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WAYZATA CITY COUNCIL
WORKSHOP MEETING MINUTES
May 17, 2022

5:15 p.m. Update on Tree Preservation Ordinance Amendments & Proposed Staffing Plan

Mayor Mouton called the meeting to order at 5:15 p.m. Council Members present in the community room at City Hall offices: Iverson, MacDonald, and Buchanan. Plechash was absent. Also present: City Manager Jeff Dahl, Administrative Services Director Aurora Yager, Public Works Director/City Engineer Mike Kelly, and Parks Planner Nick Kieser.

Mr. Kieser and Mr. Kelly provided background noting discussion with the council on November 16, 2021 on how to manage and enforce the current and proposed Tree Preservation Ordinance (TPO). Specifically, what, if any, staffing changes should be pursued.

Based on the current management and enforcement of the TPO and the proposed changes to the TPO, staff is looking for direction on three viable options moving forward:

- 1) Promote a current employee to the Forester/Parks position. This position could either be considered as a dual role (like the Facility Maintenance/Parks position) or a Lead Worker. This option would improve staff expertise and provide for the best response time. We estimate the workload would be approximately 20 hours per week (half of a full-time employee) and would have an opportunity cost of about \$35,000 for wages and benefits. This option may result in additional staffing requests in the City's long-term staffing plan for the Parks Department to offset the loss of existing employee hours dedicated to park maintenance.
- 2) Continue to use consultant arborist as a forester resource. Budget Implication = \$150/hour and slower response time. We estimate the workload would be approximately 5-10 hours week for an annual cost of \$39,000-78,000. Existing parks employees would try to absorb any other tasks as time allows to minimize the use of the consultant.
- 3) Hire new Forester (external candidate). Estimates from other organizations with Foresters the annual wages and benefits range from approximately \$71,000 - \$81,000. At this time we are not sure there would be enough work to support a full-time employee solely dedicated to tree ordinance management.

The Council discussed the three options along with the number of the proposed language changes to the Ordinance. The main discussion for the Ordinance changes revolved around the potential addition of a tree removal permit. Staff noted that the creation of a permit process would help to get ahead of many of the problems that come up with tree removal in the city. A permit could save staff time since the majority of issues that arise are because staff are unaware of the tree removal projects. Staff would only be aware of these projects if they are associated with a building permit or grading permit. If staff knew about the significant tree removals in the city then staff can answer questions more timely and accurately from concerned stakeholders.

The Council stated that there does not seem to be enough information at this time to warrant hiring a new full-time position as noted in option 3. Staff stated that a Public Works staff member has been taking classes to become a certified arborist which would help keep more TPO work internal instead of working with a consulting arborist. The Council noted that the major goal would be to ensure the current TPO is effectively managed and enforced. More information would be needed in regards to staff time and roles/responsibilities of a potential new role to determine what staffing changes would be needed.

Staff noted they will work to manage and enforce the current TPO more effectively with internal staff which will help determine what specific staffing needs are necessary moving forward. Staff may come back to the Council with staffing requests if that seems warranted as well as ordinance recommendations

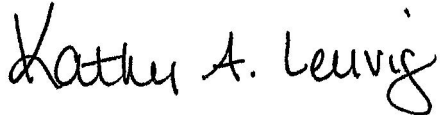
5:30 p.m. Discussion of 2022 Community Survey Results

1 In February of 2022, the City Council selected the questions for the City's first ever community survey.
2 The survey of 400 households was completed in March and the results have been compiled. Peter
3 Leatherman, Managing Partner with Morris Leatherman Company, attended to present the results and
4 answer questions.

5
6 Next steps will include a formal report and presentation at an upcoming Council Meeting to share some
7 highlights of the results with the community.

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9 The workshop meeting was adjourned at 6:40 p.m.

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11 Respectfully submitted,

A handwritten signature in black ink that reads "Kathy A. Leervig". The signature is written in a cursive style with a distinct dot over the 'i' in "Leervig".

12
13 Kathy Leervig, City Clerk