

MINUTES
Nowthen City Council Special Workshop
June 15, 2021

Meeting was called to order at 7:00 PM. Pledge was said; purpose of the meeting was identified. Pilon stated that after the discussion about Engineering concerns on Ebony & Garnet, there will be a discussion about City Planning services and the Planning Process. Conversation will be allowed. Residents must come to the podium and state their name and address for the record and for the video recording. Pilon said he will be giving people the opportunity to talk and voice concerns and opinions. Planner Stockman is free to respond as she desires.

Roll Call was taken. Members attended: Mayor Pilon, Councilmember Alders, Councilmember Greenberg, Councilmember Blake, Councilmember Rainville.

Also in attendance: City Clerk, Lori Streich; City Planner, Liz Stockman; Admin Assistant, Lisa Lorensen

Pilon amended the Agenda by adding a discussion about splitting Planner responsibilities from Code Enforcement Responsibilities. **MOTION BY RAINVILLE TO APPROVE THE AMENDED AGENDA; 2ND BY BLAKE. ALL IN FAVOR. MOTION CARRIED.**

1. **Engineering** - Ebony & Garnet - Estimate for reclaiming & re-paving newer "patch"

Engineer Nelson agreed that the final road would be much better if this patch were ground up and included in the reclaiming project. Estimated additional cost that City will be picking up would be \$13,280.00 to take additional 600 ft of bituminous and add it to the project. Engineer Memo was included in packet. A change order would be submitted to winning contractor.

MOTION BY RAINVILLE TO APPROVE ADDITIONAL WORK FOR 600' PATCH TO THE EBONY AND GARNET ROAD PROJECT TO PROCEED, AND THAT THE CITY WILL PAY THE ADDITIONAL \$13,280 WITH EXISTING ROAD IMPROVEMENT FUNDS; 2ND BY ALDERS. Clerk/Treasurer Streich confirmed that there are sufficient funds in the Road Improvement Fund. **ALL IN FAVOR. MOTION CARRIED.**

2. **Flat Fee vs. Pass-Through Fee Structure**

Pilon suggested that there was not enough information on this in the packet. Planner Stockman offered to explain the comparison. Rainville said since we don't know the salary/benefits/package that would be required for an internal Planner, she can't make sense of this to determine if there is value in that option. Pass through fees would not be seen by the residents with a flat fee structure/internal Planner, but the cost of business for the City may be increased. Blake said that the extra costs for benefits, salary, retirement plan, etc. are not part of the current budget. Pilon said that was part of Item #5. What is being discussed now is the actual total cost of a project that the residents will see. Pass through fees can keep going up if the project gets more complex, and the Planner, Engineer or Attorney spend more time on the project. Generally, what does each project cost?

Planner Stockman stated that the Council needs to determine if the City is at a point where they can justify a flat fee and subsidize the rest of the cost. Currently the costs are being passed on to individual applicants for what they are asking for, instead of being passed on to the taxpayers. When the City subsidizes these fees, it becomes more of a taxpayer issue. She said that some cities have a flat rate with a limit for zoning applications, but they also have an hourly rate even if the Planner is in-house. If an applicant goes beyond the limited flat rate, they are billed for the additional work, so if it does get complex the city still has a means to recover the costs for staff time. Certain hourly rates that are charged to the land owners can also be reduced.

Kristin and Jeff Cote; 21330 Cleary Rd NW.

Regarding the flat fee and pass-thru fee structure, there was no checklist or fees discussed when their project started, and she thinks that is where the length comes in. She thinks it would benefit the residents to have more information up front before a project starts. She also asked why the Planner charges the residents more than she charges the City. Planner Stockman explained that the City gets a discount for the day-to-day activities, phone calls and routine zoning work. There are multiple rates for different things, which vary depending on what is being done. All private projects are billed at \$120/hr. rate, whether it is a developer or a single resident, as part of the contract that TPC has with the City of Nowthen

to provide those services. Rainville explained that when the contract was agreed upon, the charges were based upon the difficulty of the work being done.

Stockman explained her billing invoicing and rates that have not changed since the 2011 Contract Agreement:

City TA - \$100/hr rate

Private TA - \$120/hr rate – pass through rate billed to applicants

Zoning Admin - \$60/hr – Building permit zoning fees passed onto permits; other zoning is generally City zoning work .

Code Maintenance - \$40/hr – City staff has done most of the recent work on this

Code Enforcement - \$60/hr

Meetings – \$250/meeting

Alders asked if the \$66,942.00 was the total amount that was paid to The Planning Company in 2020, with residents responsible for \$42K-\$43K as pass-thru fees, and the City is responsible for about \$24,000. Stockman confirmed that was correct. Rainville asked if any of these dollars included Engineer or Attorney fees, and Stockman said no, as their invoices are billed separately and then added to an invoice that is submitted by City staff to the resident applicant.

MOTION BY RAINVILLE TO DIRECT INTERNAL STAFF TO INVESTIGATE SURROUNDING CITIES, COMPARABLE SIZE-WISE AND DEVELOPMENT-WISE, REGARDING INTERNAL OR CONTRACTED PLANNER SERVICES, HOW THE FEES ARE BILLED, FLAT FEES VS. PASS-THRU FEES OR HYBRED AND FEE AMOUNTS, ADVANTAGES VS. DISADVANTAGES OF THE OPTION BEING USED; 2ND BY PILON.

Discussion: Blake asked if this was discussed in 2011 when TPC contract agreement was made. Pilon said at that time the City had an in-house Building Official with multiple hats, including zoning, to keep him busy fulltime and justify paying the salary and benefits package. Sometimes there was a conflict, and the city chose to share Building Official service with neighboring cities. The pass-thru system works well if there is an uncertain amount of activity in the City. Larger Cities have whole departments for zoning and building, but smaller cities may not. Greenberg likes the idea of investigation. Pilon wanted to make sure that the investigation was comparing similar housing, business and infrastructure. Alders asked for the average zoning permits/projects per year. Stockman said it varies quite a bit. Looking at the past five years, the city responsibility averages ~\$30K. Trying to estimate the average cost per project over the past 5 years.

Lorensen responded that currently there are 160 Building projects in the City. 2021 is much busier than 2020, so it varies year to year and project to project. Planner fees include Building project zoning fees as well as Private TA zoning projects. Alders asked how many Private TA projects are done yearly at the \$120/hr rate. Lorensen said that she would be very interested in doing what is being asked with this motion, investigating better tracking of the processes and improving communication with residents. She values Stockman's experience, insight and professionalism, but thinks that internal administrative staff supporting her would be a benefit. Better communication with applicants as to where they are with their expenses during the project may be helpful. Lorensen said that Stockman is a professional at what she does, has a college degree and knows the expectations to communicate both to the resident applicant and the City. Administrative Staff could assist with clerical things that may not be necessary for the Planner to handle to make things more cost-effective. Duties should be clearly outlined.

Rainville asked Clerk Streich if the investigation and report could be done by the July 8 Council Meeting. Clerk confirmed that it could be done by then. Pilon requested to include in the motion the scope of responsibilities of the Planner; Alders requested to include that Planner Private TA data (\$120/hr) would be broken down for the past 2-4 years to get an average project cost of fixed costs and pass-thru costs because projects vary from simple to hard. Building Permit Zoning fees are minimal and completely pass-thru. Pilon stated that the Council has asked for that information for years. Clerk Streich responded that she has never been asked for that information. Planner Stockman confirmed that those requests were previous to hiring Clerk Streich. Streich agreed to get that information to the Council.

RAINVILLE AMENDED HER MOTION TO INCLUDE THAT THE REPORT WOULD BE INCLUDED IN THE JULY 8, 2021, COUNCIL MEETING, REPORT SHOULD INCLUDE SCOPE OF PLANNER RESPONSIBILITIES, AND PLANNER DATA BE BROKEN DOWN AS REQUESTED. ALL IN FAVOR. MOTION CARRIED.

Marie McCallum, 19001 Hopi St NW, Oak Grove

Oak Grove resident who owns commercial/industrial property and farmland within the City of Nowthen. Her family has worked with Planner Stockman on a number of things. Looking into what other cities are doing, Stockman has been extremely helpful. McCallum started working with Burns Township years ago when the Met Council was involved. Nowthen has a number of farmland acreage landowners that have not developed. Regulations have changed over the

years, regarding driveways, home businesses, zoning, etc. Old timers do not understand that the wetland issue is a whole big issue, and many claim that they use to be able to do whatever they want, which may or may not be true. McCallum wanted to make sure that Planner comparisons would be with similar land types or more developed cities.

Jim Hazeman, 19350 Jasper St NW

Regarding the flat rate, he started his AC Business by billing time and materials. Nobody wants that. He switched to flat rate, and he has found that his business does better with that. Set up the flat rate, based on 10 years of experience, and come up with a flat rate. He knows that the City may not want to subsidize, but some you will lose money on and others you will make more money on. Overall, if you do it right, you will do better with the flat rate. He would like to see the flat rate done. He wants Nowthen to be the best, and he thinks the citizens will be happier. He also said that there needs to be timelines.

Planner Stockman responded that there are timelines – the 60-day clock ticks on most zoning applications, except Concept Plans. There is definitely a timeline. Things that increase cost for people are the inability of applicants to meet submission requirements, delayed submission requirements, or complexity with the site, wetlands, ditches, flag lots, and any IUP or CUP automatically adds time to a project. Special Use Permits automatically add time and cost because you have to come through the City Council, Public Hearing, Notices, etc., but there is always a timeline involved. Discussion about coverage of Zoning processes when the Planner is on vacation and meeting residents needs. Stockman responded that she can guarantee that there has never been an extension of a 60-day clock required because of a vacation or an illness on her part. Ever. In ten (10) years of working for the City of Nowthen. She also said that her partner, Dan, is her backup if she feels a critical element needs to be addressed in her absence. It is covered. Clerk Streich said that there have been many times where Planner Stockman said she was taking the weekend off, but she has responded every single time, even though Streich states that a response is not needed until the next Monday. Stockman is always responding, even if she says she is on vacation. Streich said Stockman is always available to City Staff, and she has never been unable to contact her if needed. Residents responded with various agreements and disagreements regarding their experience with Planner Stockman.

3. Check Lists for Land Use & Zoning Requests

Kristin (husband Jim) Cote, 21330 Cleary Rd. and Annie Tevik

June, 2020, Cotes purchased 58 acres and planned to split off 10 acres so that both of the families could live next to each other. At the initial meeting, Planner Stockman was pleasant and said that this would be simple lot split that would require a flag lot because of the 33-foot access instead of the 66 feet (changed in 2017). Cotes and Teviks agreed to move forward and continued to meet with Stockman who continued to be cordial, nice, pleasant and professional. They talked about their families and built a trusting relationship with Stockman, believing that the City had a contracted Planner that would help them get through this process. Cote stated that was not what happened. They did not get email responses. They did not receive any public notices. They hired an attorney. They did not have a good experience, and a checklist may have saved them significant time and money.

Discussion about the 2040 Comprehensive Plan, and Stockman clarified that the Comp Plan is place for 10 years, after which it is reviewed and updated. Cote asked why an Amendment would be needed, and Stockman explained that an Amendment would be required if the land use proposed is not of a land use that is not specified on the map. Discussion about the checklists, Stockman admitting that Cotes did not receive one. She has found checklists to be about 50% useful, and various checklists have been used in the City over the past 10 years. Some applicants use them, and over half of the applicants never even look at them. The checklist that was available when the Cotes applied was outdated, but it has since been updated. Stockman responded to Cote's claims that many residents were unhappy with her work, saying that she has made many residents and business owners happy in her 10 years of service to Nowthen, and can count on one hand the number of residents that have been upset with anything. Typically, they are not thrilled with the fees, but they find out it is a necessary part of the process. She explains things well because of people's inexperience, and she understands that there are a lot of questions. There are many meetings and phone conversations to help people through it, and she is absolutely more than willing to do that.

Jim Cote, 21330 Cleary Rd.

He was told by Al Ulwelling to mention his name, as he was not able to make it to the meeting. Ulwelling wants to do an addition to expand their building but says he will not do it anymore because he has dealt with Stockman in the past and can't get anything to go through.

Stockman responded that she has spoken to Mr. Ulwelling only one time in her life. He has never submitted an application for any type of a project. Recently, the Mayor has spoken to Ulwelling who has a different plan to attain what he would like on that site, which is a second building on the property. Now he is considering adding on to the existing building, which isn't a problem. She asked that folks keep in mind that 99% of what she is communicating with applicants is in the Ordinance that the City Council has adopted as the City Code. She is not pulling things out of space.

Kristin Cote

She asked regarding their simple lot split and said that Anoka County helped them more than Stockman. She began to get into a "he said – she said" approach, and was interrupted by staff, reminding Cote that she should not attempt to speak for more residents than herself.

Annie (husband Ryan) Tevik, 14320 Dysprosium St NW, Ramsey – hoping to be a resident of Nowthen

Teviks and Cotes met with Planner Stockman in September, 2020 to review the costs related to the lot split and to get a grasp on expenses before agreeing to proceed. At that time they reviewed the CUP checklist, but never received a copy of it. They went through the list, and Stockman explained what they would need to do as they proceeded. Wetland Delineation and surveys were done. In October they received an email saying the Wetland Delineation was going to be reviewed for accuracy. Then it snowed and the wetland specialist never went out to review it. They were not notified until the February, 2021, Special Meeting that it was not completed. When they went to file the Lot Split application on February 1st, they were told that the Wetland Delineation billing would be completed by the 2nd week in February. It was just received in June. They were never notified, so they assumed it was done. Paperwork was submitted at the end of December, 2020 for review, and they were notified of issues with the culverts and wetland impacts in January. She called the DNR, who sent her to Kaci Fisher (HAA). Tevik felt like they were going around in circles to get answers and help. They wanted to do their own research instead of being billed for it by Stockman, so contacted the County themselves. Felt that wetland/culvert issues were brought up later than they should have been, and that Stockman should have known about the ditches and culverts.

Jim Hazeman

Hazeman said that in his opinion Stockman needs to get organized, should be accountable and fined, and he repeatedly advocated that a flat rate should be in place. When checklists are changed, they should be updated on the website, and claimed that is Stockman's job not the job of the City office. Also accused Stockman of back-charging for meetings and conversations.

Clerk Streich and Planner Stockman both agreed that his accusation was incorrect. Clerk Streich reviews all contractor invoices, and there is no back-charging. Once the Zoning Application is delivered to the City Office and signed off, Planner Stockman starts billing at that point. Stockman provides much up-front information to residents to get them educated so they understand what they are getting into. Hazeman apologized, saying that he did not have that experience, but it was total hearsay from two others. Timeliness in billing communication can be improved.

Alders brought the discussion back on track, summarizing the communication discussion:

- 1) The steps in the process need to be detailed to improve communication.
- 2) The billing process communication needs to be improved.
- 3) Clarification of the processes is a big piece. Stockman is the City's hired professional and knows all of the Ordinances. Applicants come to the City with a variety of Zoning Applications, and Planner Stockman can identify quickly what is needed on the various sites and communicate that to the applicant. Though her initial assessment may need adjustments at times, it is generally correct about 80% of the time.
- 4) Checklists need to be clarified and updated, and there are a wide range of checklists and applicability to specific sites.

Alders also said that the Council needs to decide how to handle the money piece. He also defended Planner Stockman saying that her job is to adhere to the Ordinances that the City Council has established. Resident expectations of her should be clarified so that they know she is enforcing what the Council has put in place. She has a challenge dealing with residents who have lived here for many years and are not familiar with the Ordinances and changes. She also deals with things that are left over and need to be brought up to code when properties have Zoning applications.

Marie McCallum

Regarding developing checklists, she used to work for a large commercial, national real estate company. She encountered many of these things. Her job involved working with surveyors, consultants, all types of planners, environmental consultants. In developing a checklist, one of the things that can be added, whether residential or commercial applications, is to start out with a list of all parties that will be involved in the process. Surveyors hired by

property owners, wetland consultants, engineering companies, planners, county conservation departments, etc. These are all things that need to be pointed out in the beginning to people who have not done this. If a wetland consultant is hired, ask that person for a list of things required to be done by wetland delineators. Just because a wetland was delineated in 2007 does not mean that is what your wetland is now, and it doesn't necessarily mean that it's water. It's the type of vegetation on the site that determines what the wetland is. Ask the wetland consultants what they are looking for on your site. These types of things are very difficult for an average person to understand; even the wording is hard to understand. It's hard when you have never been in the realm and do not know the questions that need to be asked.

Discussion about abbreviations/acronyms and making sure applicants know what they mean in "lay people's language." Pilon stated that Stockman's claim to only have communicated with Ulwellings, the largest business in town, once in her tenure, while he has spoken to them 3 times, is not proactive in his opinion and reveals a communication breakdown. The information between Pilon and Mr. Ulwelling was not shared with the rest of Council or staff.

Planner Stockman reminded those present that the City Staff has been in transition for at least 3 years. That's been part of the challenge. Several things were noted in the past year that were outdated, and Staff is working to update as time allows all of the online and internal documents and checklists. Stockman also said that Pilon's statement about Ulwellings was not fair. Ulwellings called her years ago when they were interested in adding a building to their property. She responded that they would need a Variance, and they did not like that. They contacted Council Member Scheffler, and Planner Stockman attended a meeting with Scheffler at A & B Welding to discuss it. One of the Ulwellings asked what they needed to get the project done, and Scheffler replied that a Variance would be needed. It is not that people do not like Stockman. Many do not like the process that is required by the City Code that the Council has adopted, and they don't like what they refer to as "mumbo jumbo." Stockman stated that the Council should know after ten (10) years of working with her, that she is very professional, and she is 100% accountable.

Stockman agrees with McCallum's excellent recommendation to identify up front the parties that will be involved in the approval process. That is where everything went south with the Cotes' process. They perceived her job to be as a wetland delineator and other specialties that are not part of her job. After the delineation was done, challenges were identified: county ditch, private ditch, an illegal driveway that impacted wetlands, backing up water potentially into the Industrial Park, a flag lot, among other things. It was a challenging lot, and Cotes perceived that to be Planner Stockman's fault. In actuality, the Engineering firm approached Stockman to stop the Lot Split as there were wetland concerns. Stockman took the brunt of that because she is the "in-between" communicator and has to communicate some of those things, but sometimes issues are not identifiable until the wetland delineation is completed. She cannot go out and walk every site, especially larger acreage sites. Wetland Delineation have three elements: 1) plants, 2) soils 3) hydrology.

Stockman stated that she is very fair with her billing. She lags behind a little bit at times, but since Clerk Streich has been part of the City, it is top-notch. Streich runs the office like a well-oiled machine and the City does not want to lose her. Lisa is a great addition too. We are a team and that is the way it should stay. We want to be a team with Council, and we want your support. We are always open to suggestions and ways to make things better.

Clerk Streich said that she did not want this meeting to turn into an attack on Planner Stockman. Stockman is always professional and polite. She has never received any complaints about Stockman's actions towards anyone. Applicants are not always happy with what they are getting into and the surprises that are discovered on their properties, but Stockman has to communicate these with applicants. Often Stockman has to bear the brunt of things, communicating that they are not allowed to do what they would like as our Ordinance does not allow it, or it is not in the Comprehensive Plan, etc. Even though she has to take the brunt of these things, she always does it professionally and politely. However, she is not a punching bag. Staff should never be punching bags to people. Staff is always trying to be professional and polite, but it is not right to have residents punching at staff.

Annie Tevik

Individual properties should have site-specific check lists, not a blanket checklist, so that property owners will know what is expected for their application. She thinks that some of the concerns they had could have been easily remedied with the overview picture they submitted for review.

Rainville said she does not think the billing clock should start until an actual, complete application has been received, as delays cause frustration to residents. Zoning Application Submission deadline is the first Tuesday of the month, and there is a 15-day reviewal period for every application to make sure it is complete. Things can come up, but quite often public hearings are scheduled when applications are not completed. She also wants MN State requirements for everyone to be identified to applicants so the City is not always the bad guy. Also, identify the things that an applicant is able to do to

save money, giving them the ability to contact specialists for data/reports if they choose. She also asked if it is possible to just look at, for example, a 10-acre lot that is split off a 40-acre parcel, and not look at the 30 acres at all.

Stockman replied that the usual practice is to look forward and think ahead. A 10-acre split is not as critical as a 2-acre or 2.5-acre split, to verify if street access or a critical connection needed. She generally recommends to property owners that they not place their house in the middle of a 10-acre parcel if they are interested in the possibility of subdividing at some future point. A concept plan is not required, but sometimes it may be appropriate. Rainville said that buildability issues should not be investigated until the property owner is ready to develop, as the City should not ask residents to do something that is not relevant to what they are requesting. Stockman said that when any lot is split, the property owner must prove buildability. If there is a house on it, that concern is not a problem. If a lot is big enough to split again later, then road access can be addressed at a later date when it is developed, but she tries to assist applicants in considering future options. Regarding the 15-day review period and the billing clock starting, Stockman responded that there are two spots on the application – one for the date it is submitted and one for the date it is considered to be a complete application. If it is not a complete application, which may be a month or two later at times, the 60-day clock does not start until the application is considered complete. Regarding identifying the source of the requirements on the checklist, Stockman said that is a good idea. She recommends that everything that can possibly be required is on the list. At the initial meeting with applicants, the list will be reviewed and items identified specific to that site as definite requirements, possible requirements, and/or not required for the specific site. However, not everything can be predicted, especially related to wetlands. The Draft list included in the Council packet can be expanded to include many other things.

Alders had a follow-up question regarding the previous lot split discussion. If there is a smaller portion of a 40-acre lot that is split off, and the landowner does not wish to touch the larger portion of the acreage, he wanted to know if it is a City requirement to get a plot layout of a potential lot layout regarding what a development on a site may look like eventually. Stockman said not necessarily. It is not a requirement to submit a plot layout.

Jim Hazeman

If there is anything he would be interested in subsidizing, it would be that these larger plots be laid out for the future. He also commented regarding the 3-year transition of City staff and implementing procedures, he thinks that if a procedure book had been in place, it would not have taken three years to implement. Council responded that Clerk Streich has had a monumental task to get things to where they are today. Hazeman agreed that she has done a phenomenal job, but highly recommended a procedure book. Streich and Lorensen responded that staff has already been working on that.

Discussion that it is not up to the City to tell landowners what they should be doing with undeveloped parcels. When a developer or property owner decides to develop 40 acres, then the City needs to decide streets, etc. Based on the Comprehensive Plan and future conceptual development, landowners need to be aware where a future critical road may be place on their property.

MOTION BY ALDERS TO REQUEST: 1) PROCESS MAP; 2) INTAKE MEETING; 3) CHECKLIST; and 4) HIGHLIGHTING SITE SPECIFIC ITEMS FOR APPLICANTS. He asked that Planner Stockman review 80/20 of the Zoning Projects in Nowthen and make sure the 1st Draft Checklist encompasses that 80/20 Rule regarding what will be on the checklist. He requested that Stockman develop a first pass at a Process Map to review applications with applicants at the Intake Meeting, including site visits, maps, etc., and that the Checklist includes what is needed to get everything done on the Proposed Project up front; and that Planner Stockman highlight in the Intake Meeting what is needed specific to the site. **2ND BY BLAKE.**

Council Discussion:

Alders also requested that the rest of the Agenda Items be postponed until the Council has more data regarding the items to be discussed. His first glance tells him that the City is not going to find a City Planner that will be fully employed for what we are paying the City Planner contracted at this time.

Planner Stockman said she likes the Motion and all the recommendations within it. She also wanted to clarify to residents regarding splitting a 40-acre parcel and the platting discussion. City Subdivision Ordinance requires that roads be platted or provided to the border. If development of a 5-acre parcel is blocking access to another parcel, applicants would be required to reconfigure the 5-acre lot. Those are the exceptions that need to be made clear.

Stockman asked if the Council read her Draft Checklist and if it was in "layman's terms" enough for them. Various responses. Alders responded that it will probably never be in layman's terms enough, but at the Intake Meeting, Stockman

can explain the acronyms and terms that may not be understood. Recommendation to have an average resident or business owner, as the "customer" – even someone who may never be interested in building, review the list to see if it is understandable.

Greenberg said he liked the Motion on the floor and agreed that it will address many of the issues regarding communication with residents. He commented that he has observed that many times on paper and even the first glance on-site visit it all looks great. Then the process begins, problems develop, and more requirements and issues are uncovered. Planner Stockman may not see it coming, but unforeseen issues can be raised – some county or state related – or the resident changes the plan, and none of this can be blamed on the Planner. When he split off his acreage from his parents' acreage he ran into many unplanned issues, and at that time there was a checklist of 22 steps. He thought he would be able to go through the 22 steps and build the house on the property, but it was not that simple.

ALL IN FAVOR. MOTION CARRIED.

Decision to stop the meeting and wait for more information to be presented for further discussion. Input from residents was requested regarding this discussion, and residents were encouraged to communicate with City Staff regarding their thoughts. Lorensen said that she appreciates that residents share their thoughts and concerns with elected officials, but going forward, communication from Council to staff could be improved. When residents share things with Council, Council should communicate concerns to staff as well, or at least direct them to contact City Staff with their concerns. Lorensen said she is not trying to point fingers, but the gateway of engaging each other, Council and Staff, needs to be opened so we can work together as one entity representing Nowthen as a team.

Rainville said that she is uncomfortable with Council not receiving information regarding upcoming projects, and that the first notice of something upcoming is in the Planning & Zoning minutes or the Public Notices in the paper or TPC Billing. She said Planning & Zoning is being advised of projects prior to Council. Stockman responded that there has been nothing recently that Council was not notified regarding. She said that part of the reason for including upcoming project information in the Planning & Zoning Agenda is that Council receives the same Agenda, so both bodies are notified at the same time, thus saving time and money. Discussion about appropriate communication improvements going forward, which will be addressed at a future meeting.

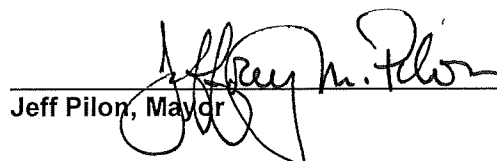
Alders outlined the Next steps:

- Clerk Streich will look into benchmark and review past projects on what has been spent for projects.
- Planner Stockman will investigate the 80/20 Zoning applications; make the draft process map & checklist.
- Both Streich & Stockman will have their presentations ready for July 13, 2021, City Council meeting.
- Continue this discussion at the next Council meeting, picking up on Internal vs External and Flat Fee vs. Pass Through Fees.
- Stockman will present her first draft for Council review.
- No work session on July 8, 2021, as it is a Holiday week.

ALDERS expressed appreciation for everyone's comments and participation as the Council works to improve things, and made a **MOTION TO ADJOURN; 2nd by BLAKE. ALL IN FAVOR. MEETING ADJOURNED at 9:26 PM.**

Respectfully Submitted,


Lori Streich, City Clerk/Treasurer


Jeff Pilon, Mayor