



**City Council Annual Report
Administration
Kay Kuhlmann, City Council Administrator
Meeting Date: February 21, 2025**

2024 Accomplishments

The Administration Department consists of three employees. They are City Clerk Teri Swanson, Community Engagement Facilitator Michelle Leise and the City Council Administrator. My year can be divided into three primary categories of work. They are implementation of Council policy, communication with council and staff, and special projects.

A large majority of my time over the last year has been working with staff on policy recommendation, and city council packet development/follow-up. Details on these are listed below. Additionally, the budget development this year was time-consuming.

Communication with the directors of each department has an established routine with monthly individual meetings, agenda preparation and council meetings follow-up meetings, and monthly Project Team meetings. Quarterly, all the managers of the City meet to discuss organizational issues and share project updates.

There have been several major special projects this year, several working with City Council Ad Hoc Committees. These include the Ad Hoc Law Enforcement Center negotiations with the County and research into a possible Police/Public Works Facility; the Ad Hoc Committee working on Cannabis; and the Ad Hoc on Jefferson School. I was not directly involved in most of these meetings but supported and assisted with meeting logistics. I thought it would be best to ween myself from the special projects that will be multi-year projects that will be the responsibility of the new Administrator in early 2025.

Policy Issues:

- Approval of the Strategic Plan
- Approve of the Agreement with Three Rivers Transit authority.
- Approval of the Purchasing manual
- Approval of the Pay Equity Study and partial Implementation

- Approval of the Parking Study
- Approval of the Comprehensive Safety Road Plan
- Approval of the Rules of Order
- Approval of the Board and Commission and Committee Policy
- Approval of Invasive Species Plant Management Policy
- Ordinance on Homelessness
- Ordinance on Utility shut offs

The City Council held 47 meetings of all types. Of those 47 meetings, 21 of them were regular meetings. The remainder of the meetings were workshops, special meeting, spring tours, and budget workshops. Two of those special meetings were rescheduled regular meetings due to holidays (11/12) and (5/28). The remainder of workshops, special meetings, and etc. were on the Annual Budget Workshop (1/5) and (1/6), CC and Port Authority Tour (1/17), Downtown Redevelopment Presentation (1/22), Public Safety Facility and Cannabis Legislation (3/4), Proposed Upper Harbor – Bay Point Project (3/11), Strategic Planning (4/15), (5/23), and (6/24), Spring Tour (4/20), Amend MOU Between the City and Red Wing Grain (5/6), Pay and Compensation Study (5/6), Composting Feasibility Study and Bauer Built Site (6/3), 2025 Budget and Levy (6/17), (8/19), (10/7), and (12/2), Hiring City Engineer (10/11), Health Insurance Plan for 2025 (10/21), Canvassing Votes (8/16) and (11/12), Truth in Taxation (12/2), Port Authority Joint Workshop (12/3), and Hiring of Council Administrator (12/12). There were 13 Closed sessions on the agenda

The following is a list of projects that I supported in 2024:

- Pay Equity Study and Implementation
- Solid Waste Committee – participated as representative of the City of Red Wing.
- Hiring process for City Engineer.
- Public Dedication of Memorial park Donation
- Transition of Civil Defense to Fire Department from Police Department
- Budget/CIP preparation



City Council Annual Report

Administration Department - Office of City Clerk

Prepared by: Teri Swanson, City Clerk

Meeting Date: February 21, 2025

2024 Accomplishments

Introduction

The City Clerk serves as the City Clerical Officer appointed by the City Council to perform statutory and City Charter assigned responsibilities. The City Clerk also coordinates and oversees election administration, records management systems and provides general administrative support to the Mayor, City Council and City Council Administrator. The City Clerk also serves as the staff liaison for the Charter Commission.

In 2024, the City Clerk's office consisted of one full-time employee Teri Swanson, City Clerk. Admin Services staff Melissa Hill and Emily Mallon provide support.

2024 Elections

In an election year, work starts early with planning for an election. The March Presidential Nomination Primary, August Primary Election, and November General Election, all required considerable staff time to fulfill statutory obligations involved with each of the elections. In addition, the City Clerk attended statutorily required training sessions, coordinated hiring of election judges, ensured over 50 election judges received appropriate training, coordinated setup at each polling location, administered election judge pay, etc.

Succession Planning

Significant time was spent training Administrative Support Manager Melissa Hill in all duties of the office of the City Clerk, including elections. *Strategic Priority - Improve Employee Culture and Maintain a Strong Workforce: Goal 3, Encourage Retention.*

Records Retention Storage and Destruction

In 2024, one document shred were coordinated, per the MN General Records Retention Schedule, destroying 95 boxes from storage.

Another records retention/destruction project currently in process is destroying vault filing documents that have met the records retention schedule for destruction. We are reviewing documents and destroying those that have met the records retention schedule for destruction. This has been a big project and is ongoing.

We are also in the process of scanning records transmittal forms into Laserfiche that are old and in paper form. These items are difficult to search so we are scanning into Laserfiche where searching will be much easier; we hope to have this project completed in 2025.

We reported last year that we are researching the possibility of moving to electronic storage only of city documents; understanding that some documents may need to be retained in paper form but expecting that most can be retained by electronic form only. Research on this type of records

retention is ongoing and something we will work closely with the city attorney and staff prior to bringing to City Council for consideration.

State law does not restrict cities to keeping records on paper. Records can be retained electronically so long as they are still accessible upon request, MN Stat. 15.17. Additionally, the Minnesota State Archives at the Historical Society provides the following guidance: All records must be on an approved retention schedule, and you must have the authority to dispose of them before doing so.

If our goal of imaging is to make the digital files the official version of the records and the current retention schedule specifies the paper copy as the official version, we must amend the retention schedule and City Charter and have it approved by the City Council.

We recently spoke with Goodhue County about their requirements for recording and have spoken with DocuSign for their feedback on such a process. In the past, we spoke with the City Clerk of the City of Albert Lea who informed us that in December of 2017 they adopted a resolution amending their MN General Records Retention Schedule to adopt electronic files as a substitute of original hard copy records (based on MN Statutes 325L.17) as their official records retention policy for the City of Albert Lea. Through much work and implementation, the City of Albert Lea has moved to retaining electronic records only, except for some rare instances. The City of Moorhead is also in the process of scanning in documents and retaining only digital records starting first with resolutions/minutes/ordinances and then destroying the old paper copies; their process is ongoing.

Other Top Accomplishments:

1. Processed numerous internal document searches requested by staff and residents utilizing Laserfiche, the city's electronic document imaging system.
2. Recorded documents with the County Recorder including deeds, mortgage releases, temporary construction easements; relating to various vacations, minor subdivisions, final plats, ordinances, and resolutions:

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Ordinances adopted and published	11	13	20	11	11	13
Documents recorded with the county	22	24	30	29	25	28
Resolutions processed	114	95	116	122	126	132

3. Processed records management storage and destruction according to the adopted schedules; and advised department heads and staff accordingly:

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Boxes in storage	1022	1060	1303	1218	1318	1209
Boxes administered (logged/filed)	25	38	53	18	37	48
Boxes Destroyed	95	250	7	10	165	215

In 2020 transferred old city hospital records to MN Historical Society.

4. Processed the following liquor licenses:

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Intoxicating, On-Sale (including Sunday sale)	17	18	19	18	19	18
Intoxicating, On-Sale (excluding Sunday sale)	0	0	0	1	1	1
Intoxicating, Off-Sale	6	4	5	4	5	5

Club, On-Sale (including Sunday sale)	3	3	3	3	3	3
Wine, On-Sale	1	1	1	1	2	3
3.2 Percent Malt Liquor (beer) on-sale	1	1	1	1	1	1
3.2 Percent Malt Liquor (beer) off-sale	6	7	8	8	8	8
Brewpub, Off-Sale	1	1	1	1	1	1
Temporary, On-Sale	22	18	13	7	6	16
Consumption and Display Permit	1	0	0	1	0	1

5. Processed miscellaneous information disclosure according to the Minnesota Data Practices Act:

<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
45	42	50	78	29	45

Other miscellaneous duties include:

- Assisted in preparation of assessment rolls and maintained official assessment records.
- Arranged and published legal notices of meetings, ordinances, elections, and other notices as requested and required by law.
- Processed annual liquor license renewals.
- Attests the Mayor's signature on official documents.
- Prepares and drafts ordinances, resolutions, memos, and reports for council consideration.
- Maintains records of City Council minutes, proceedings, ordinances, and resolutions.
- Responded to citizen inquiries intended to reduce conflict and increase understanding of City policy, procedures, and ordinances.
- Maintain litigation files of various lawsuits.
- Assisted the engineering and finance departments with improvement projects and assessment projects (i.e., coordinating publication of notices, mailing correspondence, etc.).
- Attendance at various weekly, semimonthly, and monthly meetings, i.e., council agenda, department/division heads, budget workshops.
- Staffs the Charter Commission meetings as liaison. Statutorily, the Charter Commission must meet once each year. The Charter Commission met once in 2024.



Community Engagement - 2024

Prepared by Michelle Leise, Community Engagement Facilitator

1 Staff Member: Michelle Leise

Purpose: The purpose of the Community Engagement Facilitator is to listen to the community, create a stronger, more trusting two-way conversation between local government and residents, bring feedback to the Council, and assist in developing and implementing city systems and procedures so government is responsive and residents are engaged in the decisions that affect them.

2024 Accomplishments/Activities

- **Gathered Community Input and Data for the Council and the Public**
 - Provided multiple avenues for community engagement in the Comprehensive Road Safety Action Plan project. That included collecting feedback from 1,300+ residents. Methods included the following:
 - Created online surveys with visuals that allowed residents to easily choose online the top roads, intersections, and programs they felt would make our community safer.
 - Hosted seven focus groups to ensure many areas of the community could voice their opinions. These groups included students, the elderly, and those with physical limitations.
 - Held two Open House events.
 - Designed process and gathered feedback from people during the River City Days event.
 - Updated the 2024 Red Wing Report Card. This involves collaborating with City staff and community partners to produce the project, which involves nine categories and 104 data points and graphs that share important data on the City and community of Red Wing. Sections are Demographics, Economy, Housing, Public Safety, Environment, Physical and Mental Health, Community Connections, Lifelong Learning, and Getting Around. Data can assist the Council in decision-making, increase government transparency, and help the City obtain funding in its grant requests.
 - Led planning and implementation of Rental License Program meetings with renters and landlords and provided feedback for program improvements. The meetings are a

collaborative effort with the Community Development Department, HRA, Fire Department, and other community partners.

- **Assisted City Departments in Projects**

- Assisted Administration in guiding the 2024-2026 Strategic Planning process.
- Led the Comprehensive Road Safety Action Plan project after Ron Seymour's retirement. Worked with staff and community, wrote reports, and steered the plan through Council approval.
- Led the collaborative effort to write and implement a Pest and Invasive Plant Management Plan, together with the Public Works Department and the Land and Environment Department at Prairie Island Indian Community.
- Facilitated meetings between the Tribal Historic Preservation Office of Prairie Island and Red Wing staff regarding future land projects as they pertain to the Red Wing-PIIC Memorandum of Understanding and sacred land and maps.
- Assisted the library in its desire to build better relationships with the Hispanic community, which included a community event that brought 40+ parents and kids to the library to learn and get library cards.
- Facilitated strategic planning sessions for the Arts and Culture Commission.
- Created resource cards for the homeless for the Police Department.
- Met with internal and external groups and wrote information for the public and/or Council on the issues of cannabis, Hiawathaland Transit, homelessness funding, pickleball, the sculpture walk, the Council's Rules of Order, and board/commission policies, among other topics.
- Convened all staff liaisons quarterly to start communicating as a group and gather input for chair and member training.

- **Other Engagement Work:**

- Represented City in regular meetings of the following groups:
 - Community Education & Recreation Board
 - RiseUp Red Wing's Youth Partnership
 - Goodhue County's Community Health Assessment Core Team
 - Honoring Dakota Project
 - Downtown Main Street's Equitable Economic Stories collaborative
- Helped facilitate events such as the Sturgeon Lake Road groundbreaking, pickleball groundbreaking and ribbon cutting, Featherstone Park accessible garden opening, Earth Day events, and the Borealis Train welcome event.
- Represented the City at events such as the He Mni Can Wacipi (Powwow), the "What to Expect at a Wacipi" event at the library, Indigenous Market, Hispanic Heritage Festival, Juneteenth, Pride Event, and River City Days.
- Represented the City on the State Historic Preservation conference panel with fellow staff and PIIC staff on building strong relationships. Spoke on a similar panel in Winona sharing how Red Wing and Prairie Island work together as part of a daylong event on this topic.
- Welcomed and assisted residents before, during, and after City Council meetings.
- Edited and wrote portions of City Beat, the City's online newsletter.

- Toured youth through the Council Chambers and taught about local government.
- Attended regular meetings at places like the Downtown Plaza to provide information and answer questions.
- Provided City information to the radio, newspaper, and other organizations on City topics.
- Monitored the Human Rights Resource Connection emails and phone messages to direct people to the state's Human Rights Department if they have concerns.
- Supported City staff as needed on engagement, strategy, and communication.
- Assisted community members on a regular basis and met on specific topics as requested.

City of Red Wing Organizational Chart 2024

