

**CITY OF NISSWA
MINUTES –CITY COUNCIL WORKSHOP
TUESDAY, AUGUST 17, 2021
5:00 P.M. – CITY HALL**

A City Council Budget Workshop was held on Tuesday, August 17, 2021, at 5:00 p.m. at City Hall, and was available on YouTube Live.

Members present: John Ryan, Mark Froehle, Don Jacobson, Ross Krautkremer.

Members absent: Mark Utzinger.

Also, present: City staff – Jenny Max, Amber Moon Peterson, Brittney Cotner, Maggi Wentler, Kiki Lindbery.

Audience members: none.

A. Call to Order – Mayor John Ryan called the meeting to order at 5:00 p.m.

B. 2022 Budget Discussion - Max prefaced the Agenda by noting that the discussion will be similar to the Workshop held last week, but this time shall be focused on any new or old ideas/proposals/visions from the City’s Departments of Planning & Zoning, Parks & Recreation, and City Administration/Clerk/Finance. Preliminary long-term goals for the Departments were included for discussion. This is part of the Strategic Planning process implementation we are working toward. Priority lists will come later in the process as we work through another budget cycle. An additional workshop date of Tuesday, August 31, 2021, has been added to the Calendar in order to work through all of the general preliminary levy discussion, and to summarize and prioritize departmental budget items in order to set the preliminary levy for 2022 by the September Council Meeting.

Planning & Zoning - Brittney Cotner – Planning & Zoning has had a very busy year, but the plan for this Department will be to present a budget similar to the current year’s budget. Cotner noted that long-term improvement plans include: updating the Land Use Map as it is over forty (40) years old; completion of a housing study (a Comprehensive Plan goal); and the installation of new downtown City ‘directional signage’. Cotner explained what ‘directional signage’ would consist of and the concept plan for it. Discussion commenced regarding off-site signage rules in the Ordinance and whether costs would be solely the responsibility of the City. It was noted that signage could help those businesses lying on the fringe of downtown. It will be important moving forward to keep the Chamber informed as this could potentially be a cooperative project in the future. Council Members asked questions regarding some of the budget proposals of the Planning & Zoning Department, and specifically requested that data be gathered (regarding permits and inspection numbers) to determine the feasibility of hiring an additional employee for the department in the future; Max noted that this new position is included in the 10-year Organizational Chart and long-range planning concepts. When asked what could potentially be ‘trimmed’ from this proposed budget, Cotner noted that the Professional Services (City Attorney and Engineer) cannot be cut, but perhaps some of the training budget item could potentially be reduced. Cotner also noted that there is some reimbursement from developers which is not included in these proposed budget calculations, though the costs for professional services, including staff questions to the Attorney and/or legal advice, are not reimbursed by developers.

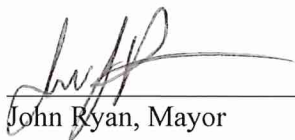
Parks & Recreation – Amber Moon Peterson – Peterson began her presentation by stating the Mission and Vision of the Parks and Rec. Department. She then noted some benefits of improving the City Parks and recreational opportunities, also noted that the Department has capitalized on some new opportunities recently by obtaining funding for the Gull Lake Trail, and by receiving the conveyance of County tax forfeited parcels on Camp Lincoln Road for the City. It is now time to begin assessing current infrastructure needs and long-range capital improvements. The ‘wish list’

and proposed budget for Parks and Rec. includes some funding to be set aside annually for the Camp Lincoln Road project, beginning in 2022. Creation of a park, recreation, open space, and citywide master plan for trails is being planned. Moon Peterson then went over some cost estimates to help the Council to determine whether it is more prudent to invest in baseline preventative maintenance or to replace the skating/hockey rink, noting that it would also be beneficial to do a feasibility study to help determine this. The Council Members discussed the economic rewards and implications that come with both options. Community Center updates/capital improvement are also necessary. Council Members agree that creating a multi-seasonal, multi-functional, cohesive design for our Parks, and the Community Center will greatly benefit the City in the future with increased revenue through tourism. Potential revenues and expenditures of the Department were discussed. Moon Peterson will work on providing a cost estimate to have a feasibility study conducted so that the Council can make a decision whether to request that a feasibility study be conducted for the ice rink and parks, and to provide direction moving forward into 2022. Discussion continued regarding potential designs and proposals for the improvement of the City Parks in the future.

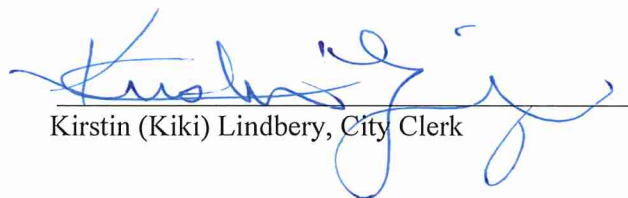
City Administration/Clerk/Finance – Jenny Max – Max began the discussion by providing an overview of some City-wide strategic plan items. Max emphasized how important it is to begin planning ahead and introduced the concept of completing a 20-year Comprehensive Plan for Downtown Nisswa. City Policy and Ordinance synchronization is also a goal, as is establishing a 5-year Ordinance review rotation process. Other Strategic Plan goals include establishing a schedule to conduct regular Compensation studies, perhaps every three years, to increase employee retention and satisfaction; and the development of a safety/emergency plan (to include a new electronic key-card system for City Buildings), and a City Operations Efficiency Plan. The City’s 10-year Capital Improvement Plans were also discussed which include proposed updates to City buildings to ensure that the City is adequately planning for building and equipment needs. Safety and security issues were discussed at length by the Council. Council Members requested updated estimates of 2021 Budget items that will be purchased/used yet this year, so that the proposed 2022 Budget requests and numbers can be accurately represented. Members would also like to see percentages of property value increases for Nisswa properties. Max noted she would summarize the Department Supervisors’ lists of top departmental priorities to present at the next Budget Workshop. She also requested Council direction per prioritizing potentially large Budget item expenditures. The preliminary levy needs to be set by the end of September, and the next City Council Budget Workshop date is Tuesday, August 31, 2021. Council Members noted appreciation of these workshops and believe they are helpful and provide valuable preparation and information.

Adjourn – There being no further business, Motion by Froehle, seconded by Jacobson to adjourn the City Council Workshop at 6:11 p.m. Motion carried unanimously.

Respectfully Submitted,



John Ryan, Mayor



Kirstin (Kiki) Lindbery, City Clerk