



AGENDA ITEM #9.3

REPORT TO CITY COUNCIL

Report Prepared by: Tim Houle

Date: January 5, 2016

Subject: Highway 371 City Coordination Team

Report: In working on past projects with other cities and several entities, I would like to suggest that the City establish a Highway 371 City Coordination Team. My suggestions are as follows.

1. The City Council appoints a Hwy 371 City Coordination Team. The Team's responsibility will be to coordinate with MnDOT and the Design Build Contractor in between City Council meetings. The Team would update the City Council and ask for any action, if needed, at the Council's regular monthly meetings.
2. The City Team would consist of two Council Members to obtain details and knowledge while being a voice for the Council as a whole; City staff members to provide input from their various specialty areas; a Chamber representative to be a conduit for business issues; and the City Engineer for technical input.
3. I could see the following being appointed to the Team: Dave Sjoblad as the Mayor (and Water and Sewer and Roads

liaison and backup), Randy Loukota as Water and Sewer - Roads Liaison (and backup), Nancy Malecha as City Administrator, Mike Loven as Public Works Supervisor, Dawn Bittner as Zoning Specialist, Jenna Crawford as Pequot Lakes Area Chamber Director, and Tim Houle as City Engineer.

4. The Team would meet once a month - maybe more during various 'key points' during the project, and maybe not at all during winter months.
5. Nancy Malecha would be the City's point person. Nancy would be the focal point for communications and would work with Tim Houle to chair the Team. They would, at times, decide who and when to pull in on specific issues that might come up and would keep all the rest of the Team informed.

Council Action Requested: Council motion appointing a Highway 371 City Coordination Team consisting of Mayor Sjoblad, Council Member Loukota, Nancy Malecha, Mike Loven, Dawn Bittner, Jenna Crawford, and Tim Houle.