



AGENDA ITEM #3

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: January 22, 2019

Subject: Defining City's 2019 Work Plan

Report: City board & commission members and staff will provide a brief verbal presentation on their respective 2019 project priorities and any future projects for Council consideration. Attached are the City's 2019 Work Plan and Capital Improvement Plan Summary to facilitate in this discussion.

Council Action Requested: Council discussion and possible direction to City boards & commissions and staff regarding their 2019 project priorities and future goal setting.

CITY OF PEQUOT LAKES

2019 WORK PLAN

"THE HEART OF THE GOOD LIFE"



2019 PROJECT PRIORITIES FOR BOARDS & COMMISSIONS

<u>CITY COUNCIL</u>	<u>ECONOMIC DEVELOPMENT COMMISSION</u>	<u>HRA COMMISSION</u>	<u>PARK COMMISSION</u>	<u>PLANNING COMMISSION</u>
<ol style="list-style-type: none"> 1. Trailside Park Project 2. Rasmussen Road Project 3. North Sluetter Road improvements 4. Security at city hall 	<ol style="list-style-type: none"> 1. Marketing of the Heart of the Good Life development 2. Work with the HRA on housing issues 3. Business Park infill educational plan 4. Work with telecommunication companies to expand fiber optic infrastructure 5. Intercultural Development Inventory assmt. work plan 	<ol style="list-style-type: none"> 1. New hallway lights 2. New light fixtures in individual units 3. Paint hallways & community room 4. Re-carpet hallways & community room 5. New water efficient showerheads as turn over 6. Work with City staff and commissions on housing redevelopment plan & Small Cities Program grant 	<ol style="list-style-type: none"> 1. Develop a capital improvement plan to fund improvements to existing parks <ol style="list-style-type: none"> a. Trailside Park - build a bathroom on the north side b. Trailside Park - install the splash pad & flag display c. Trailside Park - work with the Bean Hole Days Committee to improve the overall appearance of the Bean Hole pot area d. Sibley Lake Park - improve the outhouse e. Sibley Lake Park - replace the stairs from playground to walking path f. Trailside Park - update electrical outlets in southwest corner of north side for tree decorations and new light poles g. Light the new water tower h. Dog Park - add more trees i. Dog Park - add silhouettes on the fence 2. Update the Master Park Plan 	<ol style="list-style-type: none"> 1. Work with the HRA to develop a redevelopment plan for existing homes 2. Update the Downtown Plan 3. Draft architectural, landscaping, and zoning regulations for the Heart of the Good Life Development

2019 PROJECT PRIORITIES FOR CITY DEPARTMENTS

<u>ADMINISTRATION</u>	<u>FIRE</u>	<u>LIBRARY</u>	<u>PLANNING & ZONING</u>	<u>POLICE</u>	<u>PUBLIC WORKS</u>
<ol style="list-style-type: none"> 1. Fill City Clerk/Treasurer position & perform required training 2. I.T. upgrades - backup system and/or exchange mail server 3. City website improvements 4. Work with Public Works Director on Roads Improvement Plan 5. Work with Public Works Director on Buildings Improvement Plan 6. Research on creating a community/smart room at city hall for public use 7. Work with the HRA on housing redevelopment plan & grant 8. Update drug & alcohol policy 9. Complete Giant Worldwide leadership academy through Sourcewell 10. Create vision and mission statements for the City 11. Create & update franchise ordinances for utility companies 12. Initiate marketing outreach for the Heart of the Good Life development 13. Participate in the MN GreenStep Cities Program 	<ol style="list-style-type: none"> 1. Tanker purchase through grant opportunity 2. Work on electronic pre-plans for higher risk occupancies (for use on scene) 3. Remain status quo on providing great service and leadership to the community 4. Work with Police & Public Works Depts. on auxiliary generator for city hall & feasibility of combined use with Water Treatment Plant 	<ol style="list-style-type: none"> 1. Paving north parking lot 2. Part-time librarian 3. Replacement of popcorn wagon wheels 4. Completion of strategic plan <p>(see attached information for details)</p>	<ol style="list-style-type: none"> 1. Laserfiche property files utilizing an intern through Sourcewell 2. Work with the Planning Commission to accomplish their priorities 3. Create electronic land use forms on City website 4. Implement the Wellhead Protection Plan tasks for 2018-2019 	<ol style="list-style-type: none"> 1. Purchase 2019 Dodge Durango/equipment 2. Plan & prepare for implementation of body worn cameras for officers with assistance of grants 3. Plan & prepare for implementation of license plate reader with assistance of grants 4. Run a one day police boot camp/community engagement event 5. Continue to build on National Night Out 6. Impound lot improvements - fencing realignment & class 5 7. Continue to work with elder care facilities to improve quality of life, ensure safety and protection of vulnerable adults 8. Purchase & training of LUCAS device-chest compression system 9. Work with Fire & Public Works Depts. on auxiliary generator for city hall & feasibility of combined use with Water Treatment Plant 	<ol style="list-style-type: none"> 1. Streets - Work with City Administrator on Roads Improvement Plan <ol style="list-style-type: none"> a. Rasmussen Road improvements - special focus on section south of Main Street, north of Tree Farm Road b. Nelson Road improvements - combined with Ideal Twp., widening/leveling hills needed & shoulders bad c. East half of Akerson Road improvements - essentially the low area drainage issue & affected pavement d. Wild Acres Road improvements - combined with Jenkins & Ideal Twps., widening & shoulders bad 2. Personnel <ol style="list-style-type: none"> a. Hire full-time public works staff - shared duties with water & sewer, % resulting from full assmt. of needs b. Continue to provide public works staff with training - streets, safety, water/sewer 3. Parks <ol style="list-style-type: none"> a. Light improvement project in Trailside Park b. Improved community message board - digital, improve placement, remote input 4. Buildings - Work with City Administrator on Buildings Improvement Plan <ol style="list-style-type: none"> a. Assess Cole Bldg/Museum improvements requested 5. Water/Sewer <ol style="list-style-type: none"> a. Front Street work - remedy small area on north end, sewer buried too shallow & prone to freezing b. Future additions to water/sewer infrastructure needs to allow for additional insulation if located near/under storm sewers c. Infrastructure capabilities/limitations/growth need to be addressed in visions and growth planning. 6. Other <ol style="list-style-type: none"> a. Work with PD & FD on auxiliary generator for city hall & feasibility of combined use with Water Treatment Plant



Pequot Lakes Library – 2019 Projects

Paving North Parking Lot

The Library Board has identified as a priority that, once improvements have been made to Rasmussen Road, the north parking lot of the Library be paved with permeable pavement.

Part-Time Librarian

The Library Board has also identified as a priority the hiring of a part-time librarian to handle cataloguing and other “back office” duties that have previously been handled by a couple of highly dedicated volunteers, one of whom has now retired.

Replacement of Popcorn Wagon Wheels

The popcorn wagon, which is an important fixture in Trailside Park during the summer, requires new wheels.

Completion of Strategic Plan

Since early summer of 2018, Library Board members and volunteers (Library Team) have been working on a strategic planning process that included, during the fall of 2018, significant community input through both a community-based Planning Committee and Public Conversations that were open to all members of the public. (The planning schedule can be found on page 2.) The process used as its basic framework the standard public library planning process, *The New Planning for Results*. This process is a collaborative effort between community residents and library staff—in this case, library volunteers.

The Library Team is now at the point of writing the strategic plan, based on the conclusions of the Planning Committee, after incorporating all of the public input. This is scheduled to be completed by the end of March. Comments will then be provided by the Planning Committee. If any revisions are required, they will be made, and then the final version will be submitted to the Library Board, and then to the City Council for approval (May 2019).

In summer of 2019, we hope to begin implementation of the Strategic Plan, which, according to the recommendations of the Planning Committee, will built around the library focusing on the following services:

- Basic Literacy
- Commons (Public Space)
- Information Literacy
- Community Referral
- Current Topics and Titles
- Lifelong Learning

Additionally, it was noted that the highest priorities are ensuring the continued success of the library’s volunteer staff and the potential supplementation of the volunteer staff with the hiring of a paid part-time staff person. In addition, staffing may also include the use of interns for certain functions that do not require continuity over time. Also among the

priorities is the desire for a multi-purpose community space that is equipped with technology for diverse community uses.

The Strategic Plan will lay out potential means of implementation for these priorities over the next five years, recognizing current available resources.

Library Strategic Planning Schedule

Planning Committee Meeting #1 September 22, 2018
(Goals: Community vision and needs; adopt preliminary library service priorities.) 9:00 a.m. – 2:00 p.m.

Focused Public Conversation: Children and Youth Monday, October 8, 2018
(Goals: Explore how library can help meet needs of children and youth without duplicating efforts.) 7:00 p.m. – 8:30 p.m.

Focused Public Conversation: Jobs and Economic Development Thursday, October 11, 2018
(Goals: Explore how library can assist in developing workforce and supporting economic development.) 7:00 p.m. – 8:30 p.m.

Focused Public Conversation: Diverse Literacies Monday, October 15, 2018
(Goals: Explore how library can assist community members in diverse literacies.) 7:00 p.m. – 8:30 p.m.

Focused Public Conversation: Library as Civic Resource Thursday, October 18, 2018
(Goals: Explore how library can serve as a civic resource in our community.) 7:00 p.m. – 8:30 p.m.

Focused Public Conversation: Library Staffing Monday, October 22, 2018
(Goals: Discuss how to ensure library can continue to be good volunteer experience.
Explore potential roles of volunteers and possible future paid staff person.) 7:00 p.m. – 8:30 p.m.

Library Team and Board Meeting Monday, October 29, 2018
(Goals: Review and comment on results of planning committee meeting#1 and focused conversations.).. 6:00 p.m. – 8:30 p.m.

Planning Committee Meeting #2 Saturday, November 3, 2018 9:00 a.m. – 2:00 p.m.
(Goals: Review focused conversation and staff responses to vision, needs, and service priorities.
Finalize library service priorities.) 9:00 a.m. – 2:00 p.m.

Library Team drafts Strategic Plan November, 2018 – March, 2019

Planning Committee Meeting #3 Saturday, April 6, 2019 9:00 a.m. – 2:00 p.m.
(Goals: Review draft of plan; recommend any changes.) 9:00 a.m. – 11:00 a.m.

Library Board Meeting Tuesday, April 23, 2019
(Goal: Present plan for approval.) 4:30 p.m. – 5:30 p.m.

City Council Meeting Tuesday, May 7, 2019
(Goal: Present plan for approval.) 6:30 p.m.

**CITY OF PEQUOT LAKES
CAPITAL IMPROVEMENT PLAN SUMMARY**
UPDATED: 1-16-19

DEPARTMENT	PROJECT	FUNDING SOURCES	TOTAL ESTIMATED EXPENDITURES	YEAR 2018	YEAR 2019	YEAR 2020	YEAR 2021	YEAR 2022	YEAR 2023	YEAR 2024	YEAR 2025	YEAR 2026	YEAR 2027	DESCRIPTION
LEVY FUNDS:														
Police	Squad Car & Computer	Levy	\$ 448,780	\$ 28,000	\$ 34,000	\$ 43,990	\$ 45,235	\$ 46,480	\$ 47,725	\$ 48,970	\$ 50,215	\$ 51,460	\$ 52,705	One fully marked police car and computer per year.
Police	Radar	Fund balance	\$ 14,500	\$ 2,500	\$ 3,000	\$ 3,000						\$ 3,000	\$ 3,000	The intent is to replace one radar on the same rotation as squad car replacements. Radars have a useful life of 10 years.
Police	Squad Cameras	Levy	\$ 39,000			\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	Useful life 12 years.
Roads & Streets	Overlay Projects	Levy	\$ 713,945	\$ 88,795	\$ 60,950	\$ 62,540	\$ 83,490	\$ 65,720	\$ 67,310	\$ 68,900	\$ 70,490	\$ 72,080	\$ 73,670	Needs to be done due to age and condition of several streets.
Gen Bldg/Roads & Streets	Lawn Mower	Fund balance	\$ 15,900		\$ 15,900									
Administration	Financial Software Upgrade	Levy	\$ 6,870		\$ 2,290	\$ 2,290	\$ 2,290							Upgrade financial software to Connect
	City Hall & Public Works Facility Signs	Fund balance	\$ 3,000		\$ 3,000									New signs at both locations
Highway 371	Dump/Snowplow Truck	Tumback funding/Equipment cert.	\$ 464,100	\$ 210,000			\$ 254,100							
Administration	IT Upgrades	Levy	\$ 12,505	\$ 5,000	\$ 7,505									Upgrade current backup system to Cloud storage & upgrade exchange mail server.
Roads & Streets	Paint Sprayer	Fund balance	\$ 5,000		\$ 5,000									For crosswalks and curbs.
Capital Improvement	Maintenance Facility & Salt Storage Shed	Interfund loan	\$ 1,020,723	\$ 1,020,723										
Capital Improvement	Rasmussen Road	Tumback funding/GO bond	\$ 3,800,000		\$ 3,800,000									
Capital Improvement	Trailside Park, Street, Utility Improvements	Interfund loan/GO bond	\$ 2,572,500	\$ 862,500	\$ 1,710,000									
Highway 371	Front End Loader	Tumback funding	\$ 260,466			\$ 260,466								For loading/mixing salt/sand and snow removal from tumback streets.
General Building	Generator	Fund balance/Grants	\$ 43,000		\$ 43,000									For City Hall.
Roads & Streets	Nelson Road	Street reconstruction bond	\$ 150,000				\$ 150,000							Rebuild road. Amount is City's portion only as Ideal Twp. would pay their share.
Roads & Streets	Wild Acres Road	Street reconstruction bond	\$ 150,000				\$ 150,000							Rebuild road. Amount is City's portion only as Ideal and Jenkins Twps. would pay their shares.
Roads & Streets	One Ton Plow Truck	Levy	\$ 55,200		\$ 55,200									Replace 2008 truck.
General Building	City Hall Project	CIP bond	\$ 433,180				\$ 433,180							Remodel city hall for a more efficient and user friendly layout.
Highway 371	Patriot Avenue Overlay	Tumback funding	\$ 360,000					\$ 360,000						
Highway 371	CSAH 11	Tumback funding	\$ 900,000										\$ 900,000	
	Subtotal Levy Funds		\$ 11,468,669	\$ 2,217,518	\$ 5,684,645	\$ 427,486	\$ 691,615	\$ 551,880	\$ 481,535	\$ 124,370	\$ 127,205	\$ 133,040	\$ 1,029,375	
SPECIAL REVENUE FUNDS:														
Library	Pave North Parking Lot	Donations	\$ 15,000		\$ 15,000									
Fire	Grass Rig Truck	Fund balance	\$ 30,000	\$ 30,000										To replace the 1997 grass rig truck.
Fire	IT Upgrades	Fund balance	\$ 1,235		\$ 1,235									
Fire	Tanker 2 Truck	Equipment certificate	\$ 230,000			\$ 230,000								To replace 1992 GMC Tanker.
	Subtotal Special Revenue Funds		\$ 276,235	\$ 30,000	\$ 16,235	\$ 230,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ENTERPRISE FUNDS:														
Water & Sewer	One Ton Utility Truck	Utility services	\$ 60,000	\$ 60,000										With electric hoist, 4x4, and tool compartments.
Water & Sewer	IT Upgrades	Utility services	\$ 760		\$ 760									
Water & Sewer	Financial Software Upgrade	Utility services	\$ 980		\$ 980									
Water & Sewer	Rasmussen Road	Utility services	\$ 120,000		\$ 120,000									
Sewer	Brown/Heath Streets Lift Station Upgrade	Utility services	\$ 23,760		\$ 23,760									
Sewer	Jetter	Utility services	\$ 60,000	\$ 60,000										To replace old jetter.
	Subtotal Enterprise Funds		\$ 265,500	\$ 120,000	\$ 145,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	TOTAL EXPENDITURES		\$ 12,010,404	\$ 2,367,518	\$ 5,846,380	\$ 657,486	\$ 691,615	\$ 551,880	\$ 481,535	\$ 124,370	\$ 127,205	\$ 133,040	\$ 1,029,375	

NOTE: Used a 3% inflation rate factor per year.

FUNDING SUMMARY:														
CIP Bond		\$ 433,180					\$ 433,180							
Donations/Grants		\$ 15,000		\$ 15,000	\$ -									
GO Bond		\$ 5,510,000		\$ 5,510,000										
Equipment Certificates		\$ 484,100			\$ 230,000	\$ 254,100								
Street Reconstruction Bond		\$ 300,000				\$ 300,000								
Fund Balance/CO Carryover/Interfund Loan		\$ 1,993,358	\$ 1,913,223	\$ 71,135	\$ 3,000							\$ 3,000	\$ 3,000	
Levy		\$ 1,278,800	\$ 124,295	\$ 104,745	\$ 164,020	\$ 137,515	\$ 118,700	\$ 121,535	\$ 124,370	\$ 127,205	\$ 130,040	\$ 126,375		
Utility Services		\$ 265,500	\$ 120,000	\$ 145,500										
Tumback Funds		\$ 1,730,466	\$ 210,000		\$ 260,466			\$ 360,000					\$ 900,000	
TOTAL FUNDING		\$ 12,010,404	\$ 2,367,518	\$ 5,846,380	\$ 657,486	\$ 691,615	\$ 551,880	\$ 481,535	\$ 124,370	\$ 127,205	\$ 133,040	\$ 1,029,375		