



## **MINUTES CITY COUNCIL WORK SESSION**

**August 28, 2023 - 6:30 PM  
Lakeville Water Treatment Facility**

### **1. Call to Order:**

Mayor Hellier called the meeting to order at 6:30 p.m.

Members Present: Mayor Hellier, Council Members Bermel, Lee, Volk, Wolter

Staff Present: Justin Miller, City Administrator; Julie Stahl, Finance Director; Allyn Kuennen, Assistant City Administrator; Ann Orlofsky, City Clerk; Courtney Miller, Assistant to the City Administrator; Brad Paulson, Police Chief; Paul Oehme, Public Works Director; Tina Goodroad, Community Development Director; Mike Meyer, Fire Chief

### **2. Moment of Silence and Flag Pledge**

### **3. Citizen Comments:**

None

### **4. Discussion Items:**

#### **a. Proposed Rental Registration Ordinance**

6:35 p.m.

Community Development Director Goodroad provided background and an overview of the proposed rental registration ordinance. The ordinance applies to all residential units that are rentals, as defined by the ordinance, with exceptions for licensed facilities, hotels or motels, and owner-occupied dwelling units. An advantage of implementing rental registration is establishing an inventory of rental properties' ownership and management information. Implementing rental registration would also allow the city to share educational resources with both owners and renters. She asked the Council to consider whether or not to require a fee for registration.

The Council discussed registration fees and violation penalties. The Council directed staff to move forward with the ordinance and to not require a registration fee at this time as the purpose is to create an inventory of rental properties.

**b. Dakota County Elections JPA**

7:00 p.m.

City Clerk Orlofsky provided background and an overview of the Dakota County Elections Joint Powers Agreement (JPA). She stated that Lakeville and several other cities approached Dakota County in early 2022 about the possibility of Dakota County taking over the responsibility of administering absentee vote-by-mail services. The JPA would centralize absentee mail voting services and increase efficiency. She provided the absentee voting costs that the city incurred in previous elections and compared that to the cost of the JPA. City Administrator Miller added that a taskforce was formed to discuss and draft the JPA and that it has gone through several revisions before being presented to the Council. The JPA will go before the County Board on September 12.

The Council discussed the absentee voting process, the cost comparison, and the overall heightened scrutiny of the election process. The Council directed staff to follow up with Dakota County on the termination timeline. The majority of the Council expressed support for the JPA and directed staff to take the next steps.

**c. National Community Survey Results**

7:30 p.m.

Assistant to the City Administrator Courtney Miller provided an overview of the National Community Survey results. The survey was conducted as part of the Envision Lakeville update. The survey was sent to 3,000 randomly selected households. About 1% of the 3,000 mailed surveys were returned because the household address was vacant or the postal service was unable to deliver the survey as addressed. Of the remaining 2,969 households that received the survey, 641 completed the survey, providing an overall response rate of 22%. In addition to the randomly selected “probability sample” of households, a link to an online open participation survey was publicized by the City of Lakeville. There were 424 responses to the open participation survey.

She highlighted several areas where responses were higher than the national benchmark. She provided response data to the custom and open-ended questions, overall key findings, and the greatest changes in the 2023 survey compared to the 2018 survey.

The Council discussed the results of the survey and the comparisons with the open participation survey. The Council asked what the next steps are in the Envision Lakeville process and requested additional crosstabs on the data.

**d. Proposed 2024-2028 Capital Improvement Plan (CIP)**

8:00 p.m.

Finance Director Stahl discussed the proposed 2024-2028 Capital Improvement Plan (CIP). The CIP is comprised of seven components and the first four were discussed at the July 24, 2023 work session. Ms. Stahl discussed the Facilities, Equipment, and Technology components and asked the Council if any changes should be made prior to the public

hearing on October 2, 2023.

**e. 2024 Preliminary Budget and Property Tax Levy;  
Equipment, Facility and Technology CIP Plans**

8:30 p.m.

Finance Director Stahl provided an overview of the 2024 preliminary budget and property tax levy. The proposed budget reflects some additional resources needed due to community growth, increased costs for personnel, commodities, replacement of existing vehicles and equipment, technology updates, and maintenance of facilities. The 2024 property tax levy is proposed to increase 10.5% and is comprised of the following components: general fund (5.61%), pavement management fund (0%), equipment fund (-1.26%), park improvement fund (.19%), trail improvement fund (.63%), debt service funds (2.25%), and debt service for the park referendum (3.08%). The primary drivers of the change in expenditure levels for the preliminary 2024 general fund budget include workers' compensation costs, the transition to a full-time Fire Department, and new positions in the Police Department. Ms. Stahl presented the additional funding needed to support the new positions that staff requested, in addition to the positions already included (four police officers, one lead facility attendant, and two street maintenance positions). Ms. Stahl stated that the preliminary budget will be adopted at the September 5, 2023 City Council meeting.

The Council discussed the growing community and the need to continue providing quality services. The Council directed staff to move forward with a 12.7% preliminary tax levy, that includes the elements in the proposed increase, along with the requested new positions. The Council discussed the upcoming Personnel Committee meeting and added that the requested positions can be evaluated more at that time.

**5. Items for Future Discussion:**

Volk: What is Lakeville's emergency plan?

**6. Committee/ City Administrator Updates:**

Lee: The Fire Relief Association Board had a successful waffle breakfast. The board is discussing pension increases and different vesting years.

Upcoming Meetings:

- Next Regular Meeting: September 5, 2023
- Next Work Session: September 25, 2023

**7. Adjourn:**

Motion was made by Dan Wolter, seconded by John Bermel, to adjourn.

Voice vote was taken on the motion. Ayes - Dan Wolter, Luke Hellier, John Bermel, Joshua Lee, Michelle Volk

The meeting adjourned at 8:29 p.m.

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