

Unapproved Minutes Published and Subject to the Governing Body's Review and Revision

The City of Park River held a special meeting of the Park River City Council on Wednesday, December 18, 2019 at 7:30 PM.

Mayor Dan Stenvold called the meeting to order; upon roll call the following were present: Council members: Michael Lorton, Kyle Halvorson, Joe Miller, Robert Lundquist III, Dennis Kubat, and Keith Anderson, City Attorney Tracy Laaveg & Public Works Director (PWD) Dennis Larson, City Coordinator/Auditor and Assessor/Deputy Auditor Ann Berg. Absent: None. Others present: Tanya Wieler of Dakota Dynamics, Joe Fietek, Laurie Larson and Patty Hensel.

Business: Mayor Stenvold stated the purpose of the meeting is for Tanya Wieler, of Dakota Dynamics, to present her final assessment report. This is an informational meeting only and no action will be taken at this time.

Wieler provided following recommendations:

1. Review and update policy manual and provide to all staff
2. Adopt a Code of Ethics developed for all staff and Council
3. Review job descriptions as too many areas overlap and tasks need to be fine tuned
4. Performance improvement plans with two employees have been completed and noted improvements have been made; and employees are doing the jobs in which they were hired to do
5. Morale-leadership must balance the needs of the citizens with the needs of the employees
6. Leadership & Communication-have clearly defined roles and focus on transparent and concise communication
7. Assess organizational structure-is current structure working-work on accountability and balancing workload
8. A contract with Village Business Services for an Employee Assistance Program has been signed by the City-services and training hours over those contracted would be charged at a set rate per hour/mile-could help with a change model for management tool-leadership development training classes & one-on-one leadership coaching-assist with developing and refining job descriptions

Wieler provided a one-page template for strategic planning and preliminary Code of Ethics & Standards of Conduct to the Council as guides.

Thompson was asked to check with NDSU extension and UND to find a facilitator for strategic planning meetings.

Anderson moved to adjourned at 8:29 PM.

ATTEST:

Ann Berg, Assessor/Deputy Auditor

Dan Stenvold, Mayor