

## Memorandum

**To:** Mayor and Council  
**From:** Tom Baker, Town Administrator  
**Date:** September 15, 2015  
**Re:** Review Retreat Agenda

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**Purpose:** The purpose of this item is to review the retreat agenda to ensure that we identify topics to discuss.

**Background and Discussion:** At our annual retreat we will continue with the approach that we have used in the past. As the Mayor has said “we need to celebrate our successes” and we will list our accomplishments from last year and this. In terms of the budget, the department heads will give the Council an overview of their goals and budget. Council will also revisit the various project ideas that arose during the past 18 months and determine which make the grade for 2016.

As we spoke about last year, staff will propose a Utility Rate Plan to give Council a target for reserve funds and as a consequence for rate increases, as well. We will talk about a grant strategy and amend the Strategic Plan to reflect new priorities, i.e., Kuersten Property and LoVa Trail (or other name).

As you will see, the agenda has an item for a Kuersten Property discussion. Staff is uncertain if this is needed since Council discusses this item at each meeting. Please advise us on this agenda item.

Attached is the draft agenda for your review and comment.

Agenda  
**Town of New Castle**  
**2015 Town Council Retreat**

Saturday, October 10, 2015

9:00 AM – 2:30 PM

Public Works Facility

- I. Introduction (9:00)
  - a. Agenda
  - b. Outcomes
  - c. Groundrules
- II. Review of Last 12 months (9:10)
  - a. Review: Action Items from 2014 Retreat
  - b. Projects Completed
  - c. Projects on-going
  - d. Projects scheduled
- III. Budget Considerations (9:35)
  - a. Department Head Overview of Goals and Budget
  - b. Project Ideas
    - i. Pedestrian Bridge Lighting
    - ii. Marketing strategy
    - iii. Parking in Downtown – Angle Parking on Main Street
    - iv. Training for Community Policing and Civic Engagement – building Social Capital
    - v. Incident Command System/Emergency Management Training
    - vi. Police/Fleet Vehicles Strategy
    - vii. Police Radios
    - viii. Streetscape
    - ix. Raw Water System Improvements
    - x. South Side Interceptor
    - xi. Sports Park
    - xii. Senior Housing (CRHDC)
    - xiii. Town Hall Remodel of Chambers/2<sup>nd</sup> floor
    - xiv. Trail East of Town
    - xv. Kuersten Property acquisition and utilities
    - xvi. Recreation Center Sound System
    - xvii. Lakota Irrigation/Grading Changes to Protect Streets
    - xviii. Downtown Pocket Park
    - xix. 4<sup>th</sup> of July Celebration
    - xx. Explore Micro-Hydro

- IV. Utility Rate Plan (11:30)**
- V. General Fund and Utility Fund Reserve Strategy**
- VI. Working Lunch (12 noon)**
- VII. Grant Strategy – 2016**
- VIII. Discussion: Review and Amend Strategic Plan (1:30)**
- IX. Kuersten Property (1:00)**
- X. Evaluate Retreat (2:25)**
- XI. Adjourn (2:30)**