

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#9c

Date: 11/16/17 Weekly Agenda Date: 11/21/17

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: David Gleiser, CED Director

WORDING FOR AGENDA ITEM:

Quarterly Update on Rural Comprehensive Planning Project

ACTION REQUIRED:

- Approve Ordinance Approve Resolution Approve Motion
Public Hearing Other: Informational Attachments

EXECUTIVE SUMMARY:

This is the 1st quarterly update for FY17-18 from Simmering Cory, Inc. (SCI) on their work with the 11 rural cities participating in our comprehensive planning project.

BACKGROUND:

In July 2016, the Board awarded a contract to SCI to provide 11 rural cities with a new or updated comprehensive plan over the course of 3 years. \$112,530 (LOST Funds) was budgeted for this project.

FINANCIAL IMPACT:

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Acknowledge the information contained within the 1st quarter update.

ACTION REQUIRED / PROPOSED MOTION:

None - Informational Item

10.13.2017

Memo

To
David Gleiser

From
Justin Yarosevich

CC
Jennifer Movall

Re
Woodbury County Rural
Cities Comp Plan Update

Comments:

David,

It's been a busy quarter with the Comp. Plans and things are moving forward; however slower than we anticipated. One of the major challenges has been scheduling meetings with the communities. As we discussed a few weeks ago I don't believe that the delay is a result of a lack of a desire to achieve results on the part of the communities that we are working with but more likely a result of the dynamics of working with smaller communities. Many of the Cities that we are working with don't have full time staff and councils meet only monthly. This has resulted in some difficulty scheduling meetings.

Here is an update on the specific plans. You'll note that we are behind schedule and because of that we have not yet started the next group of plans.

Hornick, Iowa

We are working on the narrative while we wait for a date to meet with the Council regarding prioritization of objectives. We did attend a meeting with the Council in August; however, the entire Council was not there and they had an extended meeting so they preferred to postpone until the entire Council could be available. As of this report they have not yet indicated when they would like to reschedule, but they did have a meeting on October 9th. I am waiting to hear from Candi on when they would be available for our next meeting.

Once we get that prioritization determined we will finish up the draft plan and then schedule and hold a 2nd public information session. Following that session, we'll be ready for adoption of the Comprehensive Plan.

Correctionville, Iowa

We did hold a meeting with the Correctionville Planning and Zoning Commission and Council and went over a number of items. The meeting was a good one with some good ideas and discussion. This was also the first meeting with Carla as clerk and she was aware of and is looking for some additional information for us.

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We are working through some of that discussion and also working on the report at this time. We are shooting for mid-November or early December as a date to meet with the Council and P&Z to review objectives and potentially prioritize items.

Similar to the other projects once we have the prioritization figured out we will hold a second public open house to get any input and then work toward finalization of the plan.

Bronson, Iowa

We met with the Council at the beginning of October and went over some concepts as well as discussed future land use. The meeting was very good with lots of engagement and the City invited all of the candidates running for office this November. Many of them provided good input and seemed engaged. We did leave the meeting with a few new concepts that we need to follow up with. Once we flush those ideas out we should be ready to meet with them to discuss prioritization as well. Right now, we are targeting this prioritization session for January or early February 2018.

Sloan, Iowa

We met with the Council to go over some specific concepts and talk about where they see their community. They had some public present during the meeting as well and allowed them to add their input which was good. We got some good feedback and are proceeding with trying to identify some good objectives for the community that we can bring back to them at their next meeting. I am not sure on timeframe for this next step as of yet but potentially late January or February 2018.

Anthon, Iowa

We held the public visioning session with good attendance following a council meeting so most of the Council was present as well. The next step here is a meeting with the Council; however, since most of them were at the visioning session we don't want to waste their time going over the same information. We are looking to see if we can develop some more information and move them forward toward the objectives element rather than go through another visioning type session.

Pierson, Iowa

This plan has been a little harder to get rolling. We were waiting on the City to determine some potential dates for a public visioning session. Originally there was some thought at doing this in conjunction with a library open house; however, the Library wants to not co-mingle the events so the City is working on finding a good date. We are working to finalize details this month.

We do have a meeting set up for November 20th to meet with the Council and do a visioning process with them.

Oto, Danbury, and Smithland, Iowa

We were scheduled to start these projects in August; however, due to being behind on the other projects we have held off in starting these projects. Our plan at this point is to try and get them rolling in December with Kick Off meetings for Smithland and Oto. Potentially Danbury as well but with the holiday schedule it may be difficult to get all three of them started. I have at this point reached out to all three communities to start the process of getting the first meeting scheduled.

Lawton and Cushing, Iowa

The original plan was for these two projects to start in February 2018. Right now, we are holding that as planned. I have talked with Lawton's Clerk and they are eager to get rolling.

General Updates

We continue to work on some ways to incorporate the healthy lifestyles within the individual plans. We are also working on the narrative, some of which will be similar for all of the plans but also specific information for each plan.

At this time the engineer is working on capacity numbers for the communities that will help identify growth potentials. Public infrastructure is a critical component of all of these plans and there are several areas where improvements and enhancements can be identified. Some are already moving in that direction others are just starting.

Upcoming Dates:

There are several dates that are in the works as of this report, so while there is only one on the calendar as of this report, I am hopeful that we'll have a pretty active final quarter of 2017 along with an active start to 2018 with planning meetings. The scheduled meetings as of this report are:

- | | |
|---------------------------|--|
| November 20 th | Pierson Public Visioning Session |
| Early December - | Kick off meetings with Smithland, Oto, and Danbury |
| Early December | Pierson Community Visioning Session |

11/6/2017

David Gleiser
Woodbury County
620 Douglas Street
Sioux City, Iowa 51101

Dear Mr. Gleiser,

Per your request I am transmitting an updated schedule and a brief update since my last quarterly report for your information. As always please let me know if you have any questions or concerns.

Schedule Update

Before I outline the original schedule vs. the current schedule I want to point out a couple of items. Per the request of the client and based on the needs of the individual cities we have added some additional meetings to the proposed schedule at no cost to the client. These meeting will provide for a second public input session prior to adoption where the concepts and plans outlined in the plan can be communicated to the public. Additionally, in some of the communities we had some struggles getting public involvement and as such worked with the City to try alternative methods to gather public input that added additional time to the timeline.

Additional planning sessions with the elected officials have been added, where needed, to prioritize and work through concepts in the plan. As we moved through the work in the early communities it became apparent that additional meetings were needed to ensure understanding and allow elected officials time to think through concepts. Additionally, now in areas where we have cities who have a change in elected officials, we have offered an additional meeting to help bring those elected officials up to speed on the process, again we are not requesting additional compensation for these meetings.

Based on the original schedule the “Council Presentation” plan has been revised to be a Council Visioning session. We have added a “Council Prioritization” meeting in which we can go through concepts with the Council and have them provide feedback and then prioritize the objectives.

Below is an outline of the key meeting dates as originally proposed and the revised schedule as of November 1, 2017.

City – Hornick

	Kick Off MTG	Public Meeting	Council Visioning	Council Priority Setting	Public Presentation of Plan	Council Adoption
Original	Sept. 2016	Nov. 2016	March 2017	Not Planned	Not Planned	March 2017
Revised Nov. 2017	Completed	Completed	Completed	January 2018	January 2018	February / March 2018

- We have scheduled the prioritization meeting for Hornick for January 8th
- The plan to follow up with a Public Presentation of the plan for late January 2018 or early February and adoption of the plan to immediately follow.

City – Sloan

	Kick Off MTG	Public Meeting	Council Visioning	Council Priority Setting	Public Presentation of Plan	Council Adoption
Original	Sept. 2016	Nov. 2016	March 2017	Not Planned	Not Planned	March 2018
Revised Nov. 2017	Completed	Completed	Completed	February 2018	February 2018	May 2018

- Community input on this plan was difficult to achieve. We tried a couple of options to get additional information which delayed things.

City – Lawton

	Kick Off MTG	Public Meeting	Council Visioning	Council Priority Setting	Public Presentation of Plan	Council Adoption
Original	Jan. 2017	March 2017	July 2017	Not Planned	Not Planned	July 2017
Revised Nov. 2017	April 2018	June 2018	July 2018	Sept. 2018	Nov. 2018	Dec. 2018

- We have touched based with the City and the schedule is to kickoff this plan in April 2018.

City – Bronson

	Kick Off MTG	Public Meeting	Council Visioning	Council Priority Setting	Public Presentation of Plan	Council Adoption
Original	Jan. 2017	March 2017	July 2017	Not Planned	Not Planned	July 2017
Revised Nov. 2017	Completed	Completed	Completed	January 2018	March 2018	April 2018

- Visioning Session with Council was good and prospective Mayor and Council were in attendance. We'll be planning a prioritization session in

City – Pierson

	Kick Off MTG	Public Meeting	Council Visioning	Council Priority Setting	Public Presentation of Plan	Council Adoption
Original	June 2017	August 2017	Dec. 2017	Not Planning	Not Planned	Dec. 2017
Revised Nov. 2017	Completed	Nov. 2017	Nov. 2017	May 2018	July 2018	Sept. 2018

- The Council Visioning Session is scheduled for November 13th
- The Public Visioning Session is scheduled for November 20th.

City – Anthon

	Kick Off MTG	Public Meeting	Council Visioning	Council Priority Setting	Public Presentation of Plan	Council Adoption
Original	Sept. 2016	Nov. 2016	March 2017	Not Planned	Not Planned	March 2018
Revised Nov. 2017	Completed	Completed	Dec. 2017	Feb. 2018	May 2018	June 2018

- Next step is to go back to the Council and talk with them about visioning and some preliminary concepts. We'll follow that up with prioritization of objectives.

City – Oto

	Kick Off MTG	Public Meeting	Council Visioning	Council Priority Setting	Public Presentation of Plan	Council Adoption
Original	Oct. 2017	Dec. 2018	April 2018	Not Planned	Not Planned	April 2018
Revised Nov. 2017	Dec. 2017	Feb. 2018	May 2018	July 2018	Sept. 2018	Nov. 2018

- Kick off meeting is scheduled for December 12th.

City – Smithland

	Kick Off MTG	Public Meeting	Council Visioning	Council Priority Setting	Public Presentation of Plan	Council Adoption
Original	Oct. 2017	Jan. 2018	May 2018	Not Planned	Not Planned	May 2018
Revised Nov. 2017	Jan. 2018	March 2018	June 2018	Aug. 2018	Oct. 2018	Dec. 2018

- City Clerk is wanting to push the kick-off meeting back until January 2018.

City – Danbury

	Kick Off MTG	Public Meeting	Council Visioning	Council Priority Setting	Public Presentation of Plan	Council Adoption
Original	Oct. 2017	Jan. 2018	May 2018	Not Planned	Not Planned	May 2018
Revised Nov. 2017	Dec. 2017	Feb. 2018	May 2018	July 2018	Sept. 2018	Nov. 2018

- Kickoff meeting is scheduled for December 12th.

City – Correctionville

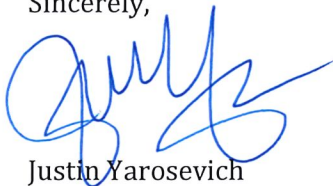
	Kick Off MTG	Public Meeting	Council Visioning	Council Priority Setting	Public Presentation of Plan	Council Adoption
Original	April 2018	June 2018	October 2018	Not Planned	Not Planned	October 2018
Revised Nov. 2017	Completed	Completed	Completed	Jan. 2018	March 2018	May 2018

- The next task on the list is to prioritize and schedule the 2nd public presentation of the plan.
- There is expected to be a major change in Council, so we are going to do an update with the new council / make sure we have confirmation and prioritize in December.

City – Cushing

	Kick Off MTG	Public Meeting	Council Visioning	Council Priority Setting	Public Presentation of Plan	Council Adoption
Original	April 2018	June 2018	Oct. 2018	Not Planned	Not Planned	Oct. 2018
Revised Nov. 2017	April 2018	June 2018	August 2018	Oct. 2018	Nov. 2018	Dec. 2018

Sincerely,



Justin Yarosevich