

**PEQUOT LAKES PARK COMMISSION
THURSDAY, MARCH 12, 2015
CITY HALL**

Members Present: Chair Malecha, Commissioners Ettesvold, Bruch, Caouette, Nordby and Ronning

Members Absent: Commissioner Nagel

Also Present: Greg Karr, Council Member Liaison; Mike Loven, Public Works Supervisor; and Dawn Bittner, Zoning Administrator.

1. Call Meeting to Order

Chair Malecha called the meeting to order at 5:01 pm.

2. Consider Agenda

COMMISSIONER RONNING MOVED TO APPROVE THE AGENDA. COMMISSIONER CAOUCETTE SECONDED THE MOTION. THE MOTION CARRIED 6-0.

3. 12/11/14 Park Commission Minutes

COMMISSIONER RONNING MOVED TO APPROVE THE 12/1/2014 PARK COMMISSION MINUTES. COMMISSIONER ETTESVOLD SECONDED THE MOTION. THE MOTION CARRIED 6-0.

4. WSN Proposal for Design of Trailside Park Restrooms

Mike Loven reported he and Mayor Sjoblad were meeting with our City Engineers, WSN, on another matter and also met with an architect regarding the new restrooms. WSN has submitted a proposal for design services in the amount of \$10,600. Mr. Loven further stated the City needs documents to bid from that meet all ADA requirements, State Plumbing and Electrical codes.

Commissioner Ronning stated the proposal seemed very high. He found typical costs for architects is 8% to 10% of building costs. He would like to propose design services not to exceed 10% of building costs with a cap of \$10,000. Mr. Loven reminded the Park Board that they need to decide on construction materials, approximately \$40,000 to \$50,000 and that the City needs the documents for a competitive bid.

Council Member Karr stated he is an architect and costs generally range from 8% to 10% for large projects; design costs for this size project would be 14% to 15%.

Mike Loven reported funds for this project: \$29,000 in Capital Outlay, \$12,300 in Chokecherry tree sales, \$9,000 in Park Light Posts that can be re-designated, and a donation of \$3,500 from Lakes State Bank that has yet to be designated, resulting in approximately \$53,000.

Chair Malecha asked if Commissioner Ronning's proposal could be taken back to WSN. Council Member Karr stated he would be hesitant to place a limit on their proposal; the City should take a closer look at what is included. The proposal includes fielding questions to opening bids.

COMMISSIONER RONNING MOVED TO MEET WITH WSN AND OFFER 10% OF THE BUILDING COSTS OR A CAP OF \$10,000. COMMISSIONER ETTESVOLD SECONDED THE MOTION. THE MOTION CARRIED 6-0.

It was the consensus of the Park Board that Commissioner Ronning and Mike Loven would meet with WSN to discuss the proposal.

5. Playground Fence

Commissioner Ettesvold introduced new Commission Member Ashley Nordby.

Commissioner Ettesvold presented several styles of fencing. It was the consensus of the Park Board to construct fencing on two sides, along the highway and the north end, and a short angle on the south end, 4 feet high. The fence would be constructed 10-feet from the playground. There would be room for benches and picnic tables.

Pro-Build has stated the lumber yard would sell the fencing to the City for cost.

Commissioner Ettesvold will obtain a new drawing indicating the location of the playground and fencing to present to MN/DOT to receive permission to place fence within MN/DOT right-of-way.

Mike Loven will schedule playground construction and will present the schedule at the April meeting. Chair Malecha stated Costco will provide food for volunteers and will need to be notified in advance.

It was suggested similar fencing could be constructed around the Bean Hole Pit.

Mike Loven stated the final figures will be presented next month.

6. Assignment of \$3,500 Donation

Commissioner Ronning stated he visited Sibley Lake Park and noted the railing down the steps is in bad shape. Council Member Karr stated the money should be used on a project that it will pay for the majority of the project, rather than be put toward an \$80,000 project.

COMMISSIONER ETTESVOLD MOVED TO RECOMMEND THE CITY COUNCIL DESIGNATE THE \$3,500 FROM LAKES STATE BANK DONATION FOR USE TOWARD THE PLAYGROUND FENCE. COMMISSIONER NORDBY SECONDED THE MOTION. THE MOTION CARRIED 6-0.

7. Bands in the Park Program

Dawn Bittner presented the list of the Bands in the Park prepared by City Hall. Chair Malecha stated in the past these were placed around town, in store windows, area resorts and mailed in the utility bill.

Dawn Bittner asked if the Park Board would care to volunteer to meet the bands prior to setup each Saturday to answer questions and provide information. The Commissioners will contact City Hall with the dates they are available and City Hall will provide a schedule. It was suggested that the Park Board meet at the Band Shell prior to the first concert to have Mike Loven explain the rules.

8. Park Brochure

Dawn Bittner explained Sandy Peine has been working with the Echo developing a new brochure, which should be ready no later than opening of fishing. In the past the City printed 2,500 brochures but will have a larger distribution area with 5,000 brochures at no additional cost.

If possible, the Park Board would like to have a draft emailed to them to proofread.

Commissioner Nordby volunteered to develop a Facebook page which would include concert dates, events, pictures, updates and requests for volunteers. Chair Malecha reminded the Park Board that the City cannot solicit donations; that would need to be done under the Friends of the Library. It was the consensus of the Park Board for Commissioner Nordby to move forward with the Facebook page.

Dawn Bittner passed out the brochure for the Mayo Lake Nature Preserve that was developed by City Hall. These brochures will be available at City Hall, the Chamber and at the Nature Preserve.

9. Working together with the Planning Commission

Dawn Bittner stated the City's Planner will continue to be Justin Burslie through NJPA. The positive working relationship between the Park Board and the Planning Commission will continue. Chair Malecha asked if there should be a liaison from the Park Board to attend Planning Commission meetings. Bittner stated the Planning Commission will be working with the Park Board on Comprehensive Plan implementation that will include bike trails, pedestrian paths

and connectivity between neighborhoods and parks. At that point attendance at Planning Commission meetings may be advantageous.

10. Other Business

There was no other business.

11. Adjournment

**COMMISSIONER BRUCH MOVED TO ADJOURN THE MEETING.
COMMISSIONER NORDBY SECONDED THE MOTION. THE MOTION
CARRIED 6-0. THE MEETING WAS ADJOURNED AT 6:08 PM.**

Respectfully submitted,



Dawn Bittner
Zoning Administrator/Administrative Specialist