



AGENDA ITEM #3.1

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: February 5, 2019

Subject: City Council Minutes

Report: The minutes for the January 8, 2019 and January 22, 2019 City Council meetings are attached for your review.

Council Action Requested: Council motion approving the minutes for the January 8, 2019 and January 22, 2019 City Council meetings.

**MEETING OF THE PEQUOT LAKES CITY COUNCIL
TUESDAY, JANUARY 8, 2019
PEQUOT LAKES CITY HALL**

Members Present: Mayor Tayloe, Council Members Pederson, Seils, and Swanson

Members Absent: Council Member Akerson

Staff Present: Nancy Malecha, City Administrator; Jenny Peterson, Administrative Assistant; Dawn Bittner, Zoning Specialist; Eric Klang, Police Chief; Jason Gorr, Public Works Director; and Tim Houle, City Engineer

Oaths of Office

Nancy Malecha administered the oaths of office to James Tayloe and Cheri Seils.

1. Call Meeting to Order

Mayor Tayloe called the meeting of the Pequot Lakes City Council to order at 6:32 p.m.

1.1. Pledge of Allegiance

Mayor Tayloe led with the Pledge of Allegiance.

2. Consider Agenda

COUNCIL MEMBER SEILS MOVED TO APPROVE THE AGENDA AS PRESENTED. COUNCIL MEMBER SWANSON SECONDED THE MOTION. MOTION CARRIED 4-0.

3. Consent Agenda

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

- 3.1. DECEMBER 4, 2018 CITY COUNCIL MEETING MINUTES.**
- 3.2. PAYMENT OF BILLS FROM DECEMBER 5, 2018 TO JANUARY 8, 2019.**
- 3.3. FINANCIAL REPORT ENDING NOVEMBER 30, 2018.**
- 3.4.A LIBRARY REPORT FOR OCTOBER 2018.**
- 3.4.B KITCHIGAMI REGIONAL LIBRARY CONTRACT FOR 2019.**

- 3.5. RESOLUTION 19-01 ACCEPTING CONTRIBUTIONS FROM NOVEMBER 27, 2018 THROUGH DECEMBER 27, 2018.**
- 3.6. QUARTERLY UTILITY BILLING ADJUSTMENT REPORT FOR OCTOBER THROUGH DECEMBER 2018.**
- 3.7. REFUSE HAULER LICENSES FOR 2019.**
- 3.8. RESOLUTION 19-02 AUTHORIZING NEW MAYOR TO SIGN CHECKS AND BANK DOCUMENTS.**

COUNCIL MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 4-0.

4. Open Forum

John Derksen, 31116 Ash Street, Pequot Lakes, addressed the Council. Mr. Derksen explained that when he and his brother purchased a cemetery lot from the City for his father's burial they had a hassle finding where his grandparents were buried in the City cemetery, his family name was misspelled in the City's cemetery records which made finding the lots difficult, and the gravesite purchased for his father's burial was mismarked by the City. Mr. Derksen further noted that once the correct site was determined by himself and the funeral home director, his family received no apology from the City.

Jason Gorr stated that the gravesite located by the City was adjacent to the correct one and it was truly a mistake. He further noted that the City's cemetery map should have been reviewed more carefully prior to marking the site and he apologized to Mr. Derksen for the error.

Brian Bankers from Boser Construction addressed the Council. Mr. Bankers wanted to clear up some perceptions that may have taken place regarding the Maintenance Facility Project. He explained that Boser Construction was not intentionally stalling the Project by not putting forth a good faith effort in completing the Project on time. He noted that the late spring, difficulty in getting contractors onsite, and being overbooked were reasons for the late start and late completion of the Project.

Council Member Pederson stated that the scheduling of this Project was a huge deal and that it has to be done correctly. He suggested that Boser Construction should have communicated a lot more with the Council on project timing issues that were occurring.

Michael Czech, 3816 Wildlife Trail, Pequot Lakes, thanked former Mayor Nancy Adams for her tenure on the City Council and welcomed James Tayloe and Cheri Seils to the City Council.

5. Presentations

There were no presentations.

6. Planning and Zoning

6.1. Planning Commission Report

The January 2, 2019 Planning Commission Report was received by Council.

6.2. Planning Commission Meeting Liaisons

Dawn Bittner informed the Council of the 2019 Council Liaison Schedule for attendance at Planning Commission meetings. Council Member Seils and Council Member Pederson requested to switch their May and June 2019 liaison appointments for the schedule.

6.3. Planning Department Year-End Report

Dawn Bittner presented the Year-End Report for the Planning and Zoning Department. She highlighted the following for 2018.

- A rental property ordinance was researched but not implemented.
- The City's Comprehensive Plan was reviewed and adopted.
- A short term rental ordinance was developed.
- An ordinance amendment for an off-site sign overlay district was approved.
- 6 ordinance amendments were approved.
- An enforcement policy was established.
- 96 land use applications were processed - 75% handled by City staff, and 25% handled by the Planning Commission.
- 8 new home permits issued.
- 15 septic system permits issued.
- 11 land use violations were resolved and 12 are currently outstanding.

6.4. Small Wireless Facility Design Guidelines

Dawn Bittner informed the Council that the City Attorney is recommending the City adopt the aesthetic standards/guidelines prior to January 14th. This will preserve regulatory authority with respect to any applications

submitted before the final standards are approved. These standards can be reviewed and amended before the April 15th deadline.

Council Member Swanson requested clarification on what a small cell wireless facility is.

Dawn Bittner explained that small wireless facilities are small antenna type equipment that could be placed on telephone poles or light poles in areas of high wireless demand such as a school.

COUNCIL MEMBER SWANSON MOVED TO ADOPT THE SMALL WIRELESS FACILITY DESIGN GUIDELINES AS PRESENTED. COUNCIL MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 4-0.

7. Fire Report

The December 2018 Fire Department Operations Report was received by Council.

7.1. Affirm Fire Department Officers

Nancy Malecha explained that the Fire Department selected the following as their officers for 2019-2020 and requested Council affirmation of the appointments.

- Fire Chief – Tom Nelson
- 1st Assistant Chief – Bill Rickard
- 2nd Assistant Chief – Mike Schwankl
- Captain 1 – Daren Nordby
- Captain 2 – Bryant Szymanski
- Captain 3 – Trevor Lang
- Captain 4 – Justin Katterhagen
- Safety Officer – Kate Petersen
- Secretary – Bob Peterson

COUNCIL MEMBER PEDERSON MOVED TO AFFIRM THE SELECTION OF THE OFFICERS FOR THE PEQUOT LAKES FIRE DEPARTMENT FOR 2019-2020 AS PRESENTED. COUNCIL MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 4-0.

8. Police Reports

The November and December 2018 Police Department Monthly Reports were received by Council.

9. Public Works Report

The December 2018 Public Works Report was received by Council.

Council Member Pederson questioned if the wash curtain system was included in the project contract. Tim Houle noted that it was decided to install this system at a later date.

9.1. Engineering Services for 2019

COUNCIL MEMBER SWANSON MOVED TO APPOINT WIDSETH SMITH NOLTING AS THE CITY'S ENGINEER FOR 2019. MAYOR TAYLOE SECONDED THE MOTION. MOTION CARRIED 4-0.

9.2. Public Works Facility Update

Tim Houle explained that contractual items are being worked through with Boser Construction and seeding will be taken care of in the spring which will keep the contract open for some time.

Jason Gorr noted that mechanical items are being worked on and the Facility is looking good. Mr. Gorr invited the City Council to tour the Public Works Facility on January 22nd at 5:30 p.m.

9.3. Highway 371/County Road 29 Intersection Update

Nancy Malecha informed the Council that to date MnDOT is re-evaluating the intersection at Highway 371 and County Road 29 and they will notify the City when the revised study has been completed.

Council Member Pederson requested that MnDOT provide this revised study to the Council by the February 5th City Council Meeting. The consensus of the Council agreed to make this request to MnDOT.

9.4. Trailside Park Project

Tim Houle explained to the Council the street and utility improvements previously discussed, the bid process that occurred in 2018, and the revised scope of work that was determined by the Council on November 14th. Mr. Houle noted that the specification plans would need to be

revised and the Council will need to consider the priorities in this Project such as storm water drainage which will prolong the investment.

Donna Walden questioned why the subject of widening Government Drive came up and why it wasn't done during the 2010 Government Drive Project.

Tim Houle explained that Government Drive was previously improved and the Council at the time did a study to look at streetscaping, lights, benches, etc. Then the recession occurred and the Council toned down the scope of this project and opted for a mill and replacement project rather than a full street reconstruction project. The decision was also made to keep Government Drive in the same footprint with diagonal parking and two 10 foot wide travel lanes.

Council Member Swanson noted that the potential widening of Government Drive had to do with the Trailside Park Project, the removal of Patriot Avenue, and the ability for motorists to travel around this area with more driving space.

Council Member Pederson stated that new plans need to be created based on the essentials if Patriot Avenue is left as is. He suggested that the Park Commission be included in this discussion at a work session.

Council Member Seils noted her concern on where the money is coming from to pay for these projects and utilizing highway funds which will be needed in the future.

Nancy Malecha explained that the Street and Utility Improvements Project is included in the 2019 Budget as an interfund loan from the Highway 371 Fund to the Capital Improvement Fund and the Trailside Park Project is included as a bonding project.

The consensus of the Council agreed to add the Trailside Park Project as a work session on the January 22nd Special City Council Meeting agenda and further requests the Park Commission Chair's attendance.

9.5. Rasmussen Road Project

Tim Houle updated the Council on the study process, comments received thus far, and the cost estimates for the Rasmussen Road Project. Mr. Houle noted that drainage and water issues are always a struggle. There are concerns on speed, road widths, multi-modal uses, neighborhood

types, connection to the City, and changes that can occur. Mr. Houle further noted that no design contract has been approved at this time.

Michael Czech requested clarification on the curb bump outs on Main Street. Tim Houle explained that this area is a four way stop that shows raised curb bump outs which allows for less travel distance for pedestrians and creates a balance for pedestrians and vehicles.

The consensus of the Council agreed to add the Rasmussen Road Project as a work session on the January 22nd Special City Council Meeting agenda.

10. Administration

The following items were received by Council.

- December 13, 2018 draft Safety Committee minutes
- December 13, 2018 draft Park Commission minutes
- December 18, 2018 draft EDC minutes
- December 18, 2018 HRA minutes

10.1. Heart of the Good Life Development

Nancy Malecha noted that for the past several months, the Economic Development Commission (EDC) has been discussing and analyzing information for the Heart of the Good Life Development. Ms. Malecha further noted that the EDC discussed the following items at their December meeting.

a. Video

Brady Bussler from Widseth Smith Nolting (WSN) presented the Heart of the Good Life Development video for the Council to review. Mr. Bussler noted that the video is a strong tool to promote development and attract people to this area. The video strives to promote Pequot as a great place to live and also highlights the development opportunity.

Council Member Pederson thanked WSN and the EDC for their work on this Project.

Tim Houle explained that the EDC is looking at marketing outreach efforts in disseminating the video to the public and the future potential to change the video graphics as needed as time goes on.

Mark Jurchen further explained that the marketing outreach will include utilizing the internet, various websites, attendance at various trade shows, and boots on the ground promotion.

b. Marketing Packet

Tim Houle noted that the written marketing packet is another marketing tool to disseminate to potential developers.

The consensus of the Council agreed to proceed with the video and marketing packet for the Heart of the Good Life Development as presented.

c. Price Per Acre

Mark Jurchen explained that the EDC analyzed the price per acre for the Heart of the Good Life Development by looking at pricing in the Baxter and Brainerd areas and to remain competitive, the price per acre should be within the \$50,000 to \$100,000 range. Mr. Jurchen noted that the infrastructure costs alone will account for approximately \$50,000 of the price and then \$15,000 was added for the value of the land; therefore, the EDC is recommending a price per acre cost of \$65,000 for the Heart of the Good Life Development. Mr. Jurchen further noted that the EDC would like to stress that the City find the right larger businesses for this Development to increase the tax base and provide jobs and there is room for infill in the City's current Business Park for smaller businesses.

Tim Houle clarified that the Heart of the Good Life Development will be a phased in, pay as we go approach and the City has the opportunity for both business expansion and infill.

Council Member Pederson stated that city and urban planners cannot stress the importance of green space enough and the City has the opportunity to make the Heart of the Good Life Development very special.

Mark Jurchen noted that we want to make Pequot Lakes a place to do business and live not just to visit in the summertime.

COUNCIL MEMBER PEDERSON MOVED TO SET THE PRICE PER ACRE IN THE HEART OF THE GOOD LIFE DEVELOPMENT AT \$65,000 PER ACRE. COUNCIL MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 4-0.

d. Architectural, Landscaping, and Zoning Regulations

Mark Jurchen explained that flexibility and higher architectural, landscaping, and zoning standards should be developed for the Heart of the Good Life Development along with flexible storm water retention standards.

Tim Houle noted that it will take Planning and Zoning several months to go through the standards creation process.

Council Member Swanson questioned where the money is coming from for the infrastructure costs.

Tim Houle explained that the infrastructure costs would be developer driven and phased in with seed money coming from the Business Park Fund. The intention is to utilize a pay as you go process.

The consensus of the Council agreed to direct the City Planner and the Planning Commission to create architectural, landscaping, and zoning regulations for the Heart of the Good Life Development.

10.2. Annual Appointments

COUNCIL MEMBER SEILS MOVED TO AUTHORIZE THE 2019 ANNUAL APPOINTMENTS AS RECOMMENDED. COUNCIL MEMBER PEDERSON SECONDED THE MOTION. MOTION CARRIED 4-0.

10.3.A. Economic Development Commission Appointments

COUNCIL MEMBER SEILS MOVED TO APPOINT SHAWN CROCHET, CHRIS LINDHOLM, AND MICHELLE LELWICA TO THE ECONOMIC DEVELOPMENT COMMISSION FOR THREE-YEAR TERMS EXPIRING ON DECEMBER 31, 2021. MAYOR TAYLOE SECONDED THE MOTION. MOTION CARRIED 4-0.

10.3.B. Housing & Redevelopment Authority Appointment

COUNCIL MEMBER PEDERSON MOVED TO APPOINT PATRICIA DULLUM TO THE HOUSING & REDEVELOPMENT AUTHORITY FOR A FIVE-YEAR TERM EXPIRING ON DECEMBER 31, 2023. COUNCIL MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 4-0.

10.3.C. Library Board Appointments

COUNCIL MEMBER SWANSON MOVED TO APPOINT MICHAEL CZECH, MARK JURCHEN, AND RENEE MOODIE TO THE LIBRARY BOARD FOR THREE-YEAR TERMS EXPIRING ON DECEMBER 31, 2021. COUNCIL MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 4-0.

10.3.D. Park Commission Appointments

COUNCIL MEMBER PEDERSON MOVED TO APPOINT BRIAN MAHER TO THE PARK COMMISSION FOR A THREE-YEAR TERM EXPIRING ON DECEMBER 31, 2021. COUNCIL MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 4-0.

Nancy Malecha noted that there is still a vacancy on the Park Commission.

10.3.E. Planning Commission Appointments

COUNCIL MEMBER PEDERSON MOVED TO APPOINT MARK HALLAN, CHRISTOPHER SAVINO, NATHAN NORTON, AND TOM PAULBECK TO THE PLANNING COMMISSION FOR THREE-YEAR TERMS EXPIRING ON DECEMBER 31, 2021. COUNCIL MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 4-0.

10.4. Designation of Official Depositories

COUNCIL MEMBER SEILS MOVED TO ADOPT RESOLUTION 19-03 DESIGNATING FIRST NATIONAL BANK AND WELLS FARGO BANK AS OFFICIAL DEPOSITORIES FOR 2019. MAYOR TAYLOE SECONDED THE MOTION. MOTION CARRIED 4-0.

10.5. Designation of Official Newspapers

COUNCIL MEMBER PEDERSON MOVED TO ADOPT RESOLUTION 19-04 DESIGNATING THE ECHO JOURNAL AS THE MAIN OFFICIAL NEWSPAPER AND THE BRAINERD DISPATCH AS THE SECONDARY OFFICIAL NEWSPAPER FOR THE CITY FOR 2019. COUNCIL MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 4-0.

10.6. Consider Proposal for Insurance Agent of Record

COUNCIL MEMBER SWANSON MOVED TO REAPPOINT FIRST NATIONAL BANK INSURANCE SERVICES AS THE INSURANCE

**AGENT OF RECORD FOR 2019. COUNCIL MEMBER SEILS
SECONDED THE MOTION. MOTION CARRIED 4-0.**

10.7. Request to Carryover Funds for Upgrades

Nancy Malecha explained that in 2018, monies were budgeted for a website upgrade and I.T. upgrades; however, due to the overall cost in making the needed upgrades, these funds were not expended. Ms. Malecha requested Council authorization to carryover funds in the total amount of \$6,600 to 2019 to be utilized for website and I.T. upgrades.

**COUNCIL MEMBER SEILS MOVED TO AUTHORIZE THE
CARRYOVER OF FUNDS IN THE TOTAL AMOUNT OF \$6,600 TO 2019
TO BE UTILIZED FOR WEBSITE AND I.T. UPGRADES. COUNCIL
MEMBER PEDERSON SECONDED THE MOTION. MOTION CARRIED
4-0.**

10.8. 2019 Council Priorities

Nancy Malecha noted that the City Council will want to begin considering their project priorities for 2019 for inclusion in the City's 2019 Work Plan which will be defined at the January 22nd Special City Council Meeting.

Council Member Pederson stated that he would like a discussion on improvements to North Sluetter Road.

Council Member Swanson stated that she would like a discussion on security at City Hall.

11. Other Business

There was no other business.

12. Adjournment

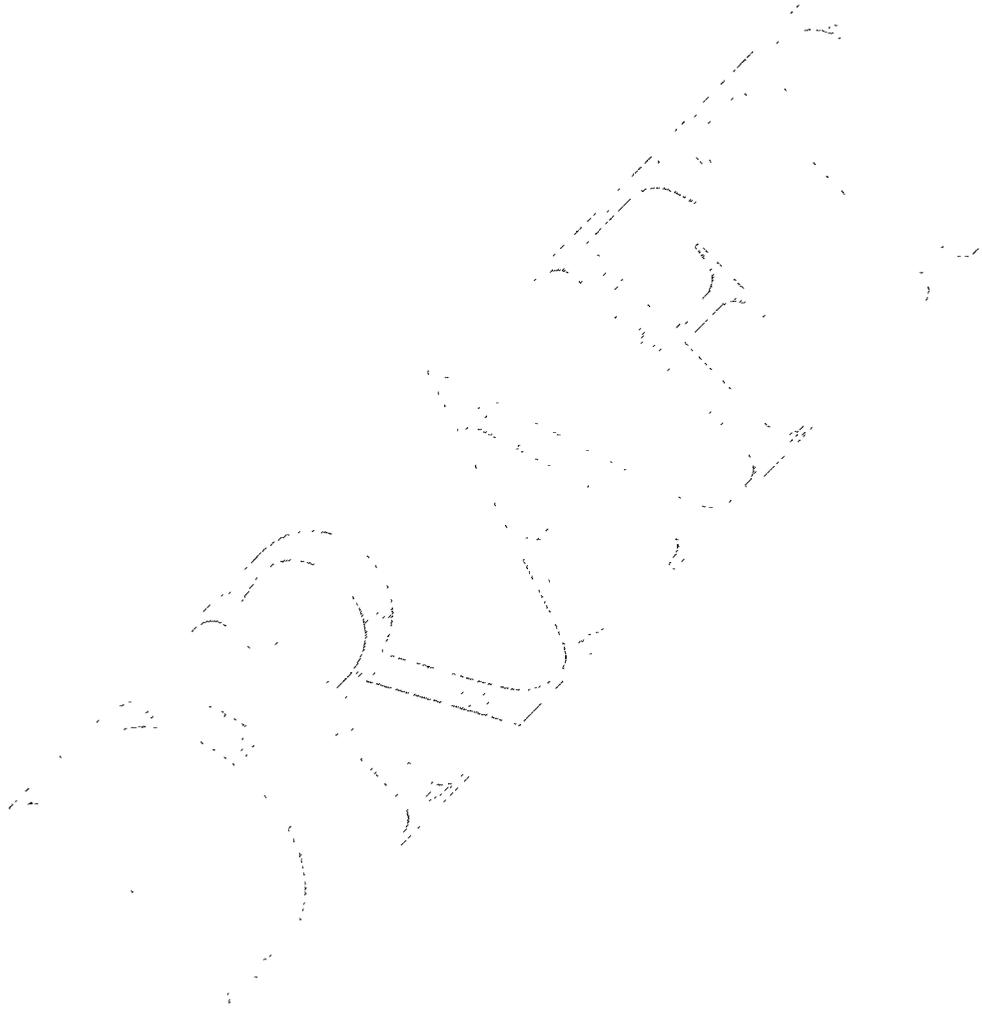
There being no further business, **COUNCIL MEMBER SWANSON
MOVED TO ADJOURN. COUNCIL MEMBER SEILS SECONDED THE
MOTION. MOTION CARRIED 4-0.**

The meeting of the City Council adjourned at 8:05 p.m.

Respectfully submitted,

Nancy Malecha
City Administrator

James Tayloe
Mayor



**SPECIAL MEETING OF THE PEQUOT LAKES CITY COUNCIL
TUESDAY, JANUARY 22, 2019
PEQUOT LAKES CITY HALL**

Members Present: Mayor Tayloe, Council Members Pederson, Seils, and Swanson

Members Absent: Council Member Akerson

Staff Present: Dawn Bittner, Zoning Specialist; Jenny Peterson, Administrative Assistant; Chad Turcotte, Police Sergeant; Tom Nelson, Fire Chief; Jason Gorr, Public Works Director; and Tim Houle, City Engineer.

1. Call Meeting to Order

Mayor Tayloe called the special meeting of the Pequot Lakes City Council to order at 6:37 p.m.

1.1 Pledge of Allegiance

Mayor Tayloe led with the Pledge of Allegiance.

2. Consider Agenda

COUNCIL MEMBER SEILS MOVED TO APPROVE THE AGENDA AS PRESENTED. COUNCIL MEMBER PEDERSON SECONDED THE MOTION. MOTION CARRIED 4-0.

3. Defining City's 2019 Work Plan

3.1 City Boards and Commissions

A. Economic Development Commission

Chris Lindholm or Cindy Rieck presented the project priorities for the EDC:

- Marketing the Heart of the Good Life Development;
- Work with the HRA on housing issues;
- Business Park Infill educational plan;
- Work with telecommunication companies to expand fiber optic infrastructure;
- Intercultural Development Inventory assessment work plan.

Discussion ensued regarding available funding for marketing and promotional purposes. Budget questions were deferred to the City Administrator.

B. Planning Commission

Dawn Bittner presented the project priorities for the Planning Commission:

- Work with the HRA to develop a redevelopment plan for existing homes:
- Update the Downtown Plan;
- Draft architectural, landscaping, and zoning regulations for the Heart of the Good Life Development.

C. HRA Commission

Tamra Lanning and Robert Ritter presented the project priorities for the HRA Commission:

- New hallway lights;
- New light fixtures in individual units;
- Paint hallways & community room;
- Re-carpet hallways & community room; Parkview I
- New water efficient showerheads as turn over;
- Work with City staff and commissions on housing redevelopment plan & Small Cities Program grant.

D. Park Commission

Dan Ronning and Kent Johnson presented the project priorities for the Park Commission:

- Develop a capital improvement plan to fund improvements to existing parks:
 - a. Trailside Park – build a bathroom on the north side;
 - b. Trailside Park – install the splash pad and flag display;
 - c. Trailside Park – work with the Bean Hole Days Committee to improve the overall appearance of the Bean Hole pot area;
 - d. Sibley Lake Park – improve the outhouse;
 - e. Sibley Lake Park – replace the stairs from playground to walking path;
 - f. Trailside Park – update electrical outlets in southwest corner of north side for tree decorations and new light poles;
 - g. Light the new water tower;
 - h. Dog Park – add more trees;
 - i. Dog Park – add silhouettes on the fence.
- Update the Master Park Plan.

Mr. Ronning stated the Park Commission is looking for direction from the City Council to develop a Capital Improvement Plan. A bathroom on the north half of Trailside Park has been needed and discussed for a number of years. Patrons of the amenities in the Park have needed to use the Chamber building or nearby businesses. The Park Commission would like to address that.

The Park Commission would like to move forward with the splash pad and flag display with the monies from the donor. Mayor Tayloe inquired if splash pads are still popular. Council Member Pederson stated the City could take the money donated and build it, with the intent to build more if popular. He further stated he is 100% in favor of moving forward with these two amenities. He also noted that he received a hard bid for the flag display much lower than originally anticipated, including poles and installation.

After Mr. Ronning finished explaining the list, Council Member Pederson asked if the Park Commission planned to look into costs for the projects. Bittner stated the Park Commission is looking for direction which projects to include on a Capital Improvement Plan for the next several years.

3.2 City Departments

A. Library

Melissa Birch presented the project priorities for the Library:

- Pave north parking lot;
- Part-time librarian;
- Replacement of popcorn wagon wheels;
- Completion of strategic plan.

When asked, Mrs. Birch stated the anticipated cost for a part-time librarian would be approximately \$20,000 per year; the funds would come from the Friends for the Library to the City.

B. Fire:

Tom Nelson presented the project priorities for the Fire Department:

- Tanker purchase through grant opportunity;
- Work on electronic pre-plans for higher risk occupancies (for use on scene);
- Remain status quo on providing great service and leadership to the community;
- Work with Police & Public Works Depts. On auxiliary generator for city hall and feasibility of combined use with Water Treatment Plant.

Mr. Nelson reported the Emergency Operations Plan lists the City Hall building as headquarters in an emergency; a generator is needed.

C. Police:

Sgt. Turcotte presented the project priorities for the Police Department:

- Purchase 2019 Dodge Durango/equipment;
- Plan Y Prepare for implementation of body worn cameras for officers with assistance of grants;
- Plan & prepare for implementation of license plate reader with assistance of grants;
- Run a one day police boot camp/community engagement event;
- Continue to build on National Night Out;
- Impound lot improvements – fencing realignment & class 5;
- Continue to work with elder care facilities to improve quality of life, ensure safety and protection of vulnerable adults;
- Purchase & training of LUCAS device-chest compression system;
- Work with Fire & Public Works Depts. On auxiliary generator for city hall & feasibility of combined use with Water Treatment Plant.

D. Public Works:

Jason Gorr presented the project priorities for the Public Works Department:

- Streets – Work with City Administrator on Roads Improvement Plan:
 - a. Rasmussen Road improvements – special focus on section south of Main Street, north of Tree Farm Road;
 - b. Nelson Road improvements – combined with Ideal Twp., widening/leveling hills needed & shoulders bad;
 - c. East half of Akerson Road improvements – essentially the low area drainage issue & affected pavement;
 - d. Wild Acres Road improvements – combined with Jenkins & Ideal Twps., widening & shoulders bad.
- Personnel:
 - a. Hire full-time public works staff – shared duties with water & sewer, % resulting from full assessment of needs;
 - b. Continue to provide public works staff with training – streets, safety, water/sewer.
- Parks:
 - a. Light improvement project in Trailside Park;
 - b. Improved community message board – digital, improve placement, remote input.
- Buildings: Work with City Administrator on Buildings Improvement Plan:
 - a. Assess Code Bldg. /Museum improvements requested.

- **Water/Sewer**
 - a. Front Street work – remedy small area on north end, sewer buried too shallow & prone to freezing;
 - b. Future additions to water/sewer infrastructure needs to allow for additional insulation if located near/under storm sewers;
 - c. Infrastructure capabilities/limitations/growth need to be addressed in visions and growth planning.
- **Other:**
 - a. Work with PD & FD on auxiliary generator for city hall & feasibility of combined use with Water Treatment Plant.

E. Planning & Zoning Department:

Dawn Bittner presented the project priorities for the Planning & Zoning Department:

- Laserfiche property files utilizing an intern through Sourcewell;
- Work with the Planning Commission to accomplish their priorities;
- Create electronic land use forms on the City website;
- Implement the Wellhead Protection Plan tasks for 2018-2019.

F. Administration:

Nancy Malecha will explain the items on the Work Plan for Administration at an upcoming Council meeting.

3.3 City Council

A. Trailside Park Project

a. Master Plan:

Council Member Pederson stated he would like to see options for a park plan leaving Patriot Avenue in, maybe using it for parking. As the City Planner has stated in the past, rather than major construction, use paint, planters, etc. to change traffic patterns and see how the changes work for a month or so. Mr. Houle stated WSN worked with another City for a couple blocks trying a low cost approach to mimic a longer term improvement. A walkway from Main Street to the southwest corner could be utilized by the school.

Council Member Pederson further stated the last plan is off the table; leaving Patriot Avenue in is a big issue. We need to tie in Bobber Park and Trailside Park. Patriot Avenue could be used for parking large vehicles and trailers. He further stated the Council needs to see a plan and suggested interested people can meet with the Park Commission. Dan Ronning stated Option B includes amenities suggested from community meetings. The placement may not be accurate though. Council Member Pederson asked if costs have been applied to Option B. Mr. Ronning and Mr. Johnson stated they had not. Council Member Pederson suggested the amenities could be phased in.

Chris Lindholm stated with the realignment of 371 we have the opportunity to connect both sides safely. There are no sidewalks. The traffic is gone but it is still not safe.

Council Member Seils was unsure how to proceed.

Council Member Pederson stated traffic needs to be slowed and suggested use of a boulevard and/or parking along Patriot Avenue. Mr. Gorr recommended not narrowing the driving lanes to reduce visibility.

Discussion ensued regarding removal of the stop light, long-term maintenance costs of the stop light, and a round-about at the stop light location. Mr. Houle stated traffic counts would be helpful with planning.

Cincy Rieck asked the Council whatever the Council decides to do, be sure to involve the community. She felt the City did try to get people involved with this plan, but obviously didn't reach enough people. When we move ahead, really try to reach everyone; use the Chamber and media. We need a unified approach.

Mr. Ronning pointed out Option B includes Patriot Avenue and suggested moving forward with Option B, doing the projects the City has the money for. Mr. Houle stated Option B is conceptual, keeping Patriot Avenue. He stated he can provide additional information regarding a traffic study for the February or March City Council Meeting.

It was the consensus of the City Council to wait until a traffic study is completed before making a decision on a park plan.

b. Street & Utility Improvements:

Mr. Houle reviewed proposed street and utility improvements. It was the consensus of the City Council to wait on improvement discussions until after the traffic study is complete.

B. Rasmussen Road Project:

Mr. Houle reminded the Council that Mr. Gorr had suggested looking at Rasmussen Road south of Main. Funding options were discussed including using turnback money and consulting with David Drown and Associates. An updated Street Plan would be useful.

It was the consensus of the Council to look at two blocks south of Main Street and one block north of Main Street.

C. North Sluetter Road:

Council Member Pederson explained property owners requesting this roadway be paved and that Loon Lake will not provide monetary support for the improvements. Mr. Gorr asked if a Road Plan would help. Mr. Houle stated the City has developed criteria for grading their streets. This information should be reviewed and updated as needed. Mr. Gorr was directed to include North Sluetter Road on the Road Plan, work with Nancy Malecha to update the Road Plan, and provide the updated information to the Council.

D. Security at City Hall:

Council Member Swanson explained she is on the Safety Committee and an OSHA Inspector had pointed out several safety deficiencies at City Hall. There are grants available to help with these safety improvements. The Safety Committee will make a recommendation to the Building Committee.

4. Adjournment

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

The meeting of the City Council adjourned at 9:05 p.m.

Respectfully submitted,

Dawn Bittner
Zoning Specialist

James Tayloe
Mayor