



LINDSTRÖM
AMERICA'S LITTLE SWEDEN

NOTICE OF AGENDA

CITY COUNCIL WORK SESSION

Lindstrom City Hall – Council Chambers
Lindstrom, Minnesota

January 16, 2024 – 5:30 PM

1. Call to Order
2. Pledge of Allegiance
3. General Business
 - a) SWOT Analysis and Work Plan
 - b) City Boards and Commissions Appointment Process
4. Adjourn



2024-2025
City of Lindstrom
Work Plan

Adopted XXXXX, 2024

City of Lindstrom Mission Statement

To create an environment within the City Lindstrom that strive to achieve the greatest outcome for its citizens and businesses by:

- Supporting both new and existing businesses
- Creating partnerships
- Supporting Tourism and recreational opportunities
- Providing a vision for the future of commercial areas
- Strengthening the city's cultural heritage and sense of community



Goals

Goal 1: Enhance the community through strategic investments in infrastructure and planning.

Goal 2: Strengthen City of Lindstrom's Sense of Community and Heritage.

Goal 3: Expand the City of Lindstrom's Commercial/Industrial Property Tax Base

Goal 4: Connect and promote the city's natural resources (lakes, parks, open spaces) to residents and visitors.

Opportunities and Challenges

In order to achieve the identified goals, several opportunities and challenges were identified.

Opportunities

- Proximity to Cities
- Parks/Lake
- Sense of Community & Heritage
- Small Town Community Feel
- Well defined downtown
- Great Natural Resources (lakes/trails)
- Industrial Park and other land development
- Invest in infrastructure for recreation
- Downtown Planning
- Tourism

Challenges

- Direction of business growth/ lack of ability to grow
- Lack of shopping/restaurants
- Weak tax base (business and residential)
- Marketing our resources (economic gain)
- Losing our Businesses
- Resistance to change
- Lack of Commercial business tax base
- Lack of Vision

SWOT Analysis

The city held an all board and commission visioning session in October of 2023. During the budget open house held in November 2023, residents were asked to choose their most important item in each category. The results below are ranked based on the number of votes each item received. The top vote getter is listed as 1, with second highest vote getter 2 etc.

Strengths

1. Parks, Lakes, Trails & Natural Resources
2. Small Town Community Feel
3. Proximity to Cities
4. Sense of Community Heritage
5. Well Defined Downtown

Weaknesses

1. Lack of Restaurants & Limited Shopping
2. Weak Tax Base (fewer large businesses leads to higher residential taxes)
3. Direction of Business Growth & Lack of Ability to Grow
4. Marketing our Resources

Opportunities

1. Downtown Planning
2. Industrial Park & Other Land Development
3. Tourism
4. Invest in Infrastructure for Recreation

Threats

1. Lack of Commercial Business Tax Base
2. Resistance to Change
3. Losing our Businesses
4. Lack of Vision

Goal 1: Enhance the community through strategic investments in infrastructure and planning.

Action Step: Complete Downtown Planning Process. The Planning Commission along with the City Council will complete an update to the city's 2022 downtown plan. This process will include robust community and business feedback as the plan is developed.

Deliverable: Planning Commission to complete updated downtown plan by the end of Q3 of 2024 with council to adopt during Q4

Program Cost: TBD

Action Step: Review City Architectural standards with the goal to develop a set of standards that maintains Lindstrom's small town charm, while encouraging high standards for building redevelopments.

Deliverable: Planning Commission to complete a review of architectural standards for the city of Lindstrom and offer recommendations to the City Council. Standards to be completed by Q4 of 2024

Program Cost: TBD

Action Step: Complete 10-year Road Capital Improvement Plan.

Deliverable: The Lindstrom City Council to complete a 10-year road capital improvement plan by Q3 of 2024

Program Cost: Staff and City Engineer Time

Action Step: Complete a 10-year Enterprise Fund will be used to develop a rate study for the city's enterprise funds to ensure that revenues generated by these funds cover both operating and future capital needs.

Deliverable: The city council will complete the 10-year Enterprise Fund (Sewer, Water, Storm Water) Capital Improvement Plan by the end of Q4

Program Cost: Staff and City Engineer Time

Action Step: Complete Business Subsidy Policy. The EDA will work on the development of an updated business subsidy policy. This policy update will focus on updates to the city's Tax Abatement, Business Subsidy and TIF programs. Review will include criteria for when the city will offer business incentives.

Deliverable: The EDA to complete the policy update by Q4 of 2024

Program Cost: Staff Time

Goal 2: Strengthen Lindstrom’s Sense of Community and Heritage.

Action Step: Support community events that bring residents together and provide opportunities for visitors to experience the area’s heritage.

Deliverable: Provide financial and staff support for Harmony in the Parks, the Karl Oscar House, Karl Oscar Days, Celebration of the Lakes, Tree Lighting and support development and promotion of new community events.

Program Cost: TBD

Action Step: Incorporate Swedish/Scandinavian art into public spaces with the city’s downtown and open spaces.

Deliverable: Lindstrom Park commission will work on identifying opportunities to expand public art with the public spaces in the City of Lindstrom.

Program Cost: TBD

Action Step: Complete a 10-year parks system plan focusing on equipment replacement and park improvements

Deliverable: The Parks commission working with staff will conduct a system inventory and develop a park improvement plan for the City of Lindstrom’s Park system. 10 Year Plan to be completed by Q1 of 2025.

Program Cost: Staff time

Goal 3: Expand the City of Lindstrom's Commercial/Industrial Property Tax Base.

Action Step: Formally evaluate city's available commercial property (adjacent to business park) for development potential.

Deliverable: Completed evaluation of city owned property

Program Cost TBD

Action Step: Establish relationships with property owners to evaluate opportunities for future development focusing on the viability of commercial development on their property.

Deliverable: Hire a consultant to develop a list of property owners who are interested in developing their property as commercial. Once partners are identified, offer predevelopment assistance such as ghost platting and utility extension cost estimates.

Program Cost: TBD

Action Step: Gain an on the ground understanding of who are looking to build or expand their business.

Deliverable: The EDA will conduct a Business Retention and Expansion (BR&E) Survey and use the results to guide policy development and connect possible business sellers with buyers.

Program Cost: TBD

Action Step: Host a round table discussion with industry experts (developers, brokers, finance) to gain an update on the current market conditions and gain insight into how Lindstrom competes in this market. Panelist will also be asked to comment on Lindstrom's recent policy work to see if it is alignment with needs

Deliverable: The EDA, Planning Commission, City council to host a roundtable discussion in Q1 of 2025.

Program Cost: TBD

Goal 4: Connect and promote the city’s natural resources (lakes, parks, open spaces) to residents and visitors.

Action Step: Partner with neighboring communities and the County on the development of the Swedish Immigrant Regional Trail and support partnership grant applications for SIRT development

Deliverable: Staff to work with neighboring communities on the development of the SIRT.

Program Cost

Action Step: Explore adding a trailhead with additional parking to Downtown Lindstrom

Deliverable: Completed study will deliver a trailhead plan that the city can use to apply for recreational infrastructure grants.

Program Cost: \$3,000

Action Step: Improve wayfinding in the City of Lindstrom.

Deliverable: Develop a city-wide wayfinding signage strategy that incorporates city branding standards and connects residents/visitor to the city’s popular destinations and parking.

Program Cost: TBD

Action Step:

Mayor

Judy Chartrand

City Administrator

Daniel Undem



LINDSTRÖM
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Council Members

Linda Merkel

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City Board/Commission Appointment Process

When there is a vacancy on a city board/commission due to a resignation or term limit expiration, the City of Lindstrom will use the following process to fill the vacant board/commission seat.

Action	Responsible Party	Timeline
Advertising Open Position	Deputy Clerk with assistance from Communications Coordinator	As soon as open position is known – applications will be accepted for 30 days after advertising begins
Compilation of Applications	Deputy Clerk	
Scheduling of Interview	Deputy Clerk	Once application period closes and interview date set
Review of Applications	Mayor	Mayor will review and select candidates to interview after application period closes
Candidate Interviews	Mayor, Council Liaison, Board Chair, City Administrator	Candidate interviews will take place immediately prior to board/commission meeting or at an agreeable time
Appointment to board/commission	Mayor	At next scheduled Council meeting

Advertising the open position

The city will announce the open board/commission position on its website and will advertise the vacancy in its officially designated paper, city website, and on the city’s social media accounts. The advertising materials will clearly state when the applications are due for the first round of review.

The city will create a newsflash on the website which contains the following information:

- Position Available
- Length of term remaining or new appointment

Approved XXXXXX

- City Board/Commission Application
- Instructions on how to submit the application.

To be considered for an open board/commission seat, interested applicants must complete and submit the city’s board/commission application.

All applications shall be submitted to the Deputy City clerk who will then compile and forward the applications to the mayor for review once the application period closes.

Candidate Interview

The mayor will review the applications and select the candidates to bring back for the candidate interviews. These interviews are to take place either immediately before the next board/commission meeting or at a time agreeable to the candidate/interview panel. The interview panel will consist of the Mayor, Council liaison to the board/commission, Board/Commission Chair, and City Administrator. In the event a member of the panel cannot attend the interview a designee may take their place.

Appointment Process

After the interview, the mayor will recommend a candidate for appointment and prepare a memo for the council to consider the appointment of the selected candidate.

Council will vote on the appointment during their next regularly scheduled city council meeting.

Commissioner Onboarding

After appointment the commissioner shall meet with City staff and go through a commissioner onboarding process.

Action	Responsible Party
Human Resources Onboarding - Payroll	Human Resources
Commission onboarding – <ul style="list-style-type: none"> • Rules and Procedures training • Commission work plan items 	City Administrator