



AGENDA ITEM #4

REPORT TO CITY COUNCIL

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Date: January 28, 2016

Subject: Organizational Goals Work Session

Report: Attached is information listing current year goals, mid-range goals, and long-term goals for the City's departments and commissions. Staff is looking for Council direction on the priority level of the items listed and identify the application process to achieving these goals.

Council Action Requested: Council direction on organizational goals.

**CITY OF PEQUOT LAKES
ORGANIZATIONAL GOALS FOR CITY COUNCIL CONSIDERATION**

UPDATED: 1-21-16

Department	Current Year Goals	Priority	Two to Five Year Goals	Priority	Six to Ten Year Goals	Priority	
Administration	Create a cyclical bonding plan for improvements according to the City's Capital Improvement Plan.		Hire City attorney to review personnel related policies for consistency and legal compliance.		Hire an architect and/or engineer to look at options to make City Hall offices and space more user friendly.		
	Electronic document management of payroll records and implement web portal (Laserfiche).		Update the utility rate study to determine what the City needs to charge the users to pay for the systems.				
	Continue training and cross-training of duties for Administrative Assistant, Deputy City Clerk, and City Administrator/Clerk.		Construct a multi-year financial management plan to integrate existing debt, capital improvement plans, future debt, tax base growth, future staffing needs, and future operating expenses.				
	Re-evaluate current IT and telecommunication services at City Hall.		Purchase and implement asset management module to track capital assets.				
			Upgrade the City website to ensure it is current and contains information that is easy to find and valuable to those using the site.				
City Council			Video stream Council meetings on the City's website.				
Economic Development Commission	Determine areas of land and infrastructure needs to drive economic growth in the City of Pequot Lakes and create business subsidy and marketing plans to incentivize and promote this growth.						
	Create a development vision and strategy for the 100 acres of MnDOT land turnback north of the City's current wastewater ponds (15+ acres) and south of the City's existing Business Park (80+ acres) – see attached map.						
	Comprehensive Plan Implementation:						
	<ul style="list-style-type: none"> • Establish an availability charge for properties that have access to municipal infrastructure but have not yet connected. • Investigate the potential of establishing a transit service during summer months between downtown Pequot Lakes and downtown Nisswa. • Establish an outreach program to have city representatives personally meet with local business owners, realtors, bankers and others that may influence private-sector investing decisions to inform them of the City's unique, pro-growth vision. • Formally adopt a city-wide logo (e.g. The Bobber), including professional design and copyright protection, and use it to promote the City's brand. • Develop a partnership between businesses and the school district to offer internships to high school students (workforce development program). 						
	Fire	Purchase SCBAs (air packs).		Purchase tanker and organizational equipment for vehicles.		Purchase ladder truck.	
		Purchase extrication tools.		Keep working on the truck rotation plan for vehicle upgrades.		Get the garage floor epoxied.	
Continue to provide the best customer service as possible.			Move away from billing of fire calls.		Hook the floor drains to City sewer.		

Department	Current Year Goals	Priority	Two to Five Year Goals	Priority	Six to Ten Year Goals	Priority	
Park Commission	Comp Plan Implementation: Identify and establish well-marked routes that more directly connect snowmobile and bicycle traffic from the regional trail system in the City.		Comp Plan Implementation: Investigate options for creating a municipal dock on Sibley Lake. Lease a small number of seasonal mooring sites to property owners living in the downtown neighborhoods.		Add splash park near playground in Trailside Park.		
	Proceed with Phase I of the Trailside Park design with SAS+ Associates.		Comp Plan Implementation: Explore alternatives for low-cost hiking trails through the woods that could be accessed by walking from the downtown.		Restroom on the north side of Trailside Park.		
			Proceed with Phases II & III of the Trailside Park design with SAS+ Associates.		Install irrigation on the south side of Trailside Park.		
					Skating rink.		
Planning and Zoning	Comprehensive Plan implementation.		Comprehensive Plan implementation.		Update Comprehensive Plan (due 2023).		
	Wellhead Protection evaluation.		Wellhead Protection implementation.		Begin Wellhead Protection update at year 8 (2021).		
	Mitigate Sibley/Mayo Lakes water quality.		Update zoning, plat, and land use maps as necessary.				
	Develop Emergency Management Plan.		Update Land Use and Subdivision ordinances as necessary.				
	Implement SSTS Program.		Electronic document management of planning and zoning records (Laserfiche).				
	Review Future Land Use Map as it relates to the realignment of TH 371.						
	Comprehensive Plan Implementation:						
	<ul style="list-style-type: none"> Community Character – Provide designated off-site parking for vendors and other support personnel during downtown festivals and gatherings so that the public space is not cluttered with vehicles and parking is available for patrons and visitors. 						
	<ul style="list-style-type: none"> Housing – Adjust the City's land use regulations to provide for more flexibility for rural property owners engaging in historic agriculture and related activities. 						
	<ul style="list-style-type: none"> Housing – Work with the HRA to develop a target list of redevelopment properties. 						
<ul style="list-style-type: none"> Housing – Work with the HRA to develop a plan for rehabilitation of existing homes. 							
<ul style="list-style-type: none"> Economic Development – Provide regular and ongoing enforcement of maintenance standards for properties located within the Business Park as well as the Grow Zone and surrounding neighborhoods. 							
<ul style="list-style-type: none"> Transportation – Create a city policy establishing when newly constructed roads will be accepted by the City for long-term maintenance. The policy should be based on reasonable assurance that the long-term maintenance costs will be sufficiently balanced by the additional tax revenue generated. 							
<ul style="list-style-type: none"> Transportation – Work with Crow Wing County to properly scale the TH 371 and CSAH 11 corridors through the Grow Zone area following the construction of the TH 371 Alternate Alignment. Ensure that these corridors maintain a character that encourages pedestrian activity throughout the Grow Zone. 							
<ul style="list-style-type: none"> Infrastructure – Establish a Wellhead Protection Overlay District to regulate the installation of wells and the establishment of uses that could threaten the aquifer within the wellhead area. 							
Police	Training new officers and multi-purpose officer.		Seal coat garage floor.		Staying abreast of current technology trends.		
	National Night Out		Replace carpet.		Build a training center for the north (technology equipped).		
	Building an investigation for internet crimes against children.		Keeping an up-to-date training schedule for mandated and elective training.		Addition of one sworn FTE.		
	Being active on social media.		Conduct customer surveys.				

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Public Works	Design, bid, and build Pequot Boulevard between West Lake and Ramsey Streets with a storm water system (approximate cost \$175,000).		Design and build a maintenance building and sand/salt shed. The plan would include added equipment needed to cover the new workload (approximate cost \$750,000-\$900,000).		Purchase and develop another publically owned cemetery. Cost would vary with size and location (approximate cost \$60,000-\$250,000).	
	Bid and build a new wastewater spray irrigation system at the south and west of the current wastewater ponds (approximate cost \$1,300,000).		Remain consistent with the City's Capital Improvement Plan starting with re-construction of Old Highway 371 south of County Road 11 (approximate cost \$180,000-\$600,000 depending on design).			
	Ongoing Highway 371 expansion project and re-route of County Road 11. Cost will be realized in the next few years.		Public restroom at Trailside Park (approximate cost \$30,000-\$175,000 depending on design).			

