

The Cannon Falls City Council met in a work session on Tuesday, March 7, 2023, in the City Council Chambers. Present were Mayor Matt Montgomery and Council Members Derek Lundell, Steve Gesme, Lisa Groth, Laura Kronenberger, Diane Johnson, and Ryan Jeppesen (remotely). Also present were Neil Jensen, City Administrator; Sara Peer, City Clerk; Dan Howard, Public Works Director; Laura Qualey, Community & Economic Business Specialist; Dianne Howard, Zoning Administrator; and Jeffrey McCormick, Police Chief.

- Call to Order Mayor Montgomery called the City Council work session to order at 5:00 p.m. He stated that the purpose of the work session would be for City staff to describe their work and department responsibilities.
- City Clerk City Clerk Peer provided an overview of her primary responsibilities, including City employee payroll and benefits; reporting; meeting scheduling, agendas, notifications, and archives; accounts receivable; City finances; assessments; assistance with pool operations; assistance with financial audits; utility rate changes and reporting; data requests; and oversight of elections. City Administrator Jensen provided additional information regarding the work of the Administration Department.
- Zoning Administrator Zoning Administrator Howard summarized her primary responsibilities, including processing public requests for information, zoning verification letters, zoning noncompliance letters, zoning classifications, assignment and notification of new addresses, land use ordinance revisions, zoning map revisions, assistance with building inspections, building permits, reporting, notary requests, Planning Commission activities, and other permits and licenses. Mayor Montgomery asked about the number of backyard chicken permits, and Zoning Administrator Howard and Police Chief McCormick provided information in this regard.
- EDA Community & Economic Business Specialist Qualey detailed her primary consulting responsibilities for the City of Cannon Falls. She provided examples of economic development activities, including business assistance, eliminating barriers, coaching and mentoring, and offering resources; grant research and applications; branding and promotion; housing needs assistance; technical, website, and social media support; tourism initiatives; and nurturing relationships. The process of updating the Comprehensive Plan was discussed.
- Public Works and Parks Public Works Director Howard reviewed his primary responsibilities, including working closely with other City staff. He discussed the work of the Utility Department and the Streets and Parks Department. He described the 24-hour nature of the Public Works Department and

discussed on-call, weekend, and winter duties of Public Works staff. He listed full-time and seasonal Public Works employees and further detailed their duties. He discussed licensure and cross-training. He reviewed the City's water distribution system and discussed maintenance activities, monitoring, and reporting requirements. He discussed Gopher State One Call requests. He detailed wastewater treatment plant operations.

Public Works Director Howard reviewed the City's park system. He discussed street maintenance, snow removal activities. He discussed pothole repairs, mill and overlay projects, crack sealing, and alley maintenance. He reviewed turf management and park irrigation activities. He detailed pool operations. He discussed equipment maintenance. He discussed tree trimming and removal along with holiday decorations and activities associated with parades and events.

The process of identifying and replacing lead water service lines was discussed. Water testing was discussed. Plans for department tours were discussed. The benefits of pit pumps were discussed.

Review of MN Open Meeting Law

Council Member Johnson referenced resource information from the League of Minnesota Cities. She suggested allowing adequate time during Council meetings for discussion.

Committee / Commission Attendance

Council Member attendance and participation in Board and Commission meetings was discussed. City Administrator Jensen provided additional information and commented with regard to public perception. Council Members Johnson and Kronenberger discussed public meeting notification procedures used by other cities.

Adjournment

Mayor Montgomery adjourned the work session at 6:23 p.m.

Adopted by the City Council of the City of Cannon Falls on the 18th day of April, 2023.

Matt Montgomery, Mayor

ATTEST:

Neil L. Jensen, City Administrator