

**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