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**WAYZATA CITY COUNCIL**  
**WORKSHOP MEETING MINUTES**  
**January 2, 2018**

**6:15 p.m. Discussion of 2018 Organizational Changes**

Mayor Pro Tem Tyacke called the workshop meeting to order at 6:15 pm in the Community Room at Wayzata City Hall. Council Members present: Koch, McCarthy, and Plechash. Absent and Excused: Mayor Willcox. Also present: City Manager Dahl, and Director of Planning & Building Thomson.

City Manager Dahl stated that prior to making any personnel changes that are not articulated in the 2018 budget, discussion is needed with the Council regarding short-term and long-term staffing needs.

Mr. Dahl reported that one of the strategic initiatives in the 2017-2020 Strategic Plan was to update a previous organizational report from 2014 and determine needed staffing changes due to pending retirements and increasing demand on city services. He stated that late last year, Craig Rapp, LLC completed its organizational update, which provided more detail on the current status of the organization and offers recommendations that address current and future needs.

Mr. Dahl informed the Council that since the completion of the organizational update, he has discussed the report individually with staff as well as nearly the entire Council.

Mr. Dahl stated that while the report has several significant recommendations on departments throughout the organization, which could take place over several years, more immediate action is needed on the recommended actions within the Public Works Department.

Mr. Dahl reminded the group that Public Works Director Dave Dudinsky is retiring in April and key duties will need to be re-assigned. He said he has been working with Dave, and City Engineer Mike Kelly, in preparation for Dave's retirement for quite some time. He noted that the department is already one position short. As a result, hiring needs to commence in early 2018 to get the new employee on board prior to Dave's departure. He stated that the immediate need is to fill the open Engineering Tech position with more of an Assistant City Engineer/Project Manager-like position, and then shuffle several of Dave's duties around to other departments.

Mr. Dahl reviewed a spreadsheet showing recommended actions over 2018 as well as the next several years. He also informed the council that the recommended actions do not have significant budget impacts for 2018 (actually, he projects a net positive impact in 2018), the action does set the path for future actions, which will likely have budget impacts over the next several years.

The council indicated their support for hiring a Project Manager and indicated a willingness to look at an adding more City Manager-back up duties to the current Planning and Building Director with consultants providing additional planning department support. The Council asked for more information regarding the Full-time Chief/Inspector/Marshal position.

The workshop meeting was adjourned at 6:55 pm.

Respectfully submitted,

*Becky Malone 01-16-2018*

Becky Malone  
City Clerk