

Comprehensive Plan, Ongoing Actions

2018 review

Number	Ongoing, Administration	Actions 2018	Yes
1.1.1	Contract with or hire a Building Inspector who is approachable, knowledgeable, and effective at enforcing the City's Building Codes.	Discussions with Wyoming and Chisago City for a shared inspector.	x
1.1.2	Support a proactive approach of code enforcement by the Building Inspector.	Twice a month drive through, Melissa and I, Lisa records actions	x
1.1.3	Provide a working environment and process where the Building Inspector has opportunities to collaborate with other city departments, staff, or consultants on complex building or development issues.	Not applicable	
1.2.2	Ensure staff enforces the code impartially and judiciously.	Not sure how to measure this	x
1.5.5	Support events that build community and celebrate heritage (Karl Oskar Days, etc.)	Events held. Hired Events Coordinator and "Harmony in the Park" Director	x
1.7.1	Encourage elected and appointed officials to attend LMC trainings.	2018, Council Members attended League Events	x
1.7.2	Hold a City Council annual goals and end of year review.	First year is 2018, held Council/Commission Orientation and will hold Annual State of the City/Audit/Goal Session in May 15, 2019	x
1.7.3	Sponsor an annual City Council work session with all advisory boards after the City Council annual goals session	Hold Joint session in later May 15, 2019	x
1.7.5	Hire and manage staff that are approachable, friendly, and professional.	Hired Public Works Director, emphasis on personality and character	x
2.1.1	Keep the financial management plan up to date.	Scheduled for 2019, revised every five years	x
2.2.1	Keep the equipment and replacement schedules up to date.	Schedules up to date, the Finance Director with assistance from department heads revises these each year	x
2.2.2	When buying or replacing equipment or services, evaluate if the existing equipment or services are necessary, are being delivered at the appropriate level and by the appropriate means.	Sheets provided in 2019 budget review	x
2.3.2	Follow the fund balance policy.	Fund balance at 45%	x
2.3.3	Update Rate Analysis every three years.	This will be combined with the financial management plan in 2019	x
2.4.1	Conduct independent financial audits on a regular basis.	2018 complete, May 2019	x
2.5.1	Follow the quote/bid delivery procedure, review criteria and reward process.	Followed policy, quotes/bids recorded with Finance Director	x
2.6.1	Identify alternate funding sources when considering a project.	Grant from Transportation Alternatives Program for 288 th reconstruct, partnered with Township for Lakelawn mill & overlay	x
2.6.2	Consider consolidation, partnerships and joint powers with local municipalities when purchasing equipment or delivering services.	Met with Chisago City to discuss partnerships with Building Inspector, Fire, Public Works, Jan 2019	x

2.8.1	Support legislation that increases LGA or provides funding for transportation for cities under 5,000 population	No action	
3.3.1	Hold neighborhood get-togethers and community oriented events (Karl Oskar Days, Harmony in the Park, etc.)	Held KOD, Harmony in the Park, winter Polka Party, Spring Swing. Need to start supporting neighborhood events	x
3.5.2	Seek feedback through City publications and website.	Asked for feedback in our Newsletter, Facebook. Nothing active, just passive to let residents know we accept input	x
3.5.4	Take advantage of community events (Karl Oskar Days) to conduct informal mini-surveys	No action	
3.7.1	Protect local and regional assets; Karl Oskar House, Glader Cemetery, Gustaf Anderson House, Historical Society House, John and Maja Lena Anderson House, Karl and Kristina Statue, and Veteran's Memorial	Karl Oskar House on monthly Park Commission Agenda Gustaf Anderson House is Gustaf's on Main, 2018 Glader Cemetery-no action Chisago County Historical Society moved to Downtown Lindstrom, 2018 John & Maja Lena Anderson House panels installed, 2018 Karl & Christina Statue refurbished, 2018 Veteran's Memorial, No action	x
4.3.1	Ensure a quality hiring process that includes multiple opportunities for interviewee interaction and evaluation and equal opportunity.	All Staff participated in hiring of Public Works Director, three phases	x
4.3.2	Provide annual reviews that build on good elements and encourage development of weak areas.	5 full-time staff missed, 10 part-time employees missed. Need to improve	
4.3.3	Support continued education efforts and participation in local and regional professional organizations (APA, ULI, SLUC, ASLA, AIA, BLANDIN, etc.)	CA attended MCMA, Finance attended MCFOA, City Clerk attended Clerks conference and completed first year of three for Clerk licensing	x
6.1.3	Provide quick response to inquiries and serve as an area information resource.	Receptionist, Lisa Roggenkamp, answers phones and answers inquiries or forwards calls to appropriate staff	x
6.1.4	Keep the look / interface of the City's website updated and aesthetically current.	Website redo scheduled for 2020	
6.2.1	Constantly improve our online presence.	Facebook notifications continue to increase. 60 posts per month and our impression/views average 7,328 per month. Twitter has minimal followers. Website needs rebuilding but views are 40 per day and around 810 per month	x
7.1.1	Partner with Chamber of Commerce and local businesses to provide events.	Partnered with Deutschland Meats to provide Harmony in the park food, Polka Dance, Spring Swing and EDA Breakfast	x
7.2.2	Explore grant/funding programs for rehabilitation/redevelopment of buildings downtown.	Started writing Grow in Lindstrom program, the EDA Fascia Loan Program has over \$7,000 available	x
7.4.1	Work with Chamber of Commerce to advertise the area.	Tourism Bureau created and Lodging Tax approved, city Administrator appointed to the Board	x
8.3.1	Protect local assets, including Karl Oskar House, Glader Cemetery, Gustaf Anderson House, Historical Society House, John and Maja Lena Anderson House, Karl and Kristina Statue, and Veteran's Memorial.	Same as 3.7.1	x
8.4.1	Continue Sister City program and explore options to become further	Joined Sisters Cities, Mayor participated	x

	connected		
	Ongoing, Parks	Action	
3.4.1	Maintain existing parks in excellent condition.	2018, created Park Expectations, communicated to Staff, received many compliments about park condition	x
3.4.2	Strive for park distribution so that no resident is more than ½ mile from a park or trail and without having to cross a major barrier such as a collector or arterial street, rail corridor or water body.	Only 30 households are beyond half a mile from a park. of those most live on a lake	x
3.4.3	Ensure that park facilities grow at a rate commensurate to the rate of population growth of the City.	No new growth areas requiring a park, added the final 10 acre parcel in Allemansrätt Park	x
3.4.4	Connect parks with trails.	Added trail along 288 th to connect Kroon Lake Park to Olinda Trail,	x
3.4.10	Diversify types of parks by incorporating 4 to 5 acres neighborhood parks instead of primarily pocket parks	This is for new developments so we don't get a multitude of small unusable parks	x
3.6.1	Support the Chisago Lakes Water Trail.	Added \$500 in the budget for water trail maps. Participated in Memorial Day Paddle and Labor Day Paddle events	x
3.6.3	Explore opportunities for new shoreland subdivisions to include public access points.	Rosehill Senior complex-semi public access Peninsula Apartments-semi-public access	x
	Ongoing, Planning	Action	
3.1.2	Explore opportunities to support development of senior housing options.	Approved Rosehill Senior Living, 87 units of senior care. Approved 50 units slab on grade standalone townhomes in Morningsun development	x
4.1.1	Implement, and update as needed, growth plans to efficiently serve future growth. Growth plans should include land use, parks, transportation, sidewalks/trails, water, and sewer	Revised Comprehensive Plan in 2018	x
4.1.3	Preserve areas for trails and future parks.	Identified in Comprehensive Plan	x
4.1.4	Plan for future commercial/industrial districts.	Identified in Comprehensive Plan	x
4.2.1	Review Comprehensive Plan annually in a joint work session between City Council, Planning Commission – include measures as metric for success/implementation.	2018 review May 15, 2019	x
4.2.2	Develop annual budget and City's Capital Improvement Program/Plan (CIP) based on policies and measures within the Comp Plan.	2018 for 2019, complete	x
5.1.3	Encourage future development around the lakes to implement conservation design and low impact development principles.	Adopted MIDS Ordinance, required Peninsula Apartments and Rosehill Senior Living Facility to restore vegetation to the Shoreline	x
7.2.4	Encourage the development of hotel/bed & breakfasts in downtown through zoning and other avenues.	No action, City Code rewrite scheduled for 2019	x
8.2.1	Evaluate whether subdivisions proposed will foster neighborhood	No action, not even sure how to measure this. Develop ideas that	x

	identity and interactions.	foster neighborhood identity and interactions	
	Ongoing, Public Safety	Actions	
1.3.1	Monitor the appropriate level of police service for Lindström and the appropriate means to deliver the service.	New contract requires Police Chief monitor.	x
1.3.2	Direct Police to provide youth programs; DARE, ATV training, gun safety, bike rodeo, snowmobile safety, Night to unite.	DARE, ATV training, gun safety, bike rodeo, snowmobile safety and Night to Unite held in 2018	x
1.3.4	Provide 8-10 hours of relevant training per month for Police Officers.	Complete, hours provided as part of work force hours	x
1.3.6	Fully fund Police equipment maintenance and replacement schedules	Fully funded in 2018	x
1.3.7	Ensure officers are trained and equipped as first responders.	All officers are trained as first responders and equipped with lifesaving equipment in vehicles	x
1.3.8	Maintain Investigation services as part of Lindström Police Department	Compliant	
1.3.10	Provide adequate Police facilities.	Council approved a Public Facility Working Group to review facility needs, consider Public Safety Facility with Fire	x
1.4.2	Continue Fire Open House to educate residents about our services.	Open House held	x
1.4.4	Require new recruit training, as well as training monthly for Fire Fighters to meet state minimum requirements.	Exceeds State Standards	x
1.4.5	Maintain a full force of 25 firefighters on average and a full complement of daytime responders.	Compliant at 26	x
1.4.6	Fully fund Fire Department equipment maintenance and replacement schedules.	Fully funded maintenance and equipment, building not funded but have money for planning new facility	x
1.5.3	Encourage residents to attend the Citizen's Academy sponsored by the County Sheriff.		Ask
	Ongoing, Public Works	Actions	
1.6.3	Monitor traffic patterns and use traffic calming techniques, signals, and crosswalks that are appropriate to the function and volumes of respective streets and neighborhood or Downtown character.	No traffic monitoring, Use cross walk signage in downtown	
1.6.4	Maintain our public infrastructure in excellent condition.	New Public Works Director, maintenance plans being finalized	
1.6.5	Monitor our water quality and flush regularly.	Water Quality testing compliant, MDH reviewed and approved, flushed in spring and fall and when requested	x
5.1.2	Evaluate opportunities for improved stormwater control from roads and public infrastructure, especially in the design of public parking lots.	Evaluated Pervious Pavers, continuing to 2019	
5.1.4	Follow storm water and erosion control mandates in the MIDS ordinance.	Applied to Rosehill Senior facility, Peninsula Apartments and Morningsun	x

5.2.2	Promote and encourage/educate wetland preservation and restoration programs.	No action	
5.2.3	Buffer all locations where there are sensitive land and water interfaces.	No action	x
5.2.4	Identify and follow best practices to prevent the spreading of invasive species, diseases, and pests that impact the long-term health of the city's lakes and other natural resources.	Funded curly leaf weed killer in channel between North and South Lindstrom Lakes Need to address phragmites	x
5.2.5	Collaborate with the DNR and other communities to establish and provide educational materials to prevent the spreading of invasive species.	No action	
5.2.6	Explore and implement as appropriate best practices for preserving the City's tree canopy.	Applied for grant from MPCA to control Ash Borer, -30 degree temperature expected to kill 90% of the bugs. Grant not approved	x
5.3.2	Reduce the City's use of electric, gas, and water.	No action	
5.3.3	Reduce residents' use of electric, gas, and water.	No action	

Comprehensive Plan, Within One-Year Actions

2019

Number	One Year, Administration	Actions, 2019	Complete
1.7.3	Sponsor a City Council annual work session with all advisory boards.	May 15, 2019	
1.7.4	Pass a code of conduct policy.	Introduced at the Council/Commission Orientation held in February, will add to Council Worksession for consideration	
2.3.1	Establish a debt level policy.	Preliminary policy crafted, Council consideration needed	
2.7.1	Provide an annual state of the city.	Planned for May 15, 2019 with the work session	
6.1.1	Establish a City Communications Plan that identifies what residents and visitors want to know; addresses city-wide communication through newsletter, website, social media, etc.; explores broader release of Friday updates; and ensures regular updates from specific departments, like police, fire, parks, and public works.	No action	
8.1.1	Hold annual photo contest to tell community's story.	No action, KOD event	
	One Year, Parks	Actions	
3.4.7	Purchase Concordia University Parcel to connect Allemansrätt Park.	Complete	X
3.4.8	Plan for park improvements and update the subdivision ordinance to maintain an up-to-date park dedication policy and procedure.	Complete, Comprehensive Plan identified location for new parks if development occurs Rewrite City Code 2019, update Park Dedication	X
3.6.2	Identify and protect all lake accesses.	No action, yet	
	One Year, Planning	Actions	
3.1.8	Promote the use of conservation design techniques in new residential neighborhoods to create greenways and preserve natural landscapes.	Complete, Comprehensive Plan revised	X
4.1.2	Establish Orderly Annexation Agreements to facilitate efficient, orderly growth in areas adjacent to existing municipal boundaries.	Complete, March Mayor meeting with Township Supervisor in April, City approved annexations of township islands and properties eligible for 60/40 statute. No further annexations identified in Comprehensive Plan	X
7.2.6	Explore pop-up projects and opportunities, such as temporary retail installations, food trucks, temporary parks/outdoor spaces, business	Preliminary discussions with Council Member Brink of a Food Truck Friday event.	

	incubators, etc.		
7.3.1	Conduct a land use/zoning study to identify potential commercial districts and evaluate appropriate zoning regulations to support their development.	Complete, included in the Comprehensive Plan revision	X
7.3.3	Have the City act as an intermediary between off-highway commercial users along Highway 8 and MnDOT to enable signage for directions/advertising for these users	In process, Engaged Hoisington, Koegler Planning for a sign study for the Industrial District,	
	One Year, Public Safety	Actions	
1.3.5	Increase community presence through uniformed and auxiliary officers walking and biking through downtown and neighborhoods regularly.	Coffee with a Cop, No action otherwise. Gain more ideas from LAPD	
1.4.7	Ensure Fire Hall meets the needs of a modern Fire Department.	In process, Public Facilities working group implemented. Report to City Council in April	
1.5.4	Create a police and fire brochure telling about our department.	No action	
	One Year, Public Works	Actions	
1.6.1	Adopt a policy to install sidewalks on all City collectors; 288th , 292nd, 295th, 299th, North Olinda, 3rd, Glader Blvd, and 316th.	288 th complete, should be on Capital Improvement Plan. Consider adding during Planning Commission discussion	288 th complete
1.6.2	Inspect sidewalks annually and repair those with 3/4" variances, rewrite code for City to repair sidewalks not residents.	Survey complete, this should be a policy we develop and a map we can track reconstruction	
1.6.6	Establish snowplowing policy/standards for salt and sanding roadways with special circumstances.	No action	
3.2.1	Investigate and evaluate appropriate "traffic calming" techniques for streets within or adjacent to residential neighborhoods that are impacted by traffic congestion, excessive traffic volumes for a residential neighborhoods, excessive traffic speeds, or cut-through traffic	No action	
4.1.6	Limit the extension of city services and infrastructure to designated growth areas (and growth phases) to ensure orderly and efficient expansion.	Complete, Comprehensive Plan designates growth areas. Water and Sewer study in 2019 will determine impact of growth	X
4.4.1	Create a comprehensive database of all infrastructure (roads, utilities, building, parks, stormwater ponds, and raingardens etc) to create a schedule of maintenance and replacement.	Nearly Complete, GIS program developed, 1 st year of use in 2019	x

Comprehensive Plan, Within Five-Year Actions

2019

Number	Within Five Years of 2019, Administration	Action	
1.2.1	Implement or maintain a proactive Code Enforcement system to inspect the City monthly and enforce the code with discretion and respect.	Complete, needs more concentration to ensure system compliance	X
1.2.3	Implement a record keeping process or database to ensure appropriate follow through on code enforcement violations or issues.	Complete, we need more practice	X
1.5.1	Identify neighborhoods, sponsor neighborhood meetings, and attend neighborhood meetings already organized with staff from Police, Fire, Building Inspection, and City Administration for the purpose of listening to neighborhood concerns and answering questions.	No action	
1.5.2	Designate neighborhood contacts, collect email addresses, and do email blasts to communicate better with each neighborhood.	No action	
3.5.1	Perform resident satisfaction survey every three years.	No action	
4.6.1	Work with providers to connect all areas of the City to high speed internet to adequately serve both residents and businesses.	No action	
4.6.2	Explore funding options to expand high speed internet infrastructure.	No action	
5.3.1	Adopt policies and practices for public property that promote sustainability – the City should act as a model for the rest of the community (not just lip service).	What do we mean by sustainability	
5.3.4	Encourage recycling through working with our local haulers.	No action	
6.1.2	Develop and market a system (web-based, phone, staff, etc.) for feedback.	No action	
7.2.1	Perform a market study to assist with the development profile to communicate the potential market area, especially based on the number of people that travel through the city.	No action	
8.1.2	Explore partnership with Historical Society, Lindström Photo Club and/or high school photography class for an ongoing social media campaign to encourage sharing of local stories and photos and the creation of an annual display of local photos at City Hall	No action	
8.1.4	Establish volunteer Downtown Ambassadors group	No action	
	Within five years of 2019, Parks	Action	

3.4.5	Expand Olinda Trail trail to city borders north and south.	Applied for grant in 2019 for 2020-2021 construction CR 20 bridge has separated trail section, 2018. TAP grant approved 4/22/19 by ECRDC, sent to MnDot for approval	
3.4.6	Extend Swedish Immigrant Trail to Library on the south side of Highway 8.	No action	
3.5.3	Monitor park usage to make sure that park facilities and maintenance schedules are aligned with demand.	No action	
6.3.1	Develop a volunteer program for parks.	No action	
	Within 5 years Planning	Action	
1.3.11	Provide a mechanism or process to include Police staff on development project reviews to contribute to design guidance with an eye towards crime prevention.	No action	
3.1.7	Revise zoning and subdivision regulations as needed to support modern housing practices and encourage a mix of housing types and prices in new subdivision developments (possible changes include revisions to minimum lot sizes, parking requirements, minimum floor areas, street design, stormwater management techniques, accessory dwelling units, live/work units, and provisions for home occupations).	2019 City Code rewrite, rezoning	
4.1.5	Prepare redevelopment plans for areas that are under-utilized, blighted, or economically obsolete.	EDA Redevelopment Plans	
5.3.5	Craft ordinances that allow for smaller scale wind generation and solar systems in residential, industrial, or commercial neighborhoods or develop a solar farm/wind farm for Lindström.	City Code rewrite and rezoning 2019	
7.2.3	Review zoning ordinances to remove barriers to mixed use and other downtown businesses (ex: breweries).	City Code rewrite and rezoning 2019	
7.3.2	Explore zoning regulations to limit the amount (%) of office space on first floor/store fronts in downtown.	City Code rewrite and rezoning 2019	
	Within 5 years of 2019, Public Safety	Action	
1.3.3	Revisit incentives to encourage officers to live and serve in the service district.	No action	
1.3.9	Create a Community Notification System.	No action	
1.4.1	Add youth programs for Fire Department to develop future fire fighters.	No action	
1.4.3	Sponsor Fire outreach; commercial fire inspections, private fire inspections, smoke detector inspections, change your smoke	No action	

	detector/smoke detector battery day. Serve our residents with ideas intended to educate on how to keep safe.		
1.4.8	Provide a mechanism or process to include Fire Department staff on development project reviews to contribute to design guidance with an eye towards fire prevention or services.	No action	
	Within 5 Years of 2019, Public Works	Action	
4.5.1	Adopt a Complete Streets Policy.	No action	
4.5.2	Establish a pilot project to demonstrate application of complete street policy (could include traffic calming strategies as well).	No action	
4.5.3	Identify priorities for connections to complete a road network, bicycle network, and pedestrian network that connects residential neighborhoods, commercial corridors, recreational areas, and natural amenities.	No action	
5.1.1	Prioritize the installation of sanitary sewer services around city lakes.	Approved project to extend sewer to Mentzer trail	
5.1.5	Implement strategies to reduce impervious surface coverage on City property.	No action	

Comprehensive Plan, After Five-year Actions

2019

Number	Long Term, more than five years, Parks	Action	
3.4.9	Create an access to the Park on Sunrise Lake and a carry-in access to the Lake within the park	No action	
	Long term, more than five years, Planning	Action	
3.1.1	Adopt a housing code/rental licensing program.	No action	
3.1.3	Adopt a property maintenance code.	No action	
3.1.4	Explore grant/funding programs to support residential rehabilitation and upkeep.	No action	x
3.1.5	Conduct a detailed analysis of housing conditions and valuations using County Assessor's data.	No action, but why? What for?	x
3.1.6	Conduct a windshield survey on a regular basis to evaluate housing stock conditions.	No action, but why? What for?	x
5.2.1	Complete a natural resources inventory to determine remaining good farmland, woodlands, bluffs, steep slopes, natural drainage ways, significant trees, buildings, etc., prioritize preservation, and align with proper land use preservation strategy.	No action	
7.1.2	<p>Complete a Downtown Plan that address the following:</p> <ul style="list-style-type: none"> - investigate opportunities to strengthen connections to the lakes, including through public space on the lakes - add outdoor places for seating and gathering within the downtown - optimize public parking on-street and off-street - identify strategic locations for bicycle parking - explore options for a centralized farmer's market - explore street fair/open street events on streets close to downtown - explore opportunities to convert surface parking in the downtown to more active uses <p>establish a clearer connection between the commercial area on Highway 8 at County Road 14/Lincoln Road and downtown.</p>	Proposed Idea to EDA and Planning, 2019	
7.2.5	Conduct a "Downtown Summit" every three years to support the development of an identity and marketing program for downtown Lindström.	No action	

8.1.3	Identify and use criteria developed to capture "Small Town Feel" when evaluating appropriateness of plans and studies.	No action	

Planning Commissioner/Comprehensive Plan/ANNUAL STATE OF THE CITY 2018 Measures