



**AGENDA ITEM #10.1**

**REPORT TO CITY COUNCIL**

**Report Prepared by: Nancy Malecha**

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**Date:** January 7, 2020

**Subject:** Annual Appointments

**Report:** Annual appointments are made by the Mayor with approval by the Council. The attached list of 2020 Annual Appointments describes the various City committee and department appointments Mayor Tayloe has made for 2020.

**Council Action Requested:** Council motion authorizing the 2020 Annual Appointments.

**CITY OF PEQUOT LAKES  
2020 ANNUAL APPOINTMENTS**

AMENDED: 1-7-20

<b>Committee/Department</b>	<b>Description</b>	<b>2020 Appointment</b>
Administration Liaison	The Administration Office includes the City Administrator, City Clerk/Treasurer, Zoning Specialist, and Administrative Assistant.	James Tayloe (Cheri Seils)
Building Committee	The Building Committee meets as needed for maintenance or remodeling of City buildings which include City Hall, Public Works Facility, Cole Memorial, Library, Water Plant, Wastewater Treatment Facility, and Chamber buildings.	Pete Clement Scott Pederson Nancy Malecha Jason Gorr
Cable Commission	The Cable Commission meets once a year and its members include representatives of the entities in the Heartland Cable Commission.	James Tayloe Nancy Malecha
Economic Development Commission Liaison	The Economic Development Commission meets on the third Tuesday of each month at 8:00 a.m. at City Hall.	Scott Pederson
Emergency Management	The Emergency Management Directors are responsible for the City's Emergency Management Plan.	Eric Klang Tom Nelson
Fire Board	The Fire Board meets on the last Wednesday during the months of January, April, July, and October at 7:00 p.m. in the Fire Department Meeting Room. Members include representatives of the entities that the Fire Department services.	James Tayloe (Nancy Malecha)
Fire Liaison	The Fire Department includes the Fire Chief, Assistant Fire Chiefs, Captains, and Firefighters.	Nancy Malecha
Fire Relief Board	The Fire Relief Board meets as needed to discuss investment and benefit level items regarding the firefighters' pension plan.	James Tayloe Nancy Malecha
HRA Commission Liaison	The Housing and Redevelopment Authority meets on the third Tuesday of each month at 3:00 p.m. at the HRA Office.	Pete Clement
Library Board	The Library Board meets on the second Tuesday during the months of March, June, September, and December at 6:00 p.m.	Mimi Swanson
Mayor Pro-Tem	The Mayor Pro-Tem takes over when the Mayor is absent.	Cheri Seils
Park Commission Liaison	The Park Commission meets on the second Thursday of each month at 5:00 p.m. at City Hall.	Mimi Swanson
Personnel Committee	The Personnel Committee meets as needed to review job descriptions, job classifications, wage increases, and benefits for employees.	Scott Pederson Cheri Seils Nancy Malecha

<b>Committee/Department</b>	<b>Description</b>	<b>2020 Appointment</b>
Planning Commission Liaison	The Planning Commission meets on the third Thursday of each month at 6:00 p.m. at City Hall; however, they will only meet in December as needed.	See attached rotation schedule
Police Liaison	The Police Department consists of the Police Chief, Police Sergeant, Police Officers, Office Manager, and Police Reserves.	Nancy Malecha
Preserve Golf Course Environmental Advisory Committee	The Preserve Golf Course Environmental Advisory Committee (EAC) was established to protect the wetlands adjacent to the golf course and Upper Cullen Lake, as well as the groundwater of the area. The EAC meets biannually to review the lab results from scheduled sampling of the wetlands and lysimeters.	Mimi Swanson
Safety Committee Liaison	The Safety Committee meets quarterly as needed to review safety standards and trainings.	Mimi Swanson
School Liaison	The Pequot Lakes School Board meets on the first and third Mondays of each month at 6:00 p.m. at the Pequot Lakes School.	James Tayloe
Streets/Maintenance Liaison	The Streets/Maintenance Department consists of the Public Works Director and Maintenance Workers.	Nancy Malecha
Water/Sewer Liaison	The Water/Sewer Departments consist of the Public Works Director and the contracted employees with the Pine River Area Sanitary District.	Nancy Malecha
Weed Inspector	The Weed Inspector position is required by State law.	Jason Gorr
Wellhead Protection Team	The Wellhead Protection Team meets as needed to discuss plan implementation accomplishments and activities planned for the upcoming year.	Mimi Swanson Nancy Malecha Jason Gorr Dawn Bittner
Wellness Committee	The Wellness Committee meets as needed to coordinate and promote the City's wellness program and health fairs.	Nancy Malecha Jen Anderson Jenny Peterson
Wilderness Resort Review Committee	The Wilderness Resort Review Committee meets as needed to monitor the redevelopment activities of Wilderness Resort Villas.	Scott Pederson 2 Planning Commissioners City Planner Dawn Bittner Ann Beaver

( ) = Alternate/Secondary Contact



# MEMO

**TO:** Mayor Tayloe and City Council Members

**FROM:** Dawn Bittner, Zoning Specialist

**DATE:** January 7, 2020

**RE:** Liaisons at Planning Commission Meetings

The following is a schedule for attendance at Planning Commission meetings as a revolving liaison. This practice has been very effective over the past several years in keeping the lines of communication open between the Council and the Planning Commission. *If you are unable to attend your scheduled meeting, please call me at least 2 days prior to the meeting so I can find someone to take your place. Thank you.*

January 16, 2020	Scott Pederson
February 20, 2020	Mimi Swanson
March 19, 2020	Mayor Tayloe
April 16, 2020	Cheri Seils
May 21, 2020	Pete Clement
June 18, 2020	Scott Pederson
July 16, 2020	Mimi Swanson
August 20, 2020	Mayor Tayloe
September 17, 2020	Cheri Seils
October 15, 2020	Pete Clement
November 19, 2020	Scott Pederson
Tentative: December 17, 2020	Mimi Swanson

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