

**City of Stewartville
2015 Council Workshop
Thursday, February 5, 2015**

Attending the Workshop were Mayor King, Councilmembers Stensrud, Timm, Anderson and Uptagrafft, Administrator Schimmel, Finance Director Neubauer, City Clerk Roeder, Public Works Supervisor Sass, Water Foreman Hale and Facilitator Don Borcharding.

PART I - REVIEW DESIGNATED ACTION ITEMS FROM 2014 WORKSHOP

The 2014 Designated Action Items that had been identified at the 2014 workshop by Council were discussed and updated information was provided.

New Residential Development.....The EDA met with residential developers in 2014 to receive input on what the City could help with. The only item that came up was that the cost of their risk (interest on loans) was high and the EDA felt that the City could not participate in their risk when no return would be recognized when the profit was made. The \$5,000 Rebate program is scheduled to sunset in April 2015 and the EDA has not made a decision to continue the program or let it sunset. The EDA presently does not have any plans to help with residential development.

ACTION: No further action at this time.

Civic Center.....Due to the continue financial loss of running the Civic Center and the need to begin high cost of maintenance projects the Council felt that a task force should be formed to discussion various options for the future of the Civic Center.

ACTION: Mayor to appoint a task force.

CIP- Capital Improvement Plan..... Continuation of the Street CIP projects.

ACTION: Annual Street tour with Council has been set for April 20, 2015 at 4:30 p.m.; update the 5 year CIP plan annually and as one improvement is made add the next improvement to the plan; City Engineer keeps the Statistical Chart of Street Conditions current; Public Works Committee. Finance Committee and department

Christmas Decorations.....**ACTION: Councilmember Timm, Jacobs, Neubauer and Sass will investigate and prepare a proposal for Council review.**

- Industrial Park**.....Continuation of marketing and development of roads (continuation of Henry Road and 2nd Avenue NW) and stoplight at intersection.
ACTION: CEDA, City Engineer and EDA
- City Hall Facility**.....Conceptual drawings and costs estimates were completed for various sites. Council felt that with the fire hall and the new school it was not the time for the public to hear about a new City Hall.
ACTION: No further action at this time.
- Parks**.....A master plan has been completed for review and input from the public .
ACTION: Park Board is working on the Master Plan for Bear Cave Park with the City Engineer financed by a SHIP grant.
- Emerald Ash Borer**.....**ACTION: Councilmember Timm and Neubauer will work on a policy draft for Council review.**
- Trails**.....Improve the trail from Florence Park to shop and under bridge to connect with Highway 63 path; connection from Bear Cave to the proposed Blue Stem Trail along County Road 8 into Bamber Valley.
ACTION: The trail near the Dairy Queen to the current trail under the bridge is scheduled to be completed in 2015 and is included in the 2015 budget.
- Web Site Update**..... **ACTION: Requests for Proposals have been received and are being reviewed by the EDA Website Sub-committee and Staff.**
- Utility Billing**.....**ACTION: FundBalance programmers are working on an update.**
- Multi-Family Zoning**.....**ACTION: Timm, Schimmel and Roeder have met with John Harford of Rochester/Olmsted Planning & Zoning to gather information on how other communities deal with zoning changes and will present to the Planning and Zoning for input.**
- Storm Water Pond Policy**.....**ACTION: City Engineer Strauss and Roeder had completed a draft in 2013 and met with Schimmel and Stevens for review.**
- 15th Avenue NE Construction**.....**ACTION: Mayor King and Schimmel to continue talks with High Forest Township and the County.**
- City Hall Staffing**.....**ITEM COMPLETED**

PART II – BRAINSTORMING IDEAS FOR STEWARTVILLE – GOALS/PROJECTS 2015

Discussion was held and various goals and items were identified as possible projects to plan and budget for. The following items were listed and then each Councilperson identified their top items that they would like to include in the Strategic Plan.

<u>Item</u>	<u># of Votes</u>	<u>Item</u>	<u># of Votes</u>
Budgeting Ongoing	3	WWTP – Phase 3	3
City Hall Facility	0	Library Marketing	0
Civic Center Future	4	Christmas Decorations	3
Emerald Ash Bore	1	Dog Park	1
Open Door Communication	3	Marketing Stewartville	2
Crime Free Housing Ordinance	2	Keep up with CIP	3
Implement Park Plan	4	Parking Ordinance (Snow)	2
Review of Policies (Housekeeping)	1	Technology – City Wide	0
Trails & Mapping (Blue Stem)	0	Township Shared Roads	4
4 th Avenue SE Dead End	0	GIS Program Internship	1
Sidewalk Connections & Maintenance	1	Commercial/Industrial Develop	4
Community Involvement Projects	1	Residential/Multi-family Develop	4
City Department Reorganization	0	City Operate WWTP	1
Utility Billing Upgrade	1		

PHASE III – IMPLEMENTATION OF TOP 2015 GOALS – WHAT, WHO, HOW

Civic Center Future.....Should the City continue to run the Civic Center as it is continually losing money and it is beginning to need a lot of maintenance, i.e. new roof, new flooring. “Sell or Lease”. Determine the value of the property and investigate different uses.

ACTION: Mayor to form a task force of non-bias individuals from the community to review the present and future plans of the Civic Center within the next 6 months.

Park Plan.....Have a Strategic Plan for ALL parks. Begin work on implementation of the Master Plan for Bear Cave, which can and may include the band shell, dog park, etc.

ACTION: The Park Board will take the lead and continue developing a Strategic Plan for ALL parks, discuss how activities in the plan will occur (future promotor – hire or contract) and solicit community groups to take on and be responsible for various “projects”.

Township Roads.....Discussion on the continuous maintenance and repairs of the 4 township roads (15th Avenue NE, 20th Avenue NW, 11th Avenue

NW and 2nd Avenue SW) with High Forest Township. Review of current agreement and financial fairness for both entities.

ACTION: Mayor and Schimmel meet with High Forest Township and review the current agreement and future plans for the township roads listed above.

Commercial/Industrial/

Residential Development.....Continue with current programs and marketing and investigate future ideas to promote the community and growth.

ACTION: EDA continue marketing and developing ideas for community growth. EDA to contact “Joe Weis” or similar individual to “pick his brain” for ideas on how to spear multi-family and residential development.

Open Door Communication.....**ACTION: Promote good communication from Council, Commissions and Board and all department employees.**

CIP-Capital Improvement Projects....Review 5-year CIP plan annually and make adjustments as needed, even modifications as a project develops.

ACTION: Annual street tour (scheduled for April 20, 2015) and review and adjust 5-year CIP plan. Early Council decision on next year’s CIP to allow for financing discussion during budget process and surveying in fall.

WWTP – Phase 3..... Phases 1 and 2 of the updating and renovation of the WWTP have been completed and funding has been set aside to continue with Phase 3.

ACTION: Staff to contact Tom Madden of S.E.H.Yaggy to begin review of Phase 3 and discussion with staff and Public Works Committee along with the Finance Committee.

Budgeting On-going..... To include discussion of future costs and maintenance items when developing a new project so that future budgeting increases can be implemented.

ACTION: Council, Committees and Staff to develop costs and include in future budgeting discussion.

Christmas Decorations.....**ACTION: Christmas Committee develop a plan for Council review and approval before the next holiday season.**

Marketing Stewartville.....**ACTION: EDA to continue with current marketing and develop new strategies.**

Housing Ordinance.....**ACTION: Continue reviewing and updating by Roeder and P&Z.**

Parking Ordinance.....ACTION: At present time enforce the 2” inch snow ordinance and continue discussion on revisions and enforcement of the ordinance with law enforcement, Council and staff.

PHASE IV – FUTURE WORKSHOPS, MISCELLANEOUS

Council felt that the “Workshop “format was a good way to communicate ideas and concerns with each other and staff. It was suggested that another workshop be planned for late summer or early fall.

Staff will prepare an on-going report on the progress of the above items that Council has developed as a Strategic Plan.

Council discussed using a “consent agenda” format for Council meetings.

Discussion on the role of the Community Cop and his duties as related to the School District was held. It was felt that at the next Joint Meeting with the School District discussion should be held regarding a cost share or billing of the Community Cop’s time at the school.

Respectfully submitted,

Don Borcharding
Bill Schimmel, Jr
Barbara K. Neubauer