

**Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall Community Room, 600 Rice Street
Tuesday, June 6, 2017**

Mill Street Parking Ramp Tour (4:00 PM)

Dinner Available for Wayzata City Council – Conference Room (4:30 PM)

WORKSHOP TOPIC FOR DISCUSSION:

1. Strategic Planning Recap (5:00 PM)

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City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox

City Council:
Dan Koch
Johanna McCarthy
Alex Plechash
Steven Tyacke

City Manager:
Jeffrey Dahl

Date: May 31, 2017
To: The Honorable Mayor and Members of the City Council
From: Jeffrey Dahl, City Manager
Subject: 2017-2021 Strategic Planning Recap

Background

On April 20 and April 21 of this Spring, the City Council and City staff held a two-day retreat to discuss organization accomplishments, updating the City's Mission, Vision, and Values, and then agreeing on priority objectives, goals, and the initiatives needed to accomplish them.

Update

Now that Staff has had a chance to digest the feedback received at the retreat, we are ready to discuss the draft Strategic Plan, which is equipped with responsible parties and tentative completion dates.

Strategic Planning Consultant Nick Ruehl will be in attendance to lead this discussion. We will be going over the following areas:

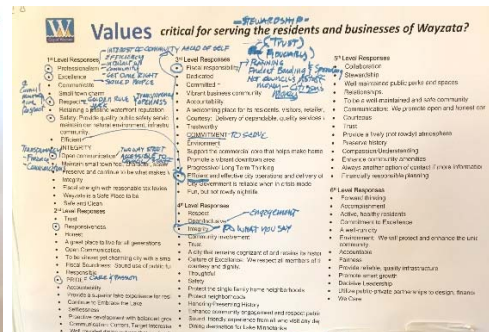
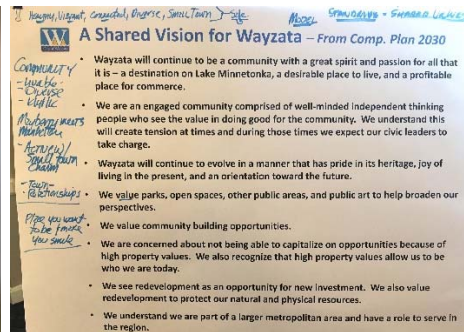
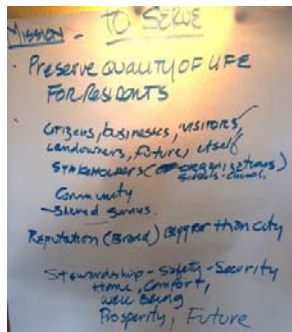
- Provide a summary of the entire retreat
- Recap the Mission, Vision, and Values
- Go over draft 2017-2021 Strategic Plan
- Articulate next steps/tracking of the Plan

Attachments

1. Summary of Mission, Vision, and Values Discussed
2. Draft 2017-2021 Strategic Plan



Mission / Vision / Values Summary (4/20 & 21 Work Shop)



Mission:

- To Serve
- To Preserve and Enhance the Quality of Life for Residents, Businesses, and Community at Large
- Descriptors for our Mission:
 - Stewardship, Service, Safety, Security, Home, Comfort, Well Being, Prosperity, Future
- Reputation / Brand is bigger than the city, itself

Vision:

- A healthy, vibrant, safe, home town on the lake.
- Where Mayberry meets Manhattan
- Smile, you are home!
- Ideal place on the lake to live, work, shop, and play.
- The Lake Place to Be!

Values

Service Attitude

- Community over Self

Professionalism

- Efficient
- Do the right thing well
- Competence (Skilled)
- Interact with Community – Calm in the storm (Well-being)

Respect

- Treat others as you would like to be treated
- Transparency, (Define)
- Openness & Accessible
- Willingness to Listening
- Modeled by Staff & Council

Open Communication

- Two-way Street
- Accessible to Council & Staff
- Published information for transparency

Integrity

- Do what we say we will do
- Pride
- Caring
- Passion
- Inclusive and Engaged

Fiscal Responsibility

- Fiduciary relationship of Trust
- Stewardship: “Not mine, Ours”
- Proper planning
- Responsible spending
- Prudent bonding – Strong Rating
- Proper internal controls
- Transparency
- Proper budget vetting
- Frequent reporting



Wayzata Strategic Plan 2017 - 2021

5/30/17

Strategic Objectives: The City's Priorities for the Next 5 Years

Goals: What we will do to accomplish these objectives

Initiatives: Individual activities leading to goals

1.0 A Strong Financial Foundation	Completion Date
1.1 Explore financial sustainability of Core Services & Enterprise Operations	
1.1.1 Study of Current Fire Department Model	Dec-17
1.1.2 Update of Study of Municipal Liquor Operations	Dec-18
1.2 Diversify revenue to reduce levy	
1.2.1 Study grant writing options & opportunities	Oct-18
1.2.2 Implement Special Services District	Jan-18
1.2.3 Study feasibility for a Sales Tax/Visitors and Convention Bureau	Dec-19
1.2.4 Study Monetizing Docks	Jun-18
1.2.5 Study Monetizing Parking	Jun-18
1.3 Relocate Telecom Site	
1.3.1 Continue negotiations on lease	Dec-21
2.0 Efficient & Effective Operations	
2.1 Expand Technology for Efficiency and Convenience	
2.1.1 Implement Paperless Council Packets	Dec-17
2.1.2 Streamline and Digitize Permitting and Licensing Process	Aug-18
2.2 Optimize City Management Organization for Efficiency	
2.2.1 Study of mgmt org structure, HR practices, Processes, Staff Transition	Dec-17
2.3 Optimize Energy Conservation Opportunities for City Facilities and Equipment	
2.3.1 Complete energy audit for facilities	Dec-18
2.3.2 Complete energy audit for city vehicles & equipment	Dec-18
2.4 Continue Development of Ordinances	
2.4.1 Study Neighborhood Zoning Standards Ordinance	Dec-18
2.4.2 Study Signage Ordinance	Dec-18
2.4.3 Explore Alternative Energies Ordinance	Dec-19
2.5 Explore Expansion of Shared Services	
2.5.1 Police	Dec-19
2.5.2 Fire	Dec-18
2.5.3 Public Works	Dec-19
2.5.4 Building Inspections	Dec-17

3.0 Thoughtful Growth	Completion Date
3.1 Develop Lake Street Vision	
3.1.1 Study Downtown Retail Market	Jun-18
3.1.2 Develop public/private development plan for Lake St west of Barry	Dec-18
3.2 Develop Master Wayfinding /Signage Plan	
3.2.1 Develop Master Wayfinding/Signage Plan for all roads/trails/gateways	Dec-17
3.3 Develop Branding and Marketing Campaign	
3.3.1 Develop Branding and Marketing Campaign for Organization and broader Community	Mar-19
3.4 Complete City Wide Traffic Study	
3.6.1 Complete Analysis of Superior/Wayzata option	Jan-18
3.6.2 Construction of Superior/Wayzata Option	Jul-18
3.6.2 Other traffic issues considered in Comprehensive Plan	Mar-18
4.0 An Active and Healthy Community	
4.1 Develop a Parks Master Plan	Sep-18
4.2 Continue Lake Effect Projects	
4.2.1 Complete EAW	Nov-17
4.2.2 Assist Lake Effect Conservancy in Fundraising Efforts	Jun-20
4.2.3 Design Lake Street/Pop Up Park Plans	Jul-18
4.2.4 Build Lake Street/Pop Up Park	Jun-19
4.2.5 Design Boardwalk/Eco Park Plans	Jul-19
4.2.6 Build Boardwalk/Eco Park Plans	Jun-20
5.0 An Engaged Community	
5.1 Complete 2040 Comprehensive Plan	
5.1.1 Incorporate Separate Public Engagement Process	Dec-17
5.1.2 Update Traffic and Utility Information	Mar-18
5.1.3 Incorporate Wayzata Blvd. Corridor Study/Small Area Plan	Mar-18
5.1.4 Incorporate sustainability/Met Council Approval	Sep-18
5.2 Promote Volunteering/Activism at City Level	
5.2.1 Create promotion program for Boards and Commissions	Dec-20
5.2.2 Create promotion program for various activities	Dec-20
5.2.3 Create promotion program for Fire Fighters	Jun-18



Wayzata Strategic Plan / 2017 - 2021

Strategic Objectives: The City's Priorities for the Next 5 Years

Goals: What we will do to accomplish these objectives

Initiatives: Individual activities leading to goals

1.0 A Strong Financial Foundation

1.1 Explore financial sustainability of Core Services & Enterprise Operations						
1.1.1	Study of Current Fire Department Model	Start	Finish	Resp	Comments / Status	
1.1.1.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jul-17	Sep-17	Klapprich		
1.1.1.2	Scope of work milestones	Sep-17	Nov-17	Klapprich		
1.1.1.3	Complete study, Present findings to the Council, Deliberations	Dec-17	Dec-17	Klapprich		
1.1.2	Study of Municipal Liquor	Start	Finish	Resp	Comments / Status	
1.1.2.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-18	Feb-18	McDonald/Castellano/Pietrini		
1.1.2.2	Scope of work milestones	Mar-18	Oct-18	McDonald/Castellano/Pietrini		
1.1.2.3	Complete study, Present findings to the Council, Deliberations	Nov-18	Dec-18	McDonald/Castellano/Pietrini		
1.2	Diversify revenue to reduce levy					
1.2.1	Study grant writing options & opportunities	Start	Finish	Resp	Comments / Status	
1.2.1.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Mar-18	Aug-18	Dahl		
1.2.1.1	Present Grant Opportunities to Council and Prioritize	Aug-18	Oct-18	Dahl		
1.2.2	Implement Special Services District	Start	Finish	Resp	Comments / Status	
1.2.2.1	Work with Consultant on Engagement and Development of Budget	Jun-17	Sep-17	Dahl		
1.2.2.2	Assist Property Owners in Petition/Approval Process	Aug-17	Dec-17	Dahl		
1.2.2.3	Determine Operational Board of SSD	Nov-17	Jan-18	Dahl		
1.2.3	Study feasibility for a Sales Tax/Visitors and Convention Bureau w/Chamber	Start	Finish	Resp	Comments / Status	
1.2.3.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-19	Feb-19	Dahl		
1.2.3.2	Scope of work milestones	Mar-19	Oct-19	Dahl		
1.2.3.3	Complete study, Present findings to the Council, Deliberations	Nov-19	Dec-19	Dahl		
1.2.4	Study Monetizing Docks	Start	Finish	Resp	Comments / Status	
1.2.4.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-18	Feb-18	McDonald		
1.2.4.2	Scope of work milestones	Mar-18	May-18	McDonald		
1.2.4.3	Complete study, Present findings to the Council, Deliberations	May-18	Jun-18	McDonald		
1.2.5	Study Monetizing Parking	Start	Finish	Resp	Comments / Status	
1.2.5.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-18	Feb-18	McDonald		
1.2.5.2	Scope of work milestones	Mar-18	May-18	McDonald		
1.2.5.3	Complete study, Present findings to the Council, Deliberations	May-18	Jun-18	McDonald		
1.3	Relocate Telecom Site					
1.3.1	Continue negotiations on lease	Start	Finish	Resp	Comments / Status	
1.3.1.1	Negotiate with three existing providers and one new provider	Jun-17	Dec-17	Dudinsky		
1.3.1.2	Present Findings to Council, Deliberations	Dec-17	Dec-17	Dudinsky		
1.3.1.3	Transition all Telecom Equipment from water tower to new monopole	Jan-18	Dec-21	Kelly		



Wayzata Strategic Plan / 2017 - 2021

Strategic Objectives: The City's Priorities for the Next 5 Years

Goals: What we will do to accomplish these objectives

Initiatives: Individual activities leading to goals

2.0 Efficient & Effective Operations

2.1 Expand Technology for Efficiency and Convenience

		Start	Finish	Resp.	Comments / Status
2.1.1	Implement Paperless Council Packets	Jun-17	Aug-17	Malone	
2.1.1.1	Research best practices and process/method of delivery	Oct-17		Malone	
2.1.1.2	Purchase devices and software	Nov-17	Dec-17	Malone	
2.1.1.3	Implementation and Council/Staff Training				

2.1.2	Streamline and Digitize Permitting and Licensing Process	Start	Finish	Resp.	Comments / Status
2.1.2.1	Research best practices and process/method of delivery	Jan-18	Mar-18	Dahl	
2.1.2.2	Purchase devices and software	Apr-18	May-18	Dahl	
2.1.2.3	Implementation, Staff Training, and Marketing of new Technology	Jun-18	Aug-18	Dahl	

2.2 Optimize City Management Organization for Efficiency

		Start	Finish	Resp.	Comments / Status
2.2.1	Study of management organizational structure, HR practices, Processes, Transition				
2.2.1.1	Work with Consultant : Organizational Analysis, Succession Planning, Comp & Class, Update Employee Policy, Review All HR processes	Jul-17	Nov-17	Dahl/Kaufman	
2.2.1.2	Complete study, Present finding to the Council, Deliberations	Dec-17	Dec-17	Dahl/Kaufman	

2.3 Optimize Energy Conservation Opportunities for City Facilities and Equipment

2.3.1	Complete energy audit for facilities	Start	Finish	Resp.	Comments / Status
2.3.1.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-18	Mar-18	Building Inspections	
2.3.1.2	Scope of work milestones	Nov-18		Building Inspections	
2.3.1.3	Complete audit, Present findings to the Council, Deliberations	Dec-18	Dec-18	Building Inspections	
2.3.2	Complete energy audit for city vehicles and equipment	Start	Finish	Resp.	Comments / Status
2.3.2.1	Identify energy savings strategies for PW equipment and City vehicles	Jan-18	Apr-18	Dudinsky	
2.3.2.2	Adopt energy savings strategy and create action steps for implementation	May-18	Dec-18	Kelly	

2.4 Continue Development of Ordinances

2.4.1	Study Neighborhood Zoning Standards Ordinance	Start	Finish	Resp.	Comments / Status
2.4.1.1	Retain Planning Consultant and Planning Commission to review BMP	Jan-18	Mar-18	Thomson	
2.4.1.2	Scope of work milestones	Apr-18	Nov-18	Thomson	
2.4.1.3	Complete draft ordinance, Present findings to the Council, Deliberations	Dec-18	Dec-18	Thomson	
2.4.2	Study Signage Ordinance	Start	Finish	Resp.	Comments / Status
2.4.2.1	Retain Planning Consultant and Planning Commission to review BMP	Jan-18	Mar-18	Thomson	
2.4.2.2	Scope of work milestones	Apr-18	Nov-18	Thomson	
2.4.2.3	Complete draft ordinance, Present findings to the Council, Deliberations	Dec-18	Dec-18	Thomson	

2.4.3	Explore Alternative Energies Ordinance	Start	Finish	Resp.	Comments / Status
2.4.3.1	Retain Planning Consultant and Planning Commission to review BMP	Jan-19	Mar-19	Thomson	
2.4.3.2	Scope of work milestones	Apr-19	Nov-19	Thomson	
2.4.3.3	Complete ordinance, Present findings to the Council, Deliberations	Dec-19	Dec-19	Thomson	

2.5 Explore Expansion of Shared Services

2.5.1	Police	Start	Finish	Resp.	Comments / Status
2.5.1.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-19	Mar-19	Rsvold	
2.5.1.2	Scope of work milestones	Apr-19	Nov-19	Rsvold	
2.5.1.3	Complete study, Present findings to the Council, Deliberations	Dec-19	Dec-19	Rsvold	
2.5.2	Fire	Start	Finish	Resp.	Comments / Status
2.5.2.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jun-18	Jun-18	Klapprich	
2.5.2.2	Scope of work milestones	Jun-18	Nov-18	Klapprich	
2.5.2.3	Complete study, Present findings to the Council, Deliberations	Dec-18	Dec-18	Klapprich	
2.5.3	Public Works	Start	Finish	Resp.	Comments / Status
2.5.3.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-19	Mar-19	Dudinsky	
2.5.3.2	Scope of work milestones	Apr-19	Nov-19	Dudinsky	
2.5.3.3	Complete study, Present findings to the Council, Deliberations	Dec-19	Dec-19	Dudinsky	
2.5.4	Building Inspections	Start	Finish	Resp.	Comments / Status
2.5.4.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jul-17	Sep-17	Building Inspections	
2.5.4.2	Scope of work milestones	Sep-17	Nov-17	Building Inspections	
2.5.4.3	Complete study, Present findings to the Council, Deliberations	Dec-17	Dec-17	Building Inspections	



Wayzata Strategic Plan / 2017 - 2021

Strategic Objectives: The City's Priorities for the Next 5 Years

Goals: *What we will do to accomplish these objectives*

Initiatives: Individual activities leading to goals

3.0 Thoughtful Growth

3.1 Develop Lake Street Vision						
3.1.1	Study Downtown Retail Market		Start	Finish	Resp.	Comments / Status
	3.1.1.1 Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-18	Feb-18	Dahl/Thomson		
	3.1.1.2 Scope of work milestones	Mar-18	May-18	Dahl/Thomson		
	3.1.1.3 Complete study, Present findings to the Council, Deliberations	May-18	Jun-18	Dahl/Thomson		
3.1.2	Develop public/private development plan for Lake Street west of Barry	Start	Finish	Resp.		Comments / Status
	3.1.2.1 Enter into pre-development agreement with all property owners	Jun-17	Aug-17	Dahl/Thomson		
	Develop 11F District in area to help fund public parking and offset other development costs	Aug-17	Dec-17	Dahl/Thomson		
	3.1.2.2	Aug-17	Dec-18	Dahl/Thomson		
	3.1.2.3 Work with developers on individual redevelopment approvals					
3.2 Develop Master Wayfinding/ Signage Plan						
3.2.1	Develop Master Wayfinding/Signage Plan for all roads/trails/gateways	Start	Finish	Resp.		Comments / Status
	3.2.1.1 Discuss Signage: Gateway, Trail, Parking, Downtown	Jun-17	Jun-17	Dudinsky		
	3.2.1.2 Consider forming Wayfinding Committee-report to City Council quarterly	Jul-17	Aug-17	Dudinsky		
	3.2.1.3 Wayfinding Committee-report to City Council Quarterly	Sep-17	Nov-17	Dudinsky		
	3.2.1.4 Final Recommendations to City Council and Implementation Steps	Nov-17	Dec-17	Dudinsky		
3.3 Develop Branding and Marketing Campaign						
3.3.1	Develop Branding and Marketing Campaign for Organization and Community	Start	Finish	Resp.		Comments / Status
	3.3.1.1 Retain Consultant : Research, Scope of Work, Interview, Hire	Jun-18	Jul-18	Dahl/Classey		
	3.3.1.2 Scope of work milestones	Aug-18	Feb-19	Dahl/Classey		
	3.3.1.3 Complete campaign, Present findings to the Council, Deliberations	Feb-19	Mar-19	Dahl/Classey		
3.4 Complete City Wide Traffic Study						
3.4.1	Complete Analysis and Design of Superior/Wayzata Intersection Option	Start	Finish	Resp.		Comments / Status
	3.4.1.1 Conduct further research in intersection and give staff direction on preference	May-17	Jun-17	Kelly		
	3.4.1.2 Retain Consultant for Design : Research, Scope of Work, Interview, Hire	Jul-17	Jul-17	Kelly		
	3.4.1.3 Scope of work milestones	Aug-17	Jan-18	Kelly		
	3.4.1.4 Complete design, Present findings to the Council, Deliberations	Jan-18	Jan-18	Kelly		
3.4.2	Coordinate Construction of Preferred Superior/Wayzata Intersection	Start	Finish	Resp.		Comments / Status
	3.4.2.1 Complete financial feasibility report/approve any needed funding	Jul-17	Mar-18	Kelly		
	3.4.2.2 Go out for bid and award project at Council, Deliberations	Feb-18	Mar-18	Kelly		
	3.4.2.3 Construction	Apr-18	Jul-18	Kelly		
3.4.3	Other traffic issues considered in Comprehensive Plan	Start	Finish	Resp.		Comments / Status
	3.4.3.1 Retain Consultant : Research, Scope of Work, Interview, Hire	Aug-17	Sep-17	Kelly		
	3.4.3.2 Scope of work milestones	Sep-17	Jan-18	Kelly		
	3.4.3.3 Complete study, Present findings to the Council, Deliberations	Feb-18	Mar-18	Kelly		



Wayzata Strategic Plan / 2017 - 2021

Strategic Objectives: The City's Priorities for the Next 5 Years

Goals: *What we will do to accomplish these objectives*

Initiatives: Individual activities leading to goals

4.0 An Active and Healthy Community

4.1 Develop a Master Park Plan						
4.1.1	Develop a Comprehensive Park Plan for the Community		Start	Finish	Resp	Comments / Status
	4.1.1.1 Draft RFP for Parks Master Parks Plan-Advertise for Proposals-Receive Proposals	Jan-18	Mar-18	Kelly		
	4.1.1.2 Parks & Trails Board Makes Recommendation- CC approves Consultant for P & T Master Plan	Apr-18	Apr-18	Kelly		
	4.1.1.3 Development of Draft Master Parks Plan-reviewed by P & T Board-recommendation to adopt by CC	May-18	Sep-18	Kelly		
4.2 Continue Lake Effect Projects						
4.2.1	Complete EAW		Start	Finish	Resp	Comments / Status
	4.2.1.1 Retain Consultant : Research, Scope of Work, Interview, Hire for Archeological Study	Jun-17	Jul-17	Thomson		
	4.2.1.2 Go through Public Notice Process	Aug-17	Oct-17	Thomson		
	4.2.1.3 Address any feedback received	Nov-17	Nov-17	Thomson		
4.2.2	Assist Lake Effect Conservancy with Fundraising Effort		Start	Finish	Resp	Comments / Status
	4.2.2.1 Attend all board meetings and assist with information gathering	Jun-17	Jun-20	Dahl		
	4.2.2.2 Help facilitate fundraising events	Jun-17	Jun-20	Dahl		
	4.2.2.3 Track delta between fundraising obtained and project costs	Jun-17	Jun-20	Dahl		
	4.2.2.4 Retain Project Manager Consultant : Research, Scope of Work, Interview, Hire	Jan-18	Jun-20	Dahl		
4.2.3	Design Lake Street/Pop Up Park Plans		Start	Finish	Resp	Comments / Status
	4.2.3.1 Retain Consultant : Research, Scope of Work, Interview, Hire	Nov-17	Dec-17	Dahl/Thomson		
	4.2.3.2 Scope of work milestones including public engagement	Dec-17	Jun-18	Dahl/Thomson		
	4.2.3.3 Complete design, Present findings to the Council, Deliberations	Jul-18	Jul-18	Dahl/Thomson		
4.2.4	Build Lake Street/Pop Up Park Plans		Start	Finish	Resp	Comments / Status
	4.2.4.1 Complete financial feasibility report/approve any needed funding	Aug-18	Sep-18	Dahl/Kelly		
	4.2.4.2 Go out for bid and award project at Council, Deliberations	Sep-18	Nov-18	Dahl/Kelly		
	4.2.4.3 Construction	Nov-18	Jun-19	Dahl/Kelly		
4.2.5	Design Boardwalk/Eco Park Plans		Start	Finish	Resp	Comments / Status
	4.2.5.1 Retain Consultant : Research, Scope of Work, Interview, Hire	Nov-18	Dec-18	Dahl/Thomson		
	4.2.5.2 Scope of work milestones including public engagement	Dec-18	Jun-19	Dahl/Thomson		
	4.2.5.3 Complete design, Present findings to the Council, Deliberations	Jul-19	Jul-19	Dahl/Thomson		
4.2.6	Build Boardwalk/Eco Park Plans		Start	Finish	Resp	Comments / Status
	4.2.6.1 Complete financial feasibility report/approve any needed funding	Aug-19	Sep-19	Dahl/Kelly		
	4.2.6.2 Go out for bid and award project at Council, Deliberations	Sep-19	Nov-19	Dahl/Kelly		
	4.2.6.3 Construction	Nov-19	Jun-20	Dahl/Kelly		



Wayzata Strategic Plan / 2017 - 2021

Strategic Objectives: The City's Priorities for the Next 5 Years

Goals: *What we will do to accomplish these objectives*

Initiatives: Individual activities leading to goals

5.0 An Engaged Community

5.1 Complete 2040 Comprehensive Plan												
5.1.1	Incorporate Separate Public Engagement Process						Start	Finish	Resp	Comments / Status		
	5.1.1.1 Retain Consultant : Research, Scope of Work, Interview, Hire						Jun-17	Jun-17	Thomson			
	5.1.1.2 Scope of work milestones						Jul-17	Oct-17	Thomson			
	5.1.1.3 Complete engagement process, Present findings to the Council, Deliberations						Nov-17	Dec-17	Thomson			
5.1.2	Update Traffic and Utility Information						Start	Finish	Resp	Comments / Status		
	5.1.2.1 Retain Consultant : Research, Scope of Work, Interview, Hire						Aug-17	Sep-17	Kelly			
	5.1.2.2 Scope of work milestones						Sep-17	Mar-18	Kelly			
5.1.3	Incorporate Wayzata Blvd. Corridor Study/Small Area Plan						Start	Finish	Resp	Comments / Status		
	5.1.3.1 Retain Consultant : Research, Scope of Work, Interview, Hire						Aug-17	Sep-17	Thomson/Kelly			
	5.1.3.2 Scope of work milestones						Sep-17	Mar-18	Thomson/Kelly			
5.1.4	Incorporate environmental component in each section and submit to Met Council for Approval						Start	Finish	Resp	Comments / Status		
	5.1.4.1 Review draft Comp Plan and incorporate sustainable initiatives						Mar-18	Apr-18	Thomson			
	5.1.4.2 Complete draft Comprehensive Plan Process, Present findings to the Council, Deliberations						May-18	Jun-18	Thomson			
	5.1.4.3 Receive feedback from other local entities and submit to Met Council						Jul-18	Sep-18	Thomson			
5.2 Promote Volunteering/Activism at City Level												
5.2.1	Create promotion program for Boards and Commissions						Start	Finish	Resp	Comments / Status		
	5.2.1.1 Continue promotion of applications						Jun-17	Dec-20	Classey			
	5.2.1.2 Look at other communities for additional ideas						Jul-17	Sep-17	Classey			
5.2.2	Create promotion program for various activities						Start	Finish	Resp	Comments / Status		
	5.2.2.1 Promote opportunities for volunteers to public						Jun-17	Dec-18	Classey			
	5.2.2.2 Plan for succession of Volunteer Coordinator and other key roles						Jan-18	Dec-20	Classey			
5.2.3	Create promotion program for Fire Fighters						Start	Finish	Resp	Comments / Status		
	5.2.3.1 Promote recruitment with video						Jul-17	Jun-18	Klapprich/Classey			
	5.2.3.2 Advertise recruitment in utility bill insert						Aug-17	Jun-18	Klapprich/Classey			
	5.2.3.3 Look at other communities for additional ideas						Aug-17	Jun-18	Klapprich/Classey			