to public assistance or any other characteristic protected by law. The City prohibits any such discrimination or harassment. The City of Woodbury does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in the admission or access to, or treatment or employment in, its programs, activities, or services—Members of a governing body must adhere to this policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

K. Gifts

All local officials in the State of Minnesota, including appointed Commissioners, are required to adhere to Minnesota Statute 471.895.

Non-adherence to these guidelines may be subject to review by the City Council.

L. Social Media

- Council Members should not use official City social media sites for campaigning purposes.
- Council Members shall not post comments or links on City social media sites to any content that endorses or opposes political candidates or ballot propositions, including links to an elected official’s campaign site.
- All comments posted during an election season on City social media sites by anyone who has filed for office will be removed.
- When using any social media, Council Members should be mindful of the risks of electronic communication in relation to the Minnesota Data Practices Act and the Open Meeting Law; two-way communication between a quorum or more of elected officials should be strictly avoided.
- Council Members should not use social media as a mechanism for conducting official City business other than to informally communicate with the public.
- Other than their personal social media, Council Members should reveal that they are elected officials for the City if/when posting and be honest, straightforward and respectful.
- When using any social media, Council Members should be sure that their efforts to be honest does not result in sharing non-public information related to coworkers, personnel data, medical information, claims or lawsuits, or other non-public or confidential information.
• Council Members should add value to any social media discussion by staying focused on the issue.
• To help prevent errors, Council Members should consider not posting official information (e.g., incorrect information about a new City ordinance) about the City as it could create liability issues.
• If a Council Member makes a mistake on any of their City official social media sites or in a post on City social media, it should be corrected as soon as the official is made aware of the error. Corrections should be upfront and as timely as possible. If you modify an earlier post, make it clear the posting has been corrected. Consider designating corrections with “Fixed link” or “Fact correction” prior to the correction.
• Council Members who are contacted by the media on a topic of official City business should follow City media relations/communications protocols.
• For additional guidance when dealing with social media, Council Members should refer to the AD-ADMIN-1.44 Social Media Use Policy Administrative Directive and CD-COUNCIL-2.71 City Council Electronic Communications Council Directive.

M. City Council Re-Election Best Practices

• Council Members should not use City sponsored events and meetings for campaigning purposes.
• Council Members may not use official authority or influence to compel a person to apply for a membership in or become a member of a political organization, to pay or promise to pay a political contribution, or to take part in political activity.
• A political subdivision may not impose or enforce additional limitations on the political activities of its employees (MS.211B.09).
• Council Members should make best efforts to inform the City Clerk as to their attendance at events in which he or she is campaigning. In accordance with the Open Meeting Law, the City Clerk shall post notice in those instances when the City Clerk has been made aware that a quorum or more of members will be present.
• Council Members who attend a meeting or event and were not aware that other members would be in attendance should not talk about anything that has to do with official City business and may want to avoid congregating together.

N. Data Requests and Litigation

In accordance with the Minnesota Government Data Practices Act (MGDPA) (Minnesota Statute Chapter 13), records (i.e., notes, correspondence, etc.) created by a local official on a particular subject, as part of a local official’s duties, are government data and are subject to request for review and/or copying pursuant to the MGDPA.

If a government data request is received for correspondence related to a particular subject, the City must identify and produce relevant documents available which includes the local official’s records.

These records may be subject to disclosure during the discovery phase of litigation. Attorneys representing the City are responsible for assistant staff with identifying records requested through the discovery process.
Resolution Adopting CD-COUNCIL-2.5 Council Roles and Guidelines
Resolution No. 12-79
Resolution No. 15-91
Resolution No. 16-193
Resolution No. 18-136
Purpose

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council) and Advisory Commissions (Commissions). This document also establishes general guidelines for decorum of the governing bodies such as proper procedure during meetings, best practices to represent Council and the community, and other state and local laws that apply.

Policy

A. City Council Role and Authority

The five-member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization’s financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.

The City Council, as a body, has the following major areas of authority and responsibility. These are:

1. Selecting the City Administrator
2. Focus on policy and outcomes ensuring that the strategic direction leads the City to the desired outcome
3. Setting and interpreting rules governing its own proceedings,
4. Exercising the policy level statutory powers reserved for Councils of statutory cities,
5. Legislating for the City,
6. Directing the enforcement of City ordinances,
7. Appointing or hiring non-seasonal or non-temporary personnel,
8. Overseeing the City’s financial operations and adopting the annual budget,
9. Appointing members of the boards, commissions, committees, chairs and task forces conducting the City’s inner and regional governmental affairs,
10. Protecting the general health, welfare and safety of the City and its inhabitants
11. Serving as the Economic Development Authority (EDA) and the Housing and Redevelopment Authority (HRA), and
12. Providing community leadership and vision

The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council, as a whole, specifically directs them to do so. Staff’s respective duties are to Council as an entity.
No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to acting as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

B. Affirmation of Expectations

The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:

1. Staying focused on top priority and strategic goals, rather than becoming reactive,
2. Engaging in proactive, on-going communication which avoids unnecessary surprises,
3. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety,
4. Focusing on others’ actions and avoiding speculation about their intentions,
5. Building trust by being transparent, ethical, and acting with integrity,
6. Engaging in and encouraging direct communication,
7. Maintaining confidentiality of all closed session materials and discussion,
8. Assuming good intentions and being curious about others’ interests,
9. Respecting all citizens and all members
10. Reading packets ahead of time and, when possible, providing the City Administrator advance notice about questions for staff before the meeting
11. Participating in all issues, not just select matters of personal interest
12. Voting after Council discussion
13. Debating and disagreeing, without fighting and with keeping it to the issue at hand
14. Remembering that Council makes policy and sets direction, and staff manages the operations and implements Council actions

There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:

1. City Council Orientation: Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.

2. City Council Meetings: Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.

3. Council Liaison: Each Council Member will be assigned meetings through the year that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under “Mayor and City Council Comments and Commission Liaison Updates.”
4. Additional Meetings: There are a number of meetings outside the normal meeting schedule that it is important for Council Members to attend. Some of them are:
   - City Council/Advisory Commission Kick-off event
   - Groundbreaking and grand openings of City facilities
   - Joint meetings with other public entities
   - One-on-one meetings with the City Administrator as established
   - Development Tour
   - Emergency Management Training

C. Advisory Commission Role and Authority

Advisory Commissions have a primary role to advise the City Council in the creation and evolution of City policies and procedures. In particular instances, governing bodies may facilitate public participation in order to fully develop a recommendation to the City Council.

City staff members are available to provide general assistance to Advisory Commissions. Advisory Commissions are not involved in the administration or operation of City departments. Commissions may not conduct major studies, or establish official policy without the approval of the City Council.

Despite Commissions’ differing tasks, all share some basic responsibilities. Members need to stay informed on subjects of interest to their specific commission. Conscientious attendance is also a fundamental responsibility, as irregular attendance lessens one’s ability to study all aspect of items under consideration.

Because of the value of the independent advice of Commissions to the public decision-making process, members of one Commission shall refrain from using their position to unduly influence the deliberations or outcomes of other Commission proceedings and should refrain from getting involved in other Commission business.

D. Non-Participation in Administration

The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Council as a whole. Neither an individual Council Member nor any Commission Member shall give direction or orders to any staff member.

The Council shall work with City staff through the City Administrator or his / her designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner staff interaction.
E. Agendas

Council and Commission agendas shall be established by the City Administrator or his / her designee. Future agenda items requested by a Council Member or Commission Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council or Commission.

Council or Commission Members are encouraged to submit any questions on agenda items to their liaisons by noon, the day before the meeting for items they wish staff to respond to ahead of the meeting. Questions not needing a response ahead of the meeting, but that the Council or Commission Member may raise at the meeting, should be provided to their staff liaison by the end of the day before the meeting so staff can be prepared to answer at the meeting. Lastly, for agendas that have consent items, Council or Commission Members who wish to pull a consent agenda item to discussion should notify the staff liaison no later than the end of the day before the meeting so the other members can be informed of this as well.

In order to focus the meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting.

F. Communication

1. **E-mails:** All e-mails sent through the City server shall be saved per the City’s data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.

   Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Coordinator (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.

   Council Member communication may not copy more than one other Council Member in their correspondence, nor should e-mail messages be forwarded on from one member to another so as to create a “walking quorum.” E-mails to Council Members from the public should be done through the council@woodburymn.gov, which will be shared with all members of the Council.

   Advisory Commission Members will not receive a City e-mail address, so best practice includes creating a separate and distinct folder within their general email specific to Commission business to retain emails generated in course of serving as a Commission Member. Commissioners should direct all their communications to their Commission staff liaison.

2. **Written correspondence:** The City Clerk or assigned staff shall open up incoming mail for the Mayor, Council Member and Commission Members (unless it is labeled personal and
confidential) and disseminate these materials. Council Members and Commission Members agree to this practice, thus recognizing the public nature of this correspondence. The City Clerk or assigned staff is authorized to provide copies of Council Members’ correspondence to pertinent staff members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.

3. **Text messages/social media correspondence:** All electronic communications from Council to staff or from Council to the public should utilize a City issued address.

4. The City logo, insignia and brand can only be used for City business and not for political or personal purposes.

5. Prior to interviews with the press, Council Members will inform the City Administrator or designee to coordinate message points.

6. Speaking for the City: When Council Members are requested to speak to groups or are asked for the City Council’s position on an issue (verbal or written), the response should reflect the position of the City Council as a whole. A Council Member may clarify his/her vote on a matter by stating, for example, “While I voted against X, the City Council voted in support of it.” When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council’s position rather than that of an individual member.

G. General Meeting Guidelines

During meetings, members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert’s Rules of Order (11th edition). Discussions shall be conducted in an orderly fashion. Private conversation between members during meetings is inappropriate. Members also should not privately communicate with any member of the public, including other governing body members and staff via electronic means during a public meeting. As much as possible, or practical, members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

A member once recognized, shall not be interrupted while speaking unless called to order by the chair, or the speaker chooses to yield to questions from another member. All members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Members shall also refrain at all times from rude and derogatory remarks. Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a member of the prevailing side on an issue may move for formal reconsideration of that issue.

Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council/Commission Members. Any person making personal, impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or while attending the meeting shall be asked by the Mayor/Chairperson to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

If the governing body conducts public hearings, members shall not express their views on a proposal until after a public hearing is closed. Members’ comments and questions shall not suggest a
position. After a public hearing is closed, members shall be invited to discuss their views on the proposal. Members shall apply City Council and Advisory Commission Guidelines and Practices to achieve win-win solutions whenever possible.

Outside of deliberations, it is a member’s responsibility to present views and recommendations representing the governing body as a whole. Members expressing views not represented by the majority of the body shall identify them as such.

Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. When making a public statement, members shall indicate that Commission actions are recommendations and that final action will be taken by the City Council. Additionally, members of a governing body shall follow the guidelines on electronic communications CD-COUNCIL-2.7.

Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.

The success or failure of a governing body’s efforts may be dependent upon the degree of cooperation evident among the individual members of the body; therefore, members shall work to establish a good relationship with each other.

Each member shall keep in mind these important points:
° Show respect for another’s viewpoint.
° Allow others adequate time to fully present their views before making comments.
° Be open and honest.
° Make new members feel welcome and help them become acquainted with their duties.
° Confine comment to the current issue or policy, not to the person who made other comments
° Refrain from speaking a second time until everyone has spoken a first time
° No verbal attacks of other members
° No side conversations
° Pay attention (avoid use of any personal technology devices)
° Speak directly and openly to one another
° Support Council decisions

Members shall not vote on, nor participate in the discussion of, issues in regard to which the member has a conflict of interest. Conflict of interest is generally defined as having a personal financial interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator. If a member intends to abstain from a vote for what the member deems a conflict of interest, then that member may not participate in the discussion either. If the item from which the member abstains ends up getting tabled or postponed, the member should know they should not participate in the future discussion of or vote on that tabled or postponed issue.

Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, members are requested to publicly disclose any relationships to parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.
H. Requests for Information/Analysis

City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Commission requests for information will be made to the designated Commission staff liaison. Requests requiring a significant amount of staff time to research a problem or prepare a response may be referred to the full Commission for direction to ensure that staff resources are allocated in accordance with overall Commission priorities as directed by the Council.

I. Conflicts of Interest and Recusal from Voting

State laws regarding ethics and conflicts of interest are some of the most important for a local official to be aware of and follow. Below are several areas of conflict that may lead to a Council or Commission Member recusing themselves from participating and voting on a matter before them:

1. **Financial Interest** – Generally, state law prohibits public officers from having a direct financial interest in or gain a personal financial benefit from a sale, lease, or contract in front of Council and in which they are authorized to participate in their official capacity.

   Officials should disclose his or her interest at the earliest state, and abstain from voting or deliberating on any matter in which he or she has a financial interest. To help determine if a conflict exists, consider the:
   
   - Nature of the decision being made
   - Nature of the financial interest
   - Effect of the individual interest on the outcome of the decision by Council

2. **Incompatible Offices** - State law provides guidance on incompatible positions. For example, no Council Member may also work as a “fulltime, permanent” City employee. City official concerned about potential incompatible offices should consult with their staff liaison who may refer the official to the City Administrator, who then, in turn, may consult with the City Attorney.

3. **Personal Interest** – Another conflict of interest situation may occur when the official’s own personal interest is so distinct from the public interest that the member cannot be expected to represent the public interest fairly in deciding the matter. Some common areas are planning and zoning issues, public improvements, special assignments, licenses, land purchases and vacation of streets. Some other areas are church memberships, family associations and club memberships.

   City officials concerned about potential conflicts of interest should:
   
   - Consult with their staff liaison ahead of the meeting. The staff liaison may refer the official to the City Administrator, who in turn may turn the matter to the City Attorney as necessary.
   - Identify and disclose the conflict as early as possibly (orally and in writing), preferably ahead of the meeting.
• When the particular agenda item in which there is a conflict of interest is about to commence, orally identify that the official will not be participating or voting on the matter due to a conflict of interest.
• Not speak during this segment of the agenda.
• When possible, leave the dais when the governing body is discussing the matter.

J. Discrimination

It is the policy of the City to ensure equal opportunity without discrimination or harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, or status with regard to public assistance or any other characteristic protected by law. The City prohibits any such discrimination or harassment. Members of a governing body must adhere to this policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

K. Gifts

All local officials in the State of Minnesota, including appointed Commissioners, are required to adhere to Minnesota Statute 471.895.

Non-adherence to these guidelines may be subject to review by the City Council.

L. Social Media

• Council Members should not use official City social media sites for campaigning purposes.
• Council Members shall not post comments or links on City social media sites to any content that endorses or opposes political candidates or ballot propositions, including links to an elected official’s campaign site.
• All comments posted during an election season on City social media sites by anyone who has filed for office will be removed.
• When using any social media, Council Members should be mindful of the risks of electronic communication in relation to the Minnesota Data Practices Act and the Open Meeting Law; two-way communication between a quorum or more of elected officials should be strictly avoided.
• Council Members should not use social media as a mechanism for conducting official City business other than to informally communicate with the public.
• Other than their personal social media, Council Members should reveal that they are elected officials for the City if/when posting and be honest, straightforward and respectful.
• When using any social media, Council Members should be sure that their efforts to be honest does not result in sharing non-public information related to coworkers, personnel data, medical information, claims or lawsuits, or other non-public or confidential information.
• Council Members should add value to any social media discussion by staying focused on the issue.
• To help prevent errors, Council Members should consider not posting official information (e.g., incorrect information about a new City ordinance) about the City as it could create liability issues.
• If a Council Member makes a mistake on any of their City official social media sites or in a post on City social media, it should be corrected as soon as the official is made aware of the error. Corrections should be upfront and as timely as possible. If you modify an earlier post, make it
clear the posting has been corrected. Consider designating corrections with “Fixed link” or “Fact correction” prior to the correction.

- Council Members who are contacted by the media on a topic of official City business should follow City media relations/communications protocols.
- For additional guidance when dealing with social media, Council Members should refer to the AD-ADMIN-1.44 Social Media Use Policy Administrative Directive and CD-COUNCIL-2.71 City Council Electronic Communications Council Directive.

M. City Council Re-Election Best Practices

- Council Members should not use City sponsored events and meetings for campaigning purposes.
- Council Members may not use official authority or influence to compel a person to apply for a membership in or become a member of a political organization, to pay or promise to pay a political contribution, or to take part in political activity.
- A political subdivision may not impose or enforce additional limitations on the political activities of its employees (MS.211B.09).
- Council Members should make best efforts to inform the City Clerk as to their attendance at events in which he or she is campaigning. In accordance with the Open Meeting Law, the City Clerk shall post notice in those instances when the City Clerk has been made aware that a quorum or more of members will be present.
- Council Members who attend a meeting or event and were not aware that other Members would be in attendance should not talk about anything that has to do with official City business and may want to avoid congregating together.

N. Data Requests and Litigation

In accordance with the Minnesota Government Data Practices Act (MGDPA) (Minnesota Statute Chapter 13), records (i.e., notes, correspondence, etc.) created by a local official on a particular subject, as part of a local official’s duties, are government data and are subject to request for review and/or copying pursuant to the MGDPA.

If a government data request is received for correspondence related to a particular subject, the City must identify and produce relevant documents available which includes the local official’s records.

These records may be subject to disclosure during the discovery phase of litigation. Attorneys representing the City are responsible for assistant staff with identifying records requested through the discovery process.

Resolution Adopting CD-COUNCIL-2.5 Council Roles and Guidelines
Resolution No. 12-79
Resolution No. 15-91
Resolution No. 16-193
Resolution No. 18-136
Dear Mayor, City Council Members, and Neighbors:

As members of the Parks and Natural Resources Commission, we urge the City to elevate Environmental Stewardship to a 2023 – 2025 Strategic Initiative.

We are experiencing an environmental state of emergency. The longer we wait to take action, the more we fall behind. In the years ahead, residents will watch Woodbury’s unique Tamarack stand struggle to survive the warming climate; algae blooms will proliferate in increasingly warm and dry summer seasons; and residents will stay indoors to avoid smoky air during wildfire season. Woodbury’s most vulnerable citizens, such as seniors and those with chronic health conditions, will bear the brunt of extreme weather events like severe storms and heat waves. The city will continue to spend time and money reacting to emerging threats like EAB and water contamination. Other cities will surpass our leadership and out-compete us for funding, grants and awards.

By prioritizing Environmental Stewardship as a Strategic Initiative, we can better understand the situation as it develops, and establish strategies to ensure sustainability and resilience into the future. We recognize this is an urgent, massive, complex, and challenging issue to tackle and our city needs additional expertise and resources to identify local solutions and strategies that fit our community. We have lots of questions and uncertainty, but with the clarity and direction afforded by a specific, measurable, and achievable plan, we can focus on high-impact opportunities and execute them well, rather than skimming the surface of many smaller initiatives.

We recommend two parts to the Environmental Stewardship Strategic Initiative. First, we must allocate resources to developing an Action Plan that includes a robust community engagement process and provides a scientific approach to city-level action on Environmental Stewardship. Second, residents want guidance on how they can take meaningful action at the individual, household, or business level. This Commission is ready to serve as champions and communicators of this message. We look forward to working closely with staff and community members to further this initiative.

When we look at the criteria, established by Council in 2019, to determine a Strategic Initiative, we observe that each one applies perfectly to the topic of Environmental Stewardship:

✓ Environmental stewardship is an urgent and emerging issue;
✓ The work to research and establish an action plan and engage residents can be accomplished in the short term (2 years);
✓ Phases of an Environmental Stewardship Strategic Initiative will include examining and learning, then implementing and operationalizing;
✓ Environmental stewardship is consistent with city values, being a long-time Critical Success Factor and a featured element of the Comprehensive Plan – which even includes a Resilience Action Plan as an implementation item;
✓ This work needs resources beyond what we already have in place;
✓ It will be essential to develop SMART goals;
✓ And it may lead to new ways of doing things.

We chose to serve on this Commission out of love for our environment and our community, and we are proud of the work this city has done to preserve and protect the environment over the past twenty years. Council’s decision to approve an ordinance requiring that developers replace 2 inches to every 1 inch of specimen trees demonstrates the city’s ability to adapt and change as needed. We lead the way on municipal fleet electrification, solar energy, and preserving beautiful open spaces.

We believe that parks and trails bring neighbors together, that residents deserve clean water, clean air, and safe green space in which to play. Connecting with nature makes people healthier and happier. To protect the environment and community we love, and to meet the needs of future generations, the city must commit resources and establish the Environmental Stewardship Strategic Initiative. Time is running short. We see overwhelming support from our fellow residents. It is in our community’s interest to act now. In the next two years, we urge the city to prioritize the urgent environmental risks and opportunities at hand.

Sincerely,

Parks and Natural Resources Commission