

AGENDA

CITY OF ISANTI

CITY COUNCIL WORK SESSION

GOAL SETTING

MONDAY, JANUARY 24, 2022 – 5:30 P.M.

CITY HALL



Facilitator
Josi Wood, City Administrator

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Welcome and Review Purpose of Goal Setting Work Session
- E. Existing Council Approved/ On-going Plans
- F. 2021 Goals and Progress Summary
- G. 2022-2024 Budgeted Projects in CIP
- H. 2005 – 2020 Established Council Goals for Reference
- I. Current and Proposed Staffing Plan
- J. Goal Setting Discussion Items and Staff's Supporting Documentation
 - 1. Dynamic Sign
 - 2. Employee Retention
 - 3. Whiskey Sidewalk Infill
 - 4. Council Chamber Modifications for Safety
 - 5. Growing Industrial Development
 - 6. Establishing a Redevelopment District
 - 7. Age-Friendly City Designation
 - 8. Future Bluebird Park Amenities
 - 9. Increasing Social Media Presence
 - 10. Reorganization of Planning Commission Board
 - 11. *Other Items Added at Meeting*
- K. Establish 2022 Goals
- L. Adjournment



D.

MEMO

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: January 24, 2022
Subject: Review Purpose of Goal Setting Session

Purpose:

It has been the City Council's practice to conduct an annual goal setting work session that allows leaders to come together to assess the City's current initiatives and practices, the future state of our City, establish goals balancing workload and demand with available resources, and action to obtain desired outcomes. The planning process includes discussion on development for where we are at and where we are going followed by discussions for implementation of how we will get there and how staff can achieve the goals Council sets.

The purpose of our goal setting session today is to develop consensus to determine top priorities for 2022, provide direction on the 2022-23 budget principles, and develop a work plan which provides direction to staff for a period of 12 months and beyond. To assist with the prioritization of 2022 projects, staff has assembled several attachments for City Council's review. Attachments for goal setting items reflect the best information available to staff and does not reflect any assumptions regarding the Council's priorities.

Annually, the City Council adopts a comprehensive budget to provide for regular on-going operations, investment in the City's capital assets and infrastructure, and funding for new projects or services prioritized by the City Council. Major capital improvement plan (CIP) projects are outlined in item G.

After review of the items for discussion, including any new items brought to the meeting, Council will be asked to determine top priorities and objectives.

Mission:

To provide a safe healthy vibrant community and manage our resources to enhance the quality of life. We are dedicated to cost-effective governance, professional management and excellent public services.

Vision:

To support and engage the community through leadership, professionalism and integrity to ensure Isanti continues to be a community for generations.

Core Values:

- + **Leadership:** To encourage innovation, creativity, and initiative.
- + **Service:** To be fair, friendly, helpful and customer-service oriented.
- + **Ethics and Integrity:** To be truthful, accountable, responsible, professional, and with good moral standards.
- + **Collaboration:** To recognize that our people are our most valuable resource.
- + **Community:** To respect and promote our community and share opportunities to succeed.
- + **Stewardship:** To consider the long-term consequences of actions, protect our assets, and invest in the future.



E.

MEMO

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: January 24, 2022
Subject: Existing Council Approved/ On-going Plans

Plan	Year Completed/ Status
Comprehensive Plan	2020
Water, Sewer, Storm Infrastructure Plan	2007 / Repairs included in CIP when needed
Comprehensive Park Plan	2011 / Update going to Council February, 2022
Capital Improvement Plan (20 year)	2019/ Updated annually
Pavement Management Plan	2014
Storm Maintenance Plan	2017
Stormwater Pollution Prevention Plan	2017
Wellhead Protection Plan	2014
Water Supply Plan	2018 (waiting for DNR approval)
Asset Management Plan (W/S)	2014 (Incorporated into CIP)
Utility Rate Study	2021
Isanti County All Hazard Plan	2015 / Update in Progress
Water Emergency Response Plan	2021
Wastewater Emergency Response Plan	2021
Emergency Operations Plan	In Progress
NPDES Permit	2020



F.

MEMO

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: January 24, 2022
Subject: 2020-21 Goals and Progress Summary

Goal/ Objective	Status
Holiday Lighting Display	Planned for implementation in 2022
Veteran's Memorial	Consensus to wait until shared interest by VFW or other group
Lighting and snow making at sledding hill	Completed
Speed limit reduction to 20 mph in developments	On-going discussion
Public Works Salt Shed and Storage	In CIP for 2025
PD Facility	Completed
New Liquor Store	Completed
Fire District Facility Lease to Purchase	Lease approved, close by 12/31/25
Heritage/ East Dual Intersection	Discussions in-progress
Reducing Overall Budget	On target with conservative spending to have a flat tax rate at minimum
Utility Rate Study	Completed in 2020 with reductions in rates
Dynamic Reader Board Sign	To be discussed again in 2022
Smart Irrigation Reimbursement Program	Not to move forward with program since irrigation is not required per zoning requirements
Workforce Housing Extra Incentives	Consensus was not to pursue
Business Registration	Consensus was not to pursue



G.

MEMO

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: January 24, 2022
Subject: 2022-2024 Major Projects in CIP

Dept.	Expense	2022	2023	2024
PRC	Bluebird Park – Basketball Court Rehab			\$ 9,274
	Bluebird Park - Restrooms		\$ 218,545	
	Bluebird Park - Splash Pad		\$ 218,545	
	Bluebird Park - Clifford Equipment			\$ 28,518
	Mattson Park – Basketball Court Rehab			\$ 9,274
	Kabota Mower Replacements		\$ 7,203	\$ 7,203
	Archery Range	\$ 18,000		
Streets	Str. Rehab Brookview S. 1-4 Addition		\$ 657,000	
	Pavement Management	\$ 323,750	\$ 285,825	\$ 235,520
	Plow Truck	\$ 218,545		
	PW Facility Maintenance	\$ 42,708		
	Street Lighting Infill & Pole Replacement	\$ 19,042		
	Dumpbox Truck Replacement			\$ 75,353
	PW Truck Replacement		\$ 39,393	
	Grader Replacement			\$ 292,632
	Trailer Replacements	\$ 10,928	\$ 17,446	
	Tractor and Mower Replacements		\$ 84,410	
	Bobcat Attachment Replacements		\$ 11,255	\$ 28,981
	Sign Replacement for Reflectivity	\$ 4,244	\$ 4,371	\$ 4,502
Water	Well House No. 3		\$ 135,060	
	Fixed Network Meter Infrastructure	\$ 47,740		
	Fixed Network Meter Radios	\$ 550,000		
	Water Tower Coating		\$ 811,490	
	WTP Related Replacements		\$ 75,960	
Sewer	Multiple LS Replacements	\$ 340,168		
Storm	Stormwater Maintenance and Equip Replacement	\$ 36,404	\$ 11,857	\$ 13,135
Admin	Voting Equipment	\$ 8,000		
	City Hall Vehicle	\$ 25,000		
	Cubicles	\$ 15,060		
	Exterior Cameras	\$ 5,000		
	City Hall East Door Replacement	\$ 13,730		
PD	Building Updates	\$ 50,000		
	Squad Replacement		\$ 52,690	\$ 108,540
	Long Guns	\$ 13,277		



H.

MEMO

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: January 24, 2022
Subject: 2005 - 2020 Council Established Goals

2020

- Performance Center/Amphitheater
- Lighting Infill
- City Electronic Reader Board Sign
- Splash Pad
- T.H. 65 Pedestrian Overpass
- PRC Community Events
- Lodging Tax
- Housing Study
- Isanti Fire District Lease and Building
- Liquor Store Expansion
- Public Safety Building
- Heritage/ East Dual Intersection Control
- Utility Rate Study
- Business Marketing – Acquiring New Businesses
- Reducing Overall Budget
- Water Treatment

2019

- Update City Website
- Replace Equipment for City Council Communications
- Capital Improvement Plan (20 year)
- Administrator Transition
- Emergency Generators
- Multi-Use Skating Rink
- Street Extensions – Richard Avenue SE & Fifth Avenue SE
- Traffic Issues with Heritage Boulevard
- Sliding Hill
- City Facility Water Bottle Filling Stations
- 2018 Pavement Management Program
- Continue Marketing Plan and Economic Development Efforts to Diversity and Increase Tax Base
- Maintain City and Development Standards
- Future Debt Plan
- CDD/EDD Staffing Plan
- Committee Structure Change
- Comprehensive Plan
- Social Media – Facebook
- Legacy Park Access

- Lodging Tax
- Liquor Store Facility Improvements
- Lower Water/Sewer Bills

2018

- City Website
- Equipment for City Council Communications
- 20 Year Capital Improvement Plan
- Administrator Transition
- Emergency Generators
- Multi-use Skating Rink
- Street Extensions – Richard Avenue SE & 5th Avenue NE
- Traffic Issues on Heritage Boulevard
- Sliding Hill
- City Facility Water Bottle Refill Stations
- 2018 Pavement Management Program
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2017

- Annexation of Surrounded Properties
- Dog Park – Phase 1 Project
- Consider Relocation of Pleasure Rink
- City Comprehensive Plan Update
- 2017 Pavement Management Program
- Palomino Road Reconstruction
- Railroad Avenue Sidewalk/Trail
- 2017 Liquor Store Tastings Event
- Liquor Store Project Review
- Public Works & Police Department Storage Building Project
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2016

- 2016 Elections – Implement Polling Places
- Adopt New EDA Marketing Plan
- Hotel Project Options
- 5th Avenue NE Extension – Develop Funding Options
- New City Councilmember Orientation
- City Comprehensive Planning Update
- 2016 Collective Bargaining
- Department Head Salary Review
- City Staffing Plan
- Purchasing Discretion
- Isanti Liquor Tastings Event
- Railroad Avenue Sidewalk
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2015

- Adopt a Long-Range Revenue Plan (Franchise Fees were implemented)
- Adopt Pavement Management and Utility Improvement Plans
- Complete a Utility Rate Study

- Create Joint Planning Advisory Board with City of Cambridge and Isanti Township - Comprehensive Planning
- Work on Sidewalk Infill on CSAH 23 and Heritage Boulevard
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2014

- Police Chief Search - Internal Posting Process
- Change Sidewalk Snow Removal Policy
 - Formal Policy Change for Council Consideration
 - Purchase of new equipment
 - Hiring of one new full-time maintenance technician
 - Discontinue charging citizens for un-cleared sidewalks
- Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
- County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
- Street Light Infill - Phased Plan for Budget Consideration
- Community Center Improvements / Parking Lot Improvements
 - Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
 - Community Center Improvements
- Complete Implementation of City Website Improvements
- Continue Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City Standards

2013

- Community Center
- Finalize Process
- Need to Make it Financially Viable
- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update
- Maintain City Standards
- Utility Billing – Pursue In House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base.

2012

- Community Center Review
- Capital Replacement Fund – Municipal Building Reserve
- Review and Recommendation regarding Utility Billing
- Review CSAH 5 Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development Efforts to Diversify and Increase the Tax Base.

2011

- Restructure City Government

2010

- Economic Development Comprehensive Plan
- Downtown Plan
- Consideration of EDA to an HRA
- Continue work on Rail Industrial Park
- Budgeting without LGA
- Establishing a list of cuts and prioritize budget items

- Determine the percentage of general funds to reserve
- Restructuring bonded debt

2009

- Complete Long-Term Financial Plan
- Commercial Tax Base
- Disaster Plan
- New Personnel Policy
- City Multi Modal Transportation Plan

2008

- Water Treatment Plant
- Long Term Financial Plan
- Marketing Plan, Strategic Downtown Plan, and Commercial Base

2007

- Increase Commercial Base
- Develop a Marketing Plan for the City
- Public Safety
- Develop a Strategic Downtown Plan
- Stabilize and/or reduce taxes
- Long term financial planning
- Transportation Needs
- Better Communications
- Council By-Laws
- Controls on Spending
- Collecting Dollars due City for Services Rendered
- Enhanced Housing Stock Planning
- Water Treatment Plant
- Annexation Policy
- Review of Service Providers
- Planning Commission / Advisory Boards
- Liquor Store Project
- Discussion of Future Annexations
- Healthier City
- Recreation Opportunities
- Codification
- Phase III Street / Utility Improvements
- Comprehensive Economic Plan
- Intergovernmental Communications
- Viable Comprehensive Plan

2006

- No Record of Goal Session

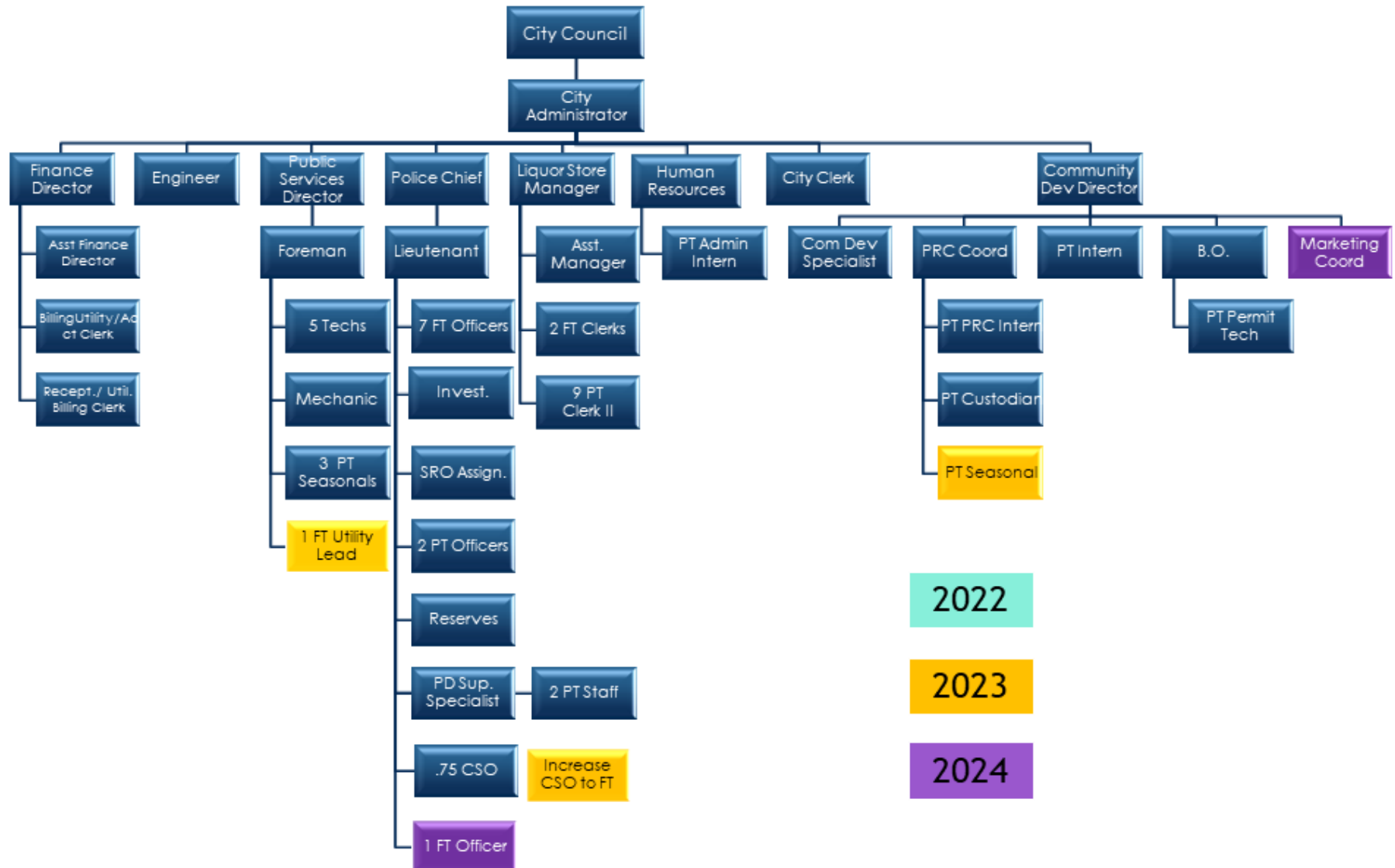
2005

- Performance Review on all Boards
- Training
- Comprehensive Plan- Participation by all Boards
- Submission of Agenda Items for Boards

Current and Proposed Staffing Plan

Currently the City employs 34 FT personnel, 17 PT personnel, 5 PT seasonal/intern personnel, and the use of contracted services.

I.





J.

MEMO

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: January 24, 2022
Subject: 2022 Goal Setting Discussion Item Supporting Documentation

The following list are discussion topics provided to the City Administrator prior to the printing of this meeting agenda packet. Supplementary information meant to aid in the discussion has been provided where able. More information may be shared at the meeting.

1. Dynamic Sign

2. Employee Retention

3. Whiskey Sidewalk Infill

There is a missing section of sidewalk stretching across 5 parcels along the East side of Whiskey that prohibits continuation between South Passage and Heritage Blvd. Previous discussion has been limited by the owners of the properties not wanting to allow an easement through their property.

4. Council Chamber Modifications for Safety

5. Growing Industrial Development

The City currently has approximately 6.22 acres remaining of shovel ready sites for industrial development in Centennial Complex, with strong interest in the remaining industrial sites. The City owns 66 acres to the north of the Wastewater Treatment Plant, identified in the Future Land Use Plan and zoned for industrial use. The City also owns 4 acres to the east of the UPS facility, with limited road access.

With the goal of increasing the tax base by encouraging industrial and commercial growth in the city to further reduce the tax rate, is purchasing additional land something the Council would consider? Does the Council want to consider bringing utilities to the 66 acres?



6. Establishing a Redevelopment District

The City of Isanti has a historic downtown and large commercial district that has areas that have the potential to be redeveloped with the help of State and Federal funds to create grant or loan funds for local businesses. Funds can also be used to help the City to improve the streetscape and define the sense of place many residents and businesses are looking for in small towns. Through the powers of the EDA the City has the ability to not only loan funds, but also grant funds to local businesses for revitalization of their storefronts, blighted site, and improve hazardous or declining conditions of structurally important elements of properties, or transition properties to commercial along the corridor.

Looking into the future, staff would like direction on the interest of the Council to research funding opportunities to create a redevelopment district in the commercial corridor to include the area outlined in the map, or any other areas in the City the Council sees fit.



7. Age-Friendly City Designation

Since the State's declaration to be an age-friendly state in 2019, there are funding opportunities that will align with the Eight Domains of Livability – outdoor spaces and buildings; transportation; housing; social participation; respect and social inclusion; work and civic engagement; communication and information; community and health services. Being designated as an Age-Friendly City would distinguish the City of Isanti as leading the way. Currently, only 13 cities in MN have joined the Age-Friendly network of livable communities, but the number is growing.

Becoming an Age-Friendly City could impact funding from many state departments in the future. Correspondingly, AARP has grant opportunities for up to \$25,000 per community annually for projects identified as making a significant impact through the Age-Friendly process, funding includes park projects, street improvements and recreation opportunities.

8. Future Bluebird Park Amenities

The Council has shared a desire to create Bluebird Park into a central large-scale park with many amenities and opportunities for residents and the community at large to enjoy. The City has added a sledding hill, amphitheater and soon to come archery range and possible splash pad. Staff would like to discuss other amenities the Council would like to see added within the next 10 years or even beyond. Some ideas include:

- Inclusive play - Building an inclusive park area suitable for all ages and abilities. There are estimated to be 6 inclusive parks in the State of Minnesota, all located in the Twin Cities loop. There is opportunity to create a destination inclusive park that serves this region and obtain shared funding from grant sources. The request for more accessible (ADA) equipment has been requested from staff.

- Expanding the skate park - Consideration of long-term plans to increase size and expand offerings for younger ages for increased safety and equity in usage. This is a request we hear from parents and children often.
- Adding exercise equipment
- Other amenities?

9. Increasing Social Media Presence

The City currently has YouTube for Council/COW meetings and Facebook to share information regarding City happenings with the general public, residents and community at large. Currently, the Facebook account is managed by the Parks, Recreation and Events Coordinator. After discussing future marketing of the economic development activities for the City through the Facebook page, it was also discussed to possibly begin using LinkedIn as a way to promote the City of Isanti on a professional platform to target businesses and professionals. LinkedIn posts would be created to encourage local businesses to see what is happening in Isanti as well as what kind of business support is available to them. The platform would also allow the City to market to more businesses outside of Isanti, highlighting how Isanti could be the right community for them. Staff responsible for posting and managing the LinkedIn acct would be the Community Development Director, Community Development Specialist, and Economic Development Intern. Staff would post approximately once per week as time permits.

10. Reorganization of Planning Commission Board

In 2016, the advisory Planning Commission Board organization in Chapter 8-6 was amended to reduce the members of the Board from 7 to 5 of which 2 were Councilmembers. In 2017, it was amended to once again have a total of 7 members of the Board however all 5 Council members would be appointed. The role of the PC Board is to review planning and zoning related requests and to advise the Council whether or not the request being made is adhering to the Council approved Zoning Ordinances. They are a recommendation board only. Staff would like to have a discussion if the Council would like to see the recommendation Boards be made up of a majority of members at large versus of Councilmembers. If the Council desired to open the seats up to members of the public, it would need to do so over a staggered timeframe to allow for new members to apply, be appointed and have varying terms.