

The Cannon Falls City Council met in a work session on Tuesday, August 3, 2021, in the City Council Chambers. Present were Mayor John Althoff and Council Members Bill Duncan, Matt Montgomery, Laura Kronenberger (arrived at 5:03 p.m.), and Mary Jill Bringgold (remotely); Council Members Steve Gesme and Derek Lundell were absent. Also present were Neil Jensen, City Administrator; Joe Berg, Police Lieutenant; and Nicole Miller, Library Director (remotely).

Call to Order

Mayor Althoff called the City Council work session to order at 5:00 p.m.

2022 Budget Discussion

City Administrator Jensen provided background information. He stated that the Finance Committee has recommended maintaining the tax levy increase at 2% or less. He noted that department heads adhered to this recommendation when preparing their budgets.

Administrator Jensen reviewed the preliminary 2022 budget, including projected expenditures. The Senior Center contribution was discussed. Library Director Miller discussed the Library budget and services.

The sewer and water funds were discussed. Administrator Jensen stated that sewer and water rates will be further evaluated and may need to be adjusted. Bond payments were reviewed.

Revenue sources and projections were reviewed, including LGA and Invenergy revenue.

Preliminary levy information was reviewed. Future street improvement / utility infrastructure projects and project funding sources were discussed. Administrator Jensen suggested developing a long-term capital project plan.

DMV Discussion

Administrator Jensen discussed Vehicle License Center staffing. He stated that the Finance Committee has recommended exploring the possibility of a private entity providing this service. He summarized recent discussions in this regard and discussed the transition process. He reviewed other potential options relating to the current Vehicle License Center. He stated that the Vehicle License Center has been operating at a deficit.

Council Member Duncan spoke in favor of privatizing this service. It was stated that local residents may be interested in providing this service. An RFP process was suggested. Administrator Jensen suggested discussion of the contract terms, including use of the current office space.

It was suggested to offer free rent for the first year, negotiable after that. Administrative costs were discussed. Administrator Jensen indicated that he will draft an RFP document for discussion during a future Council meeting.

Agenda Format of  
City Council, Board,  
and Commission  
Meetings

Administrator Jensen referenced ongoing discussions of the City Council agenda relating to the public input portion of the meeting. He summarized discussion with the City Attorney in this regard.

Council Member Duncan commented that some advisory boards and commissions offer public input and some do not. He suggested offering public input following adjournment of City Council meetings. Council Member Bringgold agreed with establishing a consistent process. The public input procedure was discussed. It was noted that public input is not a requirement. Council Member Kronenberger commented regarding the importance of public input and asked about televising this portion of the meeting. The intent of public input during meetings was discussed. It was suggested to add this topic to the upcoming meeting agenda for further discussion and action.

Adjournment

The work session adjourned at 6:10 p.m.

Adopted by the City Council of the City of Cannon Falls on the 17<sup>th</sup> day of August, 2021.

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Steve Gesme, Mayor Pro-Tem

ATTEST:

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Neil L. Jensen, City Administrator