



**AGENDA ITEM #10.3**

**REPORT TO CITY COUNCIL**

**Report Prepared by: Nancy Malecha**

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**Date:** December 3, 2019

**Subject:** Call Special Meeting

**Report:** Last year, the City Council scheduled a Special City Council Meeting in January to discuss project priorities for the year. City department heads and board/commission chairs attended and provided information for the City's 2019 Work Plan, which is attached. I am recommending the City Council call this Special Meeting for Tuesday, January 21, 2020 at 6:30 p.m.

**Council Action Requested:** Council motion calling a Special City Council Meeting for January 21, 2020 at 6:30 p.m. for the purpose of defining the City's 2020 Work Plan.

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

### 2019 PROJECT PRIORITIES FOR CITY DEPARTMENTS

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

### FUTURE GOALS FOR CITY

- Draft work improvement plan for city hall facility
- Need a new housing development plan
- Expansion of fiber optic in the downtown area of our community
- Continue collaborations on marketing plan for our community with the School & Chamber



# Pequot Lakes Library – 2019 Projects

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## **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.