

Board of Directors Meeting Minutes
Thursday, May 16, 2024

This meeting was conducted in-person and by electronic means. The League used Zoom to conduct the virtual option for this meeting.

MINUTES

Members Present: Jenny Max (Nisswa), Justin Miller (Lakeville), Wendy Berry (West St. Paul), Ron Johnson (Bemidji), Mary Gaasch (Lauderdale), Sharon Hanson (Marshall), Courtney Johnson (Carver), Phil Kern (Delano), Scott Neal (Edina), Audrey Nelsen (Willmar), Larry Odebrecht (Stillwater), Clinton Rogers (Janesville), Evan Vogel (Cambridge), Chris Volkers (Oakdale), Jay Stroebel (Metro Cities) and Brian Heck (Montgomery)

Members Absent: Brian Holmer (CGMC), HwaJeong Kim (St. Paul) and Emily Koski (Minneapolis)

Staff Present: Luke Fischer, Ed Cadman, Anne Finn, Mel Reeder, Mark Ruff, Lisa Schaefer, Julie Liew, Jen Wolf, Laura Honeck, Dan Greensweig, Madison Hagenau, Daniel Lightfoot, Craig Johnson, Brooke Bordson, Nathan Jesson, Joyce Hottinger, Doni Mikacevich, Annie Coyle, Libby Brandl, Milt Ferris, Jen Poppen, Kara Coustry, Lisa Needham, Lisa Sova, Rachel Kats, Chou Xiong and Lexie Erickson

1. Call to Order (**Roll Call**)

2. Closed Session Action Item

2.1 Executive Director Performance Evaluation (board members only)

The meeting was closed to discuss the results of the Executive Director's Performance Evaluation as specified in the Executive Director Performance Evaluation System. All documents related to the ED's Performance Evaluation by the board are filed in the ED's personnel file as specified.

3. Open Closed meeting and convened as 4M Board of Trustees Meeting and adjourned 4M Board of Trustees Meeting

4. Presentation / General Communications

4.1 Introduction of new employees – Annie Coyle, Strategic Initiatives Manager and Owen Wagner, Facilities Intern

Our new Strategic Initiatives Manager, Annie Coyle and Facilities Intern, Owen Wagner were introduced to the Board of Directors. Welcome to the League, Annie and Owen.

- 4.2 Introduction of Brian Pulczinski and Kara Huberty – BRAC employees replacing Deb Anger
The Board was also introduced to BRAC employees Brian Pulczinski, Branch Manager, and Kara Huberty, Assistant Branch Manager. They are both BRAC employees that have replaced Deb Anger following her retirement.

5. Approval of Consent Items

(All items under Consent, unless removed from Agenda item 2, shall be approved by one motion)

5.1 April 18, 2024 meeting minutes

Odebrecht made a motion to approve the consent item as presented, seconded by Rogers.
Motion carried.

6. Action Items

6.1 2024 (2025 Budget) LMC and LMCIT Shared Cost Allocation Study

The League and Insurance Trust both fund positions at the League. Laura Honeck shared with the Board how costs are shared, and how the review process is conducted annually. Each department receives a comprehensive review on a four-year rotating schedule to determine whether the allocation percentages or the underlying methodology need to be updated. Technology Services was evaluated this year as part of the allocation study. Based on the analysis, staff is not recommending any changes to the allocation.

Hanson made a motion to accept the 2024 LMC and LMCIT Shared Cost Allocation Study, with no changes made to the Technology Services allocation, as recommended by the Finance Committee, and accepted by the LMCIT Board, seconded by Nelsen. Motion carried.

6.2 Discussion and Adoption of the FY 2025 Maximum Dues Schedule Increase

Ruff and Ferris provided the board members with the Finance Committee's recommendation to adopt a preliminary 6% dues schedule increase for FY 2025 – which will span a 16-month fiscal year. The dues increase will go towards the League's strategic priorities to be an Employer of Choice (EOC) and a Resource of Choice (ROC). There are many factors that go into determining a dues schedule increase, such as salaries, benefits, new FTE's, conferences and travel costs.

Ferris noted that if a 6% dues increase is approved, the impact for most cities would be between \$27 to \$365.

A letter will be sent out informing members of the preliminary dues schedule increase. All feedback and input received by members on the preliminary dues schedule increase is reported to the Board for their final consideration of the proposed dues schedule change and budget which occurs in August.

Rogers made a motion approving the Finance Committee's recommendation to adopt a preliminary 6% maximum dues schedule increase for FY 2025, seconded by Neil. Motion carried.

6.3 Constitutional Amendments

Staff are proposing two substantive changes to the LMC Constitution. Cadman presented the two changes to the Board – one that changes the League’s fiscal year and one that changes membership eligibility. The proposed fiscal year change would switch the current fiscal year which begins September 1 to January 1. The proposed change to the League’s membership aligns the constitution to the organization’s purpose to serve cities – and clarifies eligibility is for cities. These changes will be voted on by the membership at the Annual Business Meeting in June.

Hanson made a motion to recommend to League membership several amendments to the League Constitution for consideration and a vote at the Annual Business Meeting, June 2024 in Rochester, seconded by Stroebel. Motion carried.

7. General Updates

7.1 Legislative Session Update

The legislative session is coming to end and the IGR team is continuing to monitor the status of important bills. The legislature must adjourn by midnight on Monday, May 20, so we’ll know where things end up in the days to follow. The IGR team then provided an update to the board members on the status of many of the bills that they have been following during this legislative session. IGR staff have scheduled a webinar for June 3 to share more information on key outcomes with members.

7.2 LMCIT Update

Greensweig provided a brief update on what’s happening in LMCIT. Staff and trust board members recently attending the NLC-RISC annual conference and there were some really good sessions on topics ranging from cybersecurity to homeless camps. He co-presented along with Steve Brewer from Benchmark Analytics on the work we are doing with them on data and analytics on law enforcement.

The Trust Board will have a meeting in June to discuss investments, the worker’s compensation fund and a new learning management system for our online law enforcement training. We will also be making a recommendation to do a short-term extension of the Berkley Risk Administrators contract.

We will also be sponsoring an intern from NLC Mutual the first week of June.

7.3 Legal Update

Cadman noted that the American Bar Association (ABA) has recently provided a formal opinion on ABA Rule 1.6 about attorney communications on listservs. It ruled that attorneys can pose questions on these listservs only if there is no way to know who their client is. This is almost impossible for our attorney listserv, so we are working on a process to figure out how to address this rule.

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8. Affiliate Organization Updates

8.1 Coalition of Greater Minnesota Cities

No update provided.

8.2 Minnesota Association of Small Cities

No update provided.

8.3 Metro Cities

Stroebe informed the group that Dan Buchholtz from Spring Lake Park will be the new Metro Cities representative to the League board.

9. Recognition of the 2023-2024 Outgoing Board Members – Mary Gaasch, Sharon Hanson, Chris Volkers, Jay Stroebe, Brian Holmer, Brian Heck and Ron Johnson

The Board recognized the service of the outgoing board members and thanked them for all of their hard work this past year. The League is better because of their contributions. Ron Johnson thanked President Jenny Max for her leadership and commitment to the League.

10. President's Message

No message was provided.

11. Executive Director's Update, Announcements and Adjournment

Fischer thanked everyone for their contributions during this past year and is looking forward to seeing everyone at the annual conference in Rochester.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'Luke Fischer', written in a cursive style.

Luke Fischer, Executive Director