



CITY COUNCIL WORK SESSION AGENDA

December 12, 2023 – 6:00 pm

1. CALL TO ORDER
2. 6:00 – FINAL 2024 BUDGET DISCUSSION
 - a. General Fund, Capital Improvement Plans
 - b. 2024 City Treasurer & City Administrator Wage Discussion
3. 6:35 – CITY CLERK HIRING UPDATE
4. 6:45 – LEGISLATIVE PRIORITIES FOR 2024
5. 6:55 – ADJOURNMENT

Note: Agenda times are approximate

2024 GENERAL FUND BUDGET - FINAL

12-12-2023

REVENUE

Property Tax Levy	\$1,571,575
Licenses & Permits	\$153,365
Intergovernmental Revenue	\$24,900
Charges for Service	\$44,700
Fines & Forfeits	\$6,000
Transfers from Other Funds	\$0
Other	\$84,000
TOTAL REVENUES	\$1,884,540

EXPENDITURES

City Council & Elections	\$21,520
Administration	\$182,256
Legal	\$60,200
Engineering	\$40,000
Planning & Zoning	\$108,781
Facilities	\$21,354
Building Inspections	\$106,095
Public Safety	\$700,934
Public Works	\$178,869
Streets	\$111,489
Parks, Trees, & Fire Lanes	\$90,740
Transfer to CIP	\$253,002
Other	\$9,300
TOTAL EXPENDITURES	\$1,884,540



CITY OF TONKA BAY OFFER OF EMPLOYMENT

JANELL GILDEMEISTER

December 6, 2023

Dear Janell Gildemeister:

Below is a summary of the City of Tonka Bay's offer of employment.

Title: Deputy City Clerk
Hours: Mon – Thurs 7:00am to 5:30pm. Position also requires occasional hours outside of the regular working hours (i.e., elections, events, special meetings, etc.)
Supervisor: Dan Tolsma, City Administrator
Base Wage Rate: \$33.00 per hour
Employee Position Type: Regular Full-Time
Position Start Date: Monday, January 1st, 2024 or as soon as practicable.
Responsibilities: See attached position description.
Benefits: Full benefits as outlined in City's Employment Policy and as determined by City Council from time to time.

Please review this description and the authorization below and sign and return this offer letter to me if it is acceptable.

Sincerely,

A handwritten signature in cursive script that reads "Daniel Tolsma".

Daniel Tolsma
City Administrator
City of Tonka Bay

By signing below, you agree that you have been provided the specific details of the position and are able to perform the requirements of this regular full-time employment role.

Janell Gildemeister

Date



4901 Manitou Road
Tonka Bay, MN 55331
952-474-7994
www.cityoftonkabay.net

POSITION DESCRIPTION Deputy City Clerk

Department: Administration **Supervisor:** City Administrator **FLSA Status:** Non-Exempt

Position Summary

Under general direction of the City Administrator, provides support to the City Administrator, elected and appointed officials, and all city departments. Performs responsible administrative duties of above average difficulty in support of the activities and services of the City; assists in the publication, and distribution of agendas; assists in the care and custody of official City records; handles all city elections; provides public records information; ensures insurance requirements are met by all contractors; and assumes responsibility for the administration of the department in the absence of the City Administrator.

Essential Duties and Responsibilities

- Coordinates, prepares, and distributes agendas and packets for City Council and advisory committees; coordinates the preparation of meeting minutes and official documents.
- Provides office support to other departments; assists in processing utility payments, bank deposits, and the publication of the city budget and ordinances; word processes various documents for city departments; distributes incoming and outgoing mail.
- Performs miscellaneous office tasks; conducts research of city records when needed; organizes city's filing system; purchases office supplies and maintains office equipment; coordinates and updates the City's website.
- Answers questions, resolves concerns, and provides information to residents and the general public via telephone, email, mail and in-person in a prompt, respectfully, and friendly manner, routes inquiries as appropriate.
- Oversees and participates in license and permit processes, processes applications and invoices for building, mechanical, and plumbing permits.
- Completes special projects, research and other related duties as directed by the City Administrator.
- Compiles statistical and survey data and performs data entry in preparation of periodic and special reports.
- Manages all the City's official records ensuring documents are properly stored and maintained.
- Provides information according to data privacy and other guidelines; serves as the City's "Responsible Person" for data privacy issues; response to data requests.
- Serves as election official, trains election judges and coordinates with Hennepin County regarding the maintenance and security of election equipment.
- Assists in coordinating various city special events.
- Mails the City quarterly newsletter.
- Practices open communication, listens and seeks to understand others; uses City resources wisely.

Knowledge of:

- Government operations and the relationship of a support function.
- City's overall operations and structure, ordinances, and policies.
- English usage, spelling, grammar, punctuation, and editing.



4901 Manitou Road
Tonka Bay, MN 55331
952-474-7994
www.cityoftonkabay.net

POSITION DESCRIPTION Deputy City Clerk

Skilled in:

- The use of a variety of software applications (Microsoft Office) and technical equipment.
- The organization and maintenance of files and record keeping.
- Written and verbal communication skills and exceptional phone etiquette, with an ability to relate effectively with diverse individuals.

Ability to:

- Work cooperatively in a team environment and display integrity.
- Establish and maintain effective working relationships with other employees and the general public to deal with public relation problems courteously and tactfully.
- Perform general clerical duties.
- Demonstrate initiative and work with minimum supervision.
- Maintain confidentiality of communications, documents, and other matters.
- Communicate effectively, orally and in writing, with residents providing appropriate information.
- Operate a telephone, hear and understand customers and respond orally with appropriate information.
- Make decisions in accordance with established policies and procedures.
- Represent the City in a professional, courteous, and efficient manner.
- Gather information effectively and efficiently.
- Handle numerous interruptions, switch from task to task while maintaining focus on task at hand and producing high quality work.

Typical Work Environment

Work is performed in typical office environment with extended periods of sitting and prolonged use of computer and related equipment. This position is light duty and may occasionally require the employee to lift, carry, push, pull, or otherwise move objects.

Required Qualifications

- High school degree or equivalent and three years of clerical experience, including some experience closely related to the functions and duties of municipal government. Two years of increasingly responsible experience for management personnel; or equivalent combination of education and experience.
- Advanced computer software experience and proficiency, specifically in Microsoft Office products and Adobe Acrobat.
- Minnesota driver's license.

Desired Qualifications

- Bachelor's degree in business administration, public administration, or related specialty.
- Specific experience in public or nonprofit setting that provided skills in coordinating small information systems and handling multiple tasks.
- Certification in city clerk profession or ability to obtain.

September 25, 2023

Senator Kelly Morrison
Minnesota State Capital
St. Paul, MN 55155

SENT VIA EMAIL
sen.kelly.morrison@senate.mn



Re: Potential 2024 Bill Sponsorship Ideas

Dear Senator Morrison,

Thank you for meeting with the Greenwood city council in a worksession on 09.06.23. We enjoyed the “family meal” style discussion. This letter is a quick follow up regarding the discussion.

Key points to keep in mind ...

- A reasonable protocol and courtesy prior to introducing legislation that directly impacts cities in your district would be to first solicit feedback and suggestions from the cities.
- Consider the amount of financial resources that come from your district and that we care about medical, transit, and other basic services.
- Consider that your district's financial resources are not unlimited.

Potential 2024 bill sponsorship ideas ...

- **E-Bike Safety.** E-bikes are a huge safety concern for Greenwood residents. Speed and young bikers are a dangerous combination. I have attached a Greenwood-initiated new Legislative Policy that was unanimously approved by the League of Minnesota Cities Improving Service Delivery Committee and will typically be in turn adopted by the League of Minnesota Cities Board. Would you be interested in working with Greenwood Councilman Tom Fletcher on sponsoring legislation that aligns with the proposed policy?
- **Establish Comp Plan Opt-Out for Small Cities.** The current Met Council Comprehensive Planning process is very burdensome for smaller cities such as Greenwood. This is particularly the case when we are already fully developed with limited options for new development. A bill that allows small, fully built-out cities to either opt-out of the Comp Plan process or submit skeletal Comp Plans would allow the Met Council to focus on Comp Plans that can make a difference for their mission.
- **EMS Local Control.** The South Lake Minnetonka cities (Excelsior, Deephaven, Greenwood, Shorewood, Tonka Bay) currently receive slower response times than the core Hennepin County cities. Edina has local control of their EMS and their citizens benefit accordingly with fast response times in the six-minute or better range. Local EMS control would give the South Lake cities and many other cities the ability to focus on how best to deliver cohesive and responsive emergency services to their residents without the constraints of obsolete legislated divisions of labor. The importance of this issue is continually being magnified by the increasing reimbursement challenges that EMS providers are experiencing.
- **Reinstate Transit Opt-Out.** The South Lake Minnetonka cities (Excelsior, Deephaven, Greenwood, Shorewood, Tonka Bay) currently contribute tax dollars that are allocated for Metro Transit and currently receive zero transit services. Eden Prairie, Chanhassen, Chaska, Maple Grove, and other cities were able to opt-out from Metro Transit and are very satisfied with their transit services. It is important that Greenwood and our neighboring cities have the option to opt-out so we could potentially contract with a provider to get transit service in our area.

Thank you for your consideration and representation of our district.

Sincerely,

Debra J. Kind
Mayor, City of Greenwood
on behalf of the Greenwood City Council

CC: City Councils of Deephaven, Excelsior, Shorewood, Tonka Bay