

**SPECIAL MEETING OF THE PEQUOT LAKES CITY COUNCIL
THURSDAY, JANUARY 28, 2016
PEQUOT LAKES CITY HALL**

Members Present: Mayor Sjoblad, Council Members Akerson, Loukota, and Pederson

Members Absent: Council Member Karr

Staff Present: Nancy Malecha, City Administrator/Clerk; Dawn Bittner, Zoning Specialist; Eric Klang, Police Chief; and Tim Houle, City Engineer

1. Call Meeting to Order

Mayor Sjoblad called the special meeting of the Pequot Lakes City Council to order at 6:00 p.m.

1.1 Pledge of Allegiance

Mayor Sjoblad led with the Pledge of Allegiance.

2. Consider Agenda

The agenda was accepted with an addition to discuss the Small Business Revolution nomination.

3. Decision Making Frameworks Presentation

Mayor Sjoblad informed the Council how the decision making frameworks process was brought to his attention by Chris Lindholm, Superintendent of Pequot Lakes Schools.

Chris Lindholm introduced himself to the Council and noted that it takes a village to raise healthy children from cradle to career and it is important that our governing bodies make decisions that encapsulate healthy communities. He noted that making decisions is just one step in the process that we work through to involve our community and stakeholders and allows the decision makers to lead in a healthy environment.

Mr. Lindholm reviewed the Decision Making and Guiding Change FrameWorks from Teamworks International with the Council and explained each process.

The Decision Making FrameWork entails three levels of authority - governance, management, and consultation and the decision making process within each level as noted below.

- Choice Making (governance) – Who is ultimately responsible for the decision?
- Creating Options (consultation) – Who has the expertise to be on the task force/design team?
- Shared Reality (consultation) – Who is impacted by the decision and are considered stakeholders/input team?
- Implementation (management) – How and when will success of the decision be measured?
- Refinement (management) – What did we learn that can be applied in other areas?

Mr. Lindholm noted that the process between creating options and shared reality should occur at least three times to reach a shared understanding of the best options. He further stated that a good process would include the choice makers coming together to decide who is on the design team, who are the stakeholders, and being very clear on their directives.

The Guiding Change FrameWork is a tool used by the choice makers to clarify a decision by providing clear directives and expectations to the task force/design team. This FrameWork defines three categories – results, context and reality, and unacceptable means as noted below.

- Results – Defines the results expected from the task force/design team.
- Context and Reality – Defines the strategic direction, trends, and influences.
- Unacceptable Means – Defines what is not acceptable.

Council Member Pederson noted that the City's Comprehensive Plan should aid in defining decisions that the Council should consider and this FrameWork is less about a business model and more about a community model.

Mr. Lindholm stated that if the Council wants good input and options from the task force/design teams it might be better to relinquish the idea of having Council Members serve on these teams as their role as choice makers could hinder the collaborative efforts.

Mayor Sjoblad noted that if you are helping someone through an issue or choice you should never give them one option and he feels that the directives should entail providing more than one option for the choice makers to choose from.

Council Member Akerson stated that these FrameWorks will be good models to use especially during the budgeting process.

4. Organizational Goals Work Session

Nancy Malecha reviewed the Organizational Goals for Council Consideration spreadsheet. She noted that the goals listed include current year, mid-range, and long-range goals for departments and committees. Ms. Malecha further noted that the goals listed under the Comprehensive Plan Implementation header were for Council consideration as to priority.

Council discussion ensued. The consensus of the Council was that the departmental goals were merely for their information and should be determined and prioritized by the respective department heads. The Council highlighted the following goals that they would like to begin working on using the Decision Making FrameWorks strategy.

- Create a development vision and strategy for the 100 acres of MnDOT land turnback north of the City's current wastewater ponds and south of the City's existing Business Park (EDC).
- Capture the broadband infrastructure inventory in Pequot Lakes which entails the providers, speeds, and locations of service (EDC).
- Proceed with the design phases of Trailside Park (Park).
- Review the future land use map as it relates to the realignment of TH 371 (P&Z).
- Provide designated off-site parking for vendors and other support personnel during downtown festivals and gatherings so that the public space is not cluttered with vehicles and parking is available for patrons and visitors (P&Z).

Mayor Sjoblad noted that the Council should begin this process by formulating a vision for the City and the strategic direction will follow. Council Members will review the City's Comprehensive Plan and Downtown Plan to determine a vision statement for the City and present their ideas at the February 29th City Council Meeting.

5. Small Business Revolution

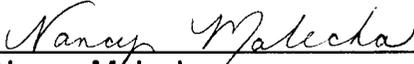
Nancy Malecha informed the Council that Mayor Sjoblad brought to her attention a Small Business Revolution on Main Street nomination process for a \$500,000 main street makeover; however, the deadline to submit the nomination is January 28th at midnight and an essay must be included. Due to the short timeframe, the Council opted to re-visit this next year.

6. Adjournment

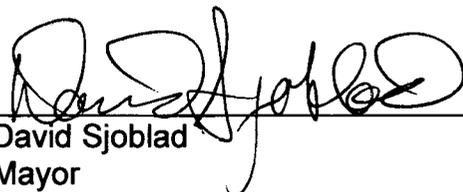
There being no further business, **COUNCIL MEMBER LOUKOTA
MOVED TO ADJOURN. COUNCIL MEMBER AKERSON SECONDED
THE MOTION. MOTION CARRIED 4-0.**

The meeting of the City Council adjourned at 8:13 p.m.

Respectfully submitted,



Nancy Malecha
City Administrator/Clerk



David Sjoblad
Mayor