

**MEETING OF THE PEQUOT LAKES CITY COUNCIL
TUESDAY, JUNE 7, 2016
PEQUOT LAKES CITY HALL**

Members Present: Mayor Sjoblad, Council Members Akerson and Karr

Members Absent: Council Members Loukota and Pederson

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

The agenda was accepted as presented.

3. Consent Agenda

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

- 3.1. MAY 3, 2016 CITY COUNCIL MEETING MINUTES.**
- 3.2. PAYMENT OF BILLS FROM MAY 4, 2016 THROUGH JUNE 7, 2016.**
- 3.3. FINANCIAL REPORT ENDING APRIL 30, 2016.**
- 3.4. LIBRARY REPORT FOR MAY 2016.**
- 3.5. RESOLUTION 16-12 ACCEPTING CONTRIBUTIONS FROM APRIL 27, 2016 THROUGH MAY 26, 2016.**
- 3.6. TOBACCO LICENSE RENEWALS**
- 3.7. LIQUOR LICENSE RENEWALS**
- 3.8. TEMPORARY EXPANSION OF PREMISES LICENSE FOR THE AMERICAN LEGION POST 49.**
- 3.9. TEMPORARY 3.2% MALT LIQUOR LICENSE FOR COMMUNITY ACTION OF PEQUOT LAKES.**
- 3.10. HEALTHY COMMUNITIES GRANT**
- 3.11. SPECIAL EVENT PERMIT FOR THE PET PARADE.**

COUNCIL MEMBER KARR SECONDED THE MOTION. MOTION CARRIED 3-0.

4. Open Forum

No one appeared at open forum.

5. Presentations

5.1. Highway 371 Expansion Project Update

Randy Shoen from Mathiowetz Construction updated the Council on the Highway 371 Expansion Project. Mr. Shoen noted that a lot of grading is taking place and new alignments for the Paul Bunyan Trail will occur by the end of June. He further noted that the County Road 112 detour will begin in three weeks and he hopes that by the end of 2016, 75% of the Project will be completed.

6. Planning and Zoning

6.1. Planning Commission Report

The May 31, 2016 Planning Commission Report and May 19, 2016 draft Planning Commission minutes were received by Council.

6.2. Ordinance Amendment Regarding Fence Height

Dawn Bittner informed the Council that it was brought to her attention that 60 inch wooden fence panels are not readily available as noted in the City's current ordinance regarding performance standards for fences. The Planning Commission is unanimously recommending to amend the City Code regarding fence height.

COUNCIL MEMBER AKERSON MOVED TO AMEND CHAPTER 17, SECTIONS 5.6, 5.7, 5.8, 5.9, AND 5.11 OF THE LAND USE AND SUBDIVISION ORDINANCE REGARDING FENCE HEIGHT. COUNCIL MEMBER KARR SECONDED THE MOTION. MOTION CARRIED 3-0.

7. Fire

The April and May 2016 Fire Department Operation Reports and the April 27, 2016 Fire Board Meeting minutes were received by Council.

8. Police

9. Public Works

9.1.A. Bike/Walking Path on West Sibley Street

Dan Ronning addressed the Council with the Park Commission's request to expand the 2016 resurfacing project of West Sibley Street to include a bike/walking path. Mr. Ronning noted that in the City's Downtown Plan, West Sibley Street was given a walkability rate of very poor and this Street is often used by bikers and walkers. He stated that there is a sincere concern that if this path is not constructed this year, it could be another 10-15 years before it would be constructed.

Council discussion ensued as to City right-of way issues, mailbox and fire hydrant concerns, separation between the path and West Sibley Street, and the added cost that this request would entail.

Council Member Akerson was not in favor of this request due to the tight budget constraints the City is under this year and next year.

Mayor Sjoblad stated that the West Sibley Street project is an overlay only project because that cost is available in the City's 2016 budget.

9.1.B. Water Fountain Donation for Trailside Park

Dan Ronning informed the Council that St. Croix Recreation would like to donate a water fountain to the City. The Park Commission's recommendation is to place this fountain in Trailside Park.

Mayor Sjoblad questioned if there were any stipulations in accepting this donation. Mr. Ronning noted that there are no plans as of yet as to placement of the fountain in the Park.

MAYOR SJOBLAD MOVED TO ACCEPT THE WATER FOUNTAIN DONATION FROM ST. CROIX RECREATION TO BE PLACED IN TRAILSIDE PARK AFTER THE TRAILSIDE PARK MASTER PLAN CONCEPT HAS BEEN DECIDED. COUNCIL MEMBER KARR SECONDED THE MOTION. MOTION CARRIED 3-0.

9.2. Crow Wing SWCD Maintenance Agreement

MAYOR SJOBLAD MOVED TO ACCEPT THE CROW WING SWCD COMMUNITY RUNOFF MINI-GRANT PROGRAM MAINTENANCE

AGREEMENT FOR THE SIBLEY LAKE PARK SHORELINE RESTORATION PROJECT AND AUTHORIZED THE CITY ADMINISTRATOR/CLERK TO SIGN ON THE CITY'S BEHALF. COUNCIL MEMBER AKERSON SECONDED THE MOTION. MOTION CARRIED 3-0.

9.3. Street Name – East Twin Trail

Mayor Sjoblad informed the Council that according to conversations he has had with Tom Dumont at MnDOT, Don Kremer's request to change the street segment name between Pow Wow Point and Olson Road is an issue between Mr. Kremer and MnDOT and not Mr. Kremer and the City. Mayor Sjoblad advised staff to prepare a letter to send to Melanie Dotty who represents Mr. Kremer.

The consensus of the Council was to place this item on the July Council agenda.

Tom Adams, President of the East Twin Lake Association, clarified for the record that the letter of support from the Association for the East Twin Trail street name occurred many years ago before details of the Highway 371 Expansion Project were determined. He noted that to change the name of this street segment now would impact the existing Olson Road and residents along this Road may want to provide comment. Mr. Adams explained that the Association would not be in favor of the street name change of East Twin Trail.

Melanie Dotty noted that further discussions on this topic may need to occur with MnDOT as this may no longer be in the City's decision making jurisdiction.

9.4. Facility Addition Feasibility Study

Tim Houle informed the Council that per their approval WSN studied the options of expanding the existing City Hall building to the north or to build a separate facility to provide more space for Public Works. The Study report lists compliant and non-compliant items in the existing building that would need to be addressed if an addition is preferred. Mr. Houle suggested that the Council take into consideration square footage differences, future needs, and bonding options.

Mayor Sjoblad questioned if solar power for a new building could be utilized. Mr. Houle noted that WSN has looked into these kind of

mechanical systems for other projects and the larger upfront costs and long-term cost effectiveness is something for the City to consider.

Mayor Sjoblad questioned if the City even wants to consider the addition option for the future public works facility. Mike Loven noted that there is a concern on the lack of City water and sewer services at City Hall. Mayor Sjoblad stated that the best option would be to build this facility on a new site.

Mr. Houle asked that any comments, concerns, or questions regarding the Facility Addition Feasibility Study be sent to him for inclusion in the report.

The consensus of the Council was to place this item on the July Council agenda to allow for comments from the absent Council Members.

9.5. WWTF Row Irrigation Partial payment Estimate #2

COUNCIL MEMBER AKERSON MOVED TO APPROVE PARTIAL PAYMENT ESTIMATE NO. 2 FROM BORDEN EXCAVATING IN THE AMOUNT OF \$452,586.11. COUNCIL MEMBER KARR SECONDED THE MOTION. MOTION CARRIED 3-0.

10. Administration

The following items were received by Council.

- May 12, 2016 draft Park Commission minutes
- May 17, 2016 draft EDC minutes
- May 17, 2016 HRA minutes

10.1. Appointment of Primary Election Judges

Nancy Malecha informed the Council that the State Primary Election will occur on August 9, 2016. She requested that the Council authorize her to appoint election judges for the Primary Election and noted that she is requesting a pay increase for election judges from \$10 per hour to \$10.50 per hour as the last pay increase occurred in 2006.

COUNCIL MEMBER AKERSON MOVED TO ADOPT RESOLUTION 16-13 APPOINTING ELECTION JUDGES FOR THE 2016 PRIMARY ELECTION ON AUGUST 9, 2016. COUNCIL MEMBER KARR SECONDED THE MOTION. MOTION CARRIED 3-0.

10.2. Call Special Meeting for Budget Work Session

Nancy Malecha informed the Council that every year a special meeting is held in August for the capital improvement planning and budget work session. She is requesting this special meeting to be held on August 23, 2016 at 6:00 p.m. as this date and time have been confirmed with Springsted who will present a preliminary bonding plan to the Council.

COUNCIL MEMBER AKERSON MOVED TO CALL A SPECIAL COUNCIL MEETING FOR AUGUST 23, 2016 AT 6:00 P.M. FOR THE PURPOSE OF THE CAPITAL IMPROVEMENT PLANNING AND BUDGET WORK SESSION. COUNCIL MEMBER KARR SECONDED THE MOTION. MOTION CARRIED 3-0.

10.3. Technology Solutions Agreement

Nancy Malecha discussed with the Council the recommendation to change I.T. service providers for the City. Ms. Malecha noted that the City's I.T. Committee is recommending a change in providers from Cascade Computers to the National Joint Powers Alliance (NJPA) due to continued growth in the City's needs and the specialty required in the government sector. She noted that this recommendation is not made lightly as the City has utilized Cascade Computers services for many years and is appreciative of this working relationship. Ms. Malecha further stated that the hourly service rate with NJPA is \$20 less and the City will receive an additional 4 hours of support per month at no charge. Also if approved, there will be an overlap of service during the month of June to aid in the transition between providers.

MAYOR SJOBLAD MOVED TO APPROVE THE NJPA TECHNOLOGY SOLUTIONS AGREEMENT EFFECTIVE JUNE 8, 2016 AND THE TERMINATION OF THE PRE-PURCHASED SERVICE AGREEMENT WITH CASCADE COMPUTERS EFFECTIVE JULY 1, 2016. COUNCIL MEMBER KARR SECONDED THE MOTION. MOTION CARRIED 3-0.

10.4. 2015 Year End Financial Report

Nancy Malecha presented the 2015 year-end financial report to the Council. The general fund capital outlay and council contingency carryover monies remaining at year-end total \$148,589.67. The City's Accounting and Reporting Policy states, "the City will commit fund balance in the general fund of up to 50% of the following year's general fund budgeted expenditures for cash flow purposes." As of December 2015, the City is at 55% fund designation. Ms. Malecha noted that the City is in good financial condition and hopes to recommend the use of fund balance monies to offset one-time expenditures during the 2017 budget process.

**COUNCIL MEMBER AKERSON MOVED TO ACCEPT THE 2015 YEAR
END FINANCIAL REPORT. COUNCIL MEMBER KARR SECONDED
THE MOTION. MOTION CARRIED 3-0.**

11. Other Business

Nancy Malecha reminded the Council of the Babinski Family Playground Dedication Ceremony which will occur on July 16th at 2:00 p.m. at Sibley Lake Park.

12. Adjournment

There being no further business, the meeting adjourned.

The meeting of the City Council adjourned at 7:52 p.m.

Respectfully submitted,



Nancy Malecha
City Administrator/Clerk



David Sjoblad
Mayor