

North Branch City Council
Work Session

Date of Meeting: July 19, 2016
Present: Councilmembers Kathy Blomquist, Joyce Borchardt, Robert Canada,
and Kirsten Hagen-Kennedy.
Also Present: City Administrator Konrad, Finance Director Hill, and the Community
Development Director Vita. EDA Members Fischer, Rice and Streater.

I. Call to Order

The meeting was called to order at 4:00 p.m.

II. Joint Session – EDA Property Sale Parameters

The EDA and Council met to discuss EDA property sale parameters. Konrad suggested that some parameters be set for developing the EDA property focusing on looking forward and not revisiting the past. They focused mainly on the industrial property with future discussion to be held on the commercial and residential property. Konrad, Hill and Vita reviewed the development property and debt obligations. They also discussed possible strategies and tiers of incentives base on job creation, tax base, etc. Staff will put together some options to bring back for the group's consideration. Streater wants to come up with a plan and get something going out there on the residential property. The 10-acre parcels affect the rails and potential for development in the future. Streater said the 18-acre site which was planned for townhouses he would approve of the tax credit project. Streater said he thinks its easier to get that parcel going. Hagen-Kennedy noted that there was someone that came in for housing that was rejected and the point of this meeting is to be sure everyone is on the same page for development. She then thanked everyone for the discussions.

Motion by Rice, seconded by Borchardt to adjourn.

Adjourned at 5:23 p.m.

Respectfully submitted,

Bridgitte Konrad, City Administrator
jrl/TOSS



Richard Hill, Interim City Administrator

North Branch City Council
Work Session

Date of Meeting: July 21, 2016
Present: Councilmembers Kathy Blomquist, Joyce Borchardt, Robert Canada,
and Kirsten Hagen-Kennedy.
Also Present: City Administrator Konrad, Police Chief Meyer, Public Works Director
Williams and Finance Director Hill

I. Call to Order

The meeting was called to order at 4:00 p.m.

II. 2017 Budget

Finance Director Hill reviewed the proposed budget with Council and staff in attendance. He also reviewed the performance and financial improvements made over the last few years. Police Chief Meyer reviewed his proposed budget. The Williams reviewed public works, parks, sanitary sewer and storm sewer budgets. Council asked about any major stormwater projects. Williams explained the first project that is planned when there is enough in the fund. Konrad reviewed the City Administrator budget. Konrad noted that someone new coming in may not be able to take on the City Administrator and City Clerk functions. Hill indicated that it is unusual to have a City Administrator serving as your City Clerk. Konrad reviewed the elections budget with Council noting there is nothing to budget for since 2017 is not an election year. Hill reviewed the Finance Department budget. Konrad pointed out the need for some repair and maintenance of streetlights. Konrad noted the need to budget for some new signage for the rural part of time to help benefit all emergency responders. Konrad reviewed the library budget.

III. City Administrator

Konrad indicated that there is a list of folks that may interested in serving as an interim City Administrator that she received from the League. Hagen-Kennedy asked if Hill would be interested in doing the Interim City Administrator position. Hill said he could do so but there would need to be some things considered because he is in the union and would have to come out. Konrad explained that there would need to be agreements drafted to cover the situation. Hagen-Kennedy suggested the personnel committee discuss some possibilities. Konrad then asked how the Council would like to proceed with a permanent replacement. She indicated that to have a firm conduct an administrator search it is estimated to cost anywhere from \$15,000 to \$25,000. Hagen-Kennedy said that she thinks that a full proposal would be a good idea because the next administrator, if it turns over can be expensive. Council agreed to ask for a full proposal from Springsted.

IV. W & L Ballot Question

Konrad indicated she will not be here to do the work and research on the W&L question. She reached out to the League to see if any other cities have had this question. Delano had a question in 2014 and there was a comprehensive review done by Springsted. Staff needs direction on where to go with this and she thinks that it would be in the best interest of everyone to get a feel for what this involves. Hill presented a memo with the beginnings of a list of items that need to be considered. If the question passes the abolishment would happen in 30 days. Hagen-Kennedy would like to hear from Delano what they provided and what the costs were and the process. Konrad noted that the language for the ballot will need to be approved by Council but it is dictated by statute. Blomquist said she liked the list of frequently asked questions that Delano provided. Staff was directed to obtain a proposal from Springsted to complete a report similar to what they did for Delano and provide it to Council.

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Motion by Canada, seconded by Borchardt to adjourn.

Adjourned at 5:48 p.m.

Respectfully submitted,

Bridgitte Konrad, City Administrator
jrl/TOSS

Richard All, Interim City Administrator