



AGENDA ITEM #3.1

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: September 6, 2016

Subject: City Council Minutes

Report: The minutes for the August 2, 2016 and August 23, 2016 City Council Meetings are attached for your review.

Council Action Requested: Council motion approving the minutes for the August 2, 2016 and August 23, 2016 City Council Meetings.

**MEETING OF THE PEQUOT LAKES CITY COUNCIL
TUESDAY, AUGUST 2, 2016
PEQUOT LAKES CITY HALL**

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

Staff Present: Nancy Malecha, City Administrator/Clerk; Mike Loven, Public
Works Supervisor; and Tim Houle, City Engineer

1. Call Meeting to Order

Mayor Sjoblad called the meeting of the Pequot Lakes City Council to
order at 6:30 p.m.

1.1 Pledge of Allegiance

Mayor Sjoblad led with the Pledge of Allegiance.

2. Consider Agenda

**COUNCIL MEMBER AKERSON MOVED TO APPROVE THE AGENDA
AS PRESENTED. COUNCIL MEMBER LOUKOTA SECONDED THE
MOTION. MOTION CARRIED 5-0.**

3. Consent Agenda

**COUNCIL MEMBER AKERSON MOVED TO APPROVE THE CONSENT
AGENDA AS FOLLOWS:**

- 3.1. **JULY 5, 2016 CITY COUNCIL MEETING MINUTES.**
- 3.2. **PAYMENT OF BILLS FROM JULY 6, 2016 THROUGH AUGUST
2, 2016.**
- 3.3. **FINANCIAL REPORT ENDING JUNE 30, 2016.**
- 3.4. **LIBRARY REPORTS FOR JUNE AND JULY 2016.**
- 3.5. **RESOLUTION 16-16 ACCEPTING CONTRIBUTIONS FROM
JUNE 24, 2016 THROUGH JULY 21, 2016.**

**COUNCIL MEMBER KARR SECONDED THE MOTION. MOTION
CARRIED 5-0.**

4. Open Forum

No one appeared at open forum.

5. Presentations

5.1. Highway 371 Expansion Project Update

Randy Shoen and Dave Domm from Mathiowetz Construction updated the Council on the Highway 371 Expansion Project. Mr. Shoen noted the Project is ahead of schedule with projected completion of work on the Paul Bunyan Trail in September of 2016 and County Road 11 should re-open in October of 2016. Utility work on the south end of the Project is causing delays in this area. Mr. Shoen further noted that 90% of the dirt has been moved.

6. Planning and Zoning

6.1. Planning Commission Report

The July 27, 2016 Planning Commission Report and July 21, 2016 draft Planning Commission minutes were received by Council.

7. Fire

The June 2016 Fire Department Operations Report was received by Council.

8. Police

8.1. Police-School Liaison Officer Agreement

Nancy Malecha informed the Council that the 2016-2017 Police-School Liaison Officer Agreement is similar to last year's agreement with the only change being the contract amount which increased by \$6,000 to \$36,000.

COUNCIL MEMBER AKERSON MOVED TO APPROVE THE 2016-2017 POLICE-SCHOOL LIAISON OFFICER AGREEMENT IN THE AMOUNT OF \$36,000. COUNCIL MEMBER LOUKOTA SECONDED THE MOTION. MOTION CARRIED 5-0.

8.2. PBT Equipment Grant Award

Nancy Malecha noted that the Police Department applied for a Preliminary Breath Test (PBT) grant through Minnesota Toward Zero Deaths and the Office of Traffic Safety and was awarded 3 PBTs and one dry gas regulator.

COUNCIL MEMBER LOUKOTA MOVED TO ACCEPT THE GRANT AWARD OF 3 PBTS AND ONE DRY GAS REGULATOR THROUGH MINNESOTA TOWARD ZERO DEATHS AND THE OFFICE OF TRAFFIC SAFETY. COUNCIL MEMBER AKERSON SECONDED THE MOTION. MOTION CARRIED 5-0.

9. Public Works

9.1. Trailside Park Donation

Nancy Malecha informed the Council that in June she was contacted by Greg Diehl from the Fargo Moorhead Area Foundation. Mr. Diehl informed her that there was an anonymous fundholder who wished to grant the City a donation in the amount of \$250,000 for Trailside Park with a commitment of \$150,000 to develop a State Flag Display and \$100,000 to construct a Splash Park. The Park Commission, at their meeting held on July 14th, unanimously supported the acceptance of this money.

Ms. Malecha further noted that SAS+ Associates was contacted for a revised proposal incorporating the flag display into the Trailside Park Master Plan concepts. The proposal in the amount of \$10,400 also includes the design development and construction documents for Phase 1 construction and can be expended from the donation funds if approved.

Council Member Akerson expressed concern with the splash park water usage draining the fund balance in the Water Fund. Nancy Malecha informed the Council that an annual transfer could occur from the General Fund to the Water Fund as repayment for water usage in the splash park as a budgeted item.

COUNCIL MEMBER LOUKOTA MOVED TO ADOPT RESOLUTION 16-17 ACCEPTING THE TRAILSIDE PARK DONATION. COUNCIL MEMBER PEDERSON SECONDED THE MOTION. MOTION CARRIED 5-0.

MAYOR SJOBLAD MOVED TO ACCEPT THE REVISED PROPOSAL FROM SAS+ ASSOCIATES TO PROCEED WITH THE INCORPORATION OF THE FLAG DISPLAY INTO THE TRAILSIDE PARK MASTER PLAN, DESIGN DEVELOPMENT, AND CONSTRUCTION DOCUMENTS FOR PHASE 1 CONSTRUCTION IN THE AMOUNT OF \$10,400. COUNCIL MEMBER PEDERSON SECONDED THE MOTION. MOTION CARRIED 5-0.

9.2. WWTF Row Irrigation Change Order No. 2

Tim Houle updated the Council on a solenoid order issue which is causing additional time to resolve the WWTF Row Irrigation Project. Mr. Houle noted that the wrong solenoids were submitted during the shop drawing process and installed. The Contractor is working to replace and install the correct solenoids for the control system and sprinklers this week with start-up to occur on Monday, August 8th. A contract time extension change order will be forthcoming at the next Council meeting as the Project is approximately one month behind.

9.3. WWTF Row Irrigation Partial Payment Estimate No. 4

COUNCIL MEMBER KARR MOVED TO APPROVE PARTIAL PAYMENT ESTIMATE NO. 4 FROM BORDEN EXCAVATING IN THE AMOUNT OF \$85,103.85. COUNCIL MEMBER AKERSON SECONDED THE MOTION. MOTION CARRIED 5-0.

9.4. Public Restroom on East Side of City

Mayor Sjoblad inquired if Council Members visited the City Library to analyze if a public restroom could be retrofitted with an existing bathroom facility. Council discussion ensued as to constructing a unisex restroom, moving the heating and air conditioning units, adding exhaust to the building, and the seasonality of the restroom.

Council Member Karr noted that a bathroom could be retrofitted west of the children's area by moving walls and inserting doors.

Council Member Akerson questioned if a public restroom is warranted as local restaurants are required to have these facilities in their places of business.

Council Member Pederson stated that it is best to spend money upfront and get planning experts involved to contain overall costs.

The consensus of the Council authorized Widseth Smith Nolting to analyze the southwest corner of the Library building for ADA compliance requirements and further authorized Mike Loven to obtain structural quotes to retrofit a public restroom.

9.5. Facility Addition Feasibility Study

Nancy Malecha informed the Council that she and Tim Houle compiled a succinct list of Council's comments from previous meetings regarding the

Maintenance Department Facility Addition Feasibility Study. Ms. Malecha noted that Staff would like the Council to provide clear direction and a consensus as to what key points should be included in the final version of the Study.

Mayor Sjoblad noted that location is a prime consideration and a new public works facility by the City's Business Park would be a great location as it has access to City water and sewer services and is located next to a ten ton road.

Council Member Pederson stated that City Hall currently has 2,000 to 3,000 square feet of unused space and ideas for existing vacant space should be considered. He further noted that funding grants for a public works facility or a public safety facility should be analyzed.

Council Member Loukota noted that he is in favor of starting over with a new public works building and mechanical upgrades at City Hall will also be needed.

Council discussion ensued as to the cost to construct a steel building, the useful life of a steel building, contracting of certain public works services, and the short-term leasing of buildings in the area.

Mike Loven stated the Public Works Department currently has 5,500 square feet of space in three building and the space is very tight for current vehicles and equipment. Mr. Loven further noted that the interior of a steel building option would need to withstand the road salt from City vehicles.

The consensus of the Council agreed to direct staff to obtain a quote for a wood frame, steel building structure consisting of 9,000 square feet and to identify areas of service that may be considered for the Public Works Department to contract out.

10. Administration

The following items were received by Council.

- July 14, 2016 draft Park Commission minutes
- July 18, 2016 draft Heartland Cable Commission minutes
- July 19, 2016 draft EDC minutes
- July 19, 2016 HRA minutes

10.1. Acknowledge EDC Resignation

The Council acknowledged the resignation of Cindy Roggenkamp from the EDC and thanked her for her service.

11. Other Business

Jason Baca of Pequot Lakes questioned the parameters the Pequot Lakes Police Department uses to cite individuals for malfunctioning parts on a vehicle. Mr. Baca noted that he has been cited several times and he considers this predatory policing. The Council directed Mr. Baca to contact the Pequot Lakes Police Department to schedule a meeting to address his questions.

12. Adjournment

There being no further business, the meeting adjourned.

The meeting of the City Council adjourned at 7:56 p.m.

Respectfully submitted,

Nancy Malecha
City Administrator/Clerk

David Sjoblad
Mayor

**SPECIAL MEETING OF THE PEQUOT LAKES CITY COUNCIL
TUESDAY, AUGUST 23, 2016
PEQUOT LAKES CITY HALL**

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

Staff Present: Nancy Malecha, City Administrator/Clerk; Deb Marty, Deputy City Clerk; Mike Loven, Public Works Supervisor; Dawn Bittner, Zoning Specialist; Chad Turcotte, Police Sergeant; Tom Nelson, Fire 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

COUNCIL MEMBER LOUKOTA MOVED TO APPROVE THE AGENDA AS PRESENTED. COUNCIL MEMBER AKERSON SECONDED THE MOTION. MOTION CARRIED 5-0.

3. Capital Improvement Planning Presentation

Patty Kettles from Springsted Inc. presented the Capital Improvement Planning Model for Council review. This Model is used as a planning tool and helps to coordinate City expenditures and funding options among departments.

Mayor Sjoblad questioned if increases to the City's tax base are included in the Model. Ms. Kettles noted there is a 2% assumed appreciation on the existing tax base model.

Mayor Sjoblad verified with Ms. Kettles that we would take the City's budget and fit it into the Model. Ms. Kettles agreed noting the more information in the Model the better and it can be updated at any time. Nancy Malecha added that the Model will be updated on an ongoing basis.

Council Member Akerson questioned how many bonding tools are available. Ms. Kettles stated there are four bonding tools within the Model at this time.

The consensus of the Council agreed to move forward with the Capital Improvement Planning Model as presented.

4. 2017 Preliminary Budget Review

Nancy Malecha noted that the tax levy fund budgets presented this evening project a preliminary tax levy of \$1,593,350 which is an increase of \$39,998 or 2.57% from 2016. She listed the budget line item increases over \$2,500. Ms. Malecha further noted that tax rate and tax capacity information will be received from Crow Wing County in late September or early October.

Ms. Malecha stated that the preliminary levy should be determined with the understanding that it can be lowered before the final levy certification in December but it cannot increase and reiterated that the preliminary levy amount is what the taxpayers will see on their proposed property tax statements that are mailed out in November.

Council Member Karr inquired if we had monies set aside for future park projects.

Ms. Malecha added there could be grants or other funding sources available to use in the future for the park development and amenities that the City may want to consider.

Council Member Pederson agreed that the City should add funds to the Park Budget.

Council Member Loukota suggested setting the general revenue tax levy at 3%. Mayor Sjoblad agreed and reiterated the excess could be used for the future development of Trailside Park .

The consensus of the Council directed Staff to raise the preliminary general revenue tax levy to 3% and put any excess monies into the General Fund Park Department under capital outlay carryover.

5. Separation and Release Agreement Between City of Pequot Lakes, Teamster General Local 346, and Chad Nangle

MAYOR SJOBLAD MOVED TO APPROVE THE SEPARATION AND RELEASE AGREEMENT BETWEEN THE CITY OF PEQUOT LAKES, TEAMSTERS GENERAL LOCAL 346, AND CHAD NANGLE. COUNCIL MEMBER AKERSON SECONDED THE MOTION. MOTION CARRIED 5-0.

6. Request to Hire Police Officer

Nancy Malecha stated that the Police Department is requesting authorization to begin the hiring process for a full-time police officer with a candidate to be presented to the Council at a future meeting.

Mayor Sjoblad questioned how the Police Department will handle the school contract in the meantime. Sergeant Turcotte stated they will utilize part time officers and cover gaps with the day cars.

COUNCIL MEMBER AKERSON MOVED TO BEGIN THE HIRING PROCESS FOR A FULL-TIME POLICE OFFICER. COUNCIL MEMBER LOUKOTA SECONDED THE MOTION. MOTION CARRIED 5-0.

7. Adjournment

There being no further business **COUNCIL MEMBER LOUKOTA MOVED TO ADJOURN. COUNCIL MEMBER AKERSON SECONDED THE MOTION. MOTION CARRIED 5-0.**

The meeting of the City Council adjourned at 6:43 p.m.

Respectfully submitted,

Deb Marty
Deputy City Clerk

David Sjoblad
Mayor