



## AGENDA ITEM #9.1

# REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

---

Date: August 2, 2016

Subject: Trailside Park Donation

Report: The City was recently contacted by the FM Area Foundation with news that one of their fund-holders would like to grant the City a \$250,000 donation for Trailside Park. The anonymous donor has requested that these funds be committed for the following.

- \$150,000 to develop a State Flag Display in Trailside Park
- \$100,00 to construct a Splash Park in Trailside Park

The Park Commission, at their meeting held on July 14<sup>th</sup>, unanimously supports the acceptance of this money for the State Flag Display and Splash Park.

Attached is a resolution accepting this donation along with information received from the Foundation.

I contacted SAS+ Associates for a revised proposal incorporating the flag display into the Trailside Park Master Plan concepts. Attached is this proposal which also includes the design development and construction documents for Phase I construction. FM Area Foundation informed me that costs associated with this proposal can be expended from the donation funds.

**Council Action Requested:** Council motion adopting the attached resolution accepting the Trailside Park donation. A two thirds vote of the Council is required to adopt this resolution.

Council motion accepting the revised proposal from SAS+ Associates to proceed with the incorporation of the flag display into the Trailside Park Master Plan, Design Development, and Construction Documents for Phase I Construction in the amount of \$10,400.

**CITY OF PEQUOT LAKES  
RESOLUTION 16-\_\_\_**

**RESOLUTION ACCEPTING TRAILSIDE PARK DONATION**

**WHEREAS**, the City of Pequot Lakes (City) is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes, Section 465.03 for the benefit of its citizens in accordance with the terms prescribed by the Donor, and that acceptance of such grant is subject to a resolution of the City Council adopted by a two-thirds majority of its members, expressing the terms of the grant in full; and

**WHEREAS**, a fund-holder from the FM Area Foundation (Donor) wishes to make a total cash donation to the City of Pequot Lakes of \$250,000 with such donated funds designated for two projects in Trailside Park, as follows:

1. \$150,000 to the City to design, develop and construct a state flag display;  
and
2. \$100,000 to the City to design, develop and construct a splash park,

(the "Projects"); and

**WHEREAS**, the Donor wishes to provide these grants anonymously with no acknowledgement or identification of the Donor; and

**WHEREAS**, the Projects are yet to be designed by the City, cost estimates for design and construction of the Projects and the same will be required before the City Council can approve one or more of the Projects, determine sufficiency of funding for the same, and put one or more of the Projects out for bid for purposes of future construction thereof; and

**WHEREAS**, further conversations to determine the process and timeline to carry out the wishes of the Donor will also be considered in the Project process once the donation offer is accepted by the City of Pequot Lakes; and

**WHEREAS**, the Projects are subject to subsequent future design, feasibility, location, approval, permitting, competitive bidding and contracting by the City Council in its discretion; and

**WHEREAS**, the Projects are further subject to the extent such donated funds are sufficient to complete such Projects, or as one or more of such Projects may otherwise be additionally funded in the future by the City Council in its discretion; and

**WHEREAS**, in the meantime, while the City undertakes Project design and feasibility in compliance with applicable laws as well as City plans and Project timing, which is yet to be determined by the City Council, a fund in the amount of \$250,000 will be created with the anonymously donated funds for the purposes established herein at the FM Area Foundation, and the City will request these funds in the future as needed to cover expenses for the Projects to the extent they are designed, approved, funds are determined sufficient, and contracts are awarded by the City Council for the construction of one or more of the Projects in the future.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PEQUOT LAKES, MINNESOTA** that the donation described above is hereby graciously accepted by the City of Pequot Lakes and shall be used as requested by the Donor under the terms and conditions expressed herein.

**BE IT FURTHER RESOLVED**, that the City Council expresses its gratitude to the Donor of the gift.

Adopted by the City Council of the City of Pequot Lakes this 2<sup>nd</sup> day of August, 2016.

---

David Sjoblad  
Mayor

ATTEST: \_\_\_\_\_  
Nancy Malecha  
City Administrator/Clerk

June 29, 2016



**FM Area Foundation**  
Connecting people and purpose.

Nancy Malecha, City Administrator  
City of Pequot Lakes  
4638 County Road 11  
Pequot Lakes MN 56472

Dear Nancy,

It was a pleasure visiting with you last week and sharing the exciting news of the generous donation one of our fund-holders wishes to grant to the city of Pequot Lakes.

Just a quick synopsis:

- The donor feels Pequot Lakes is a progressive and active community. The donor is aware of the Highway 371 bypass and its potential effects on local business.
- The donor sees potential in creating places of destination in Pequot Lakes and wants to assist the city by:
  - Granting \$150,000 to develop a State Flag Display in Trailside Park similar to the Avenue of State Flags at Mount Rushmore (see included photos).
  - Granting \$100,000 to construct a splash park.
- The donor wishes to provide these grants anonymously with no acknowledgement or identification of the donor.

The donor asked that I enclose a number of documents prepared by the donor to provide you with additional details regarding the potential donation and ideas on how the State Flag Display could be constructed. It is my understanding that further conversations to determine exactly how to carry out the wishes of the donor in regard to the Trailside Park project and the splash park will be entertained once the grant / donation offer is accepted by the city of Pequot Lakes. The donor would like to grant the dollars as soon as possible but understands actual construction may not be accomplished yet this year.

Please let me know if you have any other questions. I will call you again next week to confirm that you received this information. I know you mentioned the process you will need to follow in considering this grant donation, i.e., discussion at Park Commission, recommendation from Park Commission to City Council, discussion at City Council, City Council decision, etc., but unfortunately, I didn't write down verbatim what you said so I would like to gather that information again.

Thank you and the city of Pequot Lakes for your consideration of this wonderful potential grant donation. I look forward to visiting with you again soon.

Sincerely,

**Greg Diehl**  
Development Officer

Our vision is to address  
all quality of life needs  
in our community by  
creating unlimited  
philanthropic resources.

TO THE CITY OF PEQUOT LAKES, MN PARKS COMMISSION

We have been privileged to observe what Pequot Lakes has done in the way of being a progressive and active community. We have great affection for Pequot Lakes and the Brainerd Lakes Area.

We are aware of the implementation of the four lane highway 371 from Nisswa to Jenkins and the concerns it presents. It is understandable that some of the people were and are concerned as to the affect on businesses with the approved bypass.

We feel that Pequot Lakes must present itself as a place of destination. Where people would go out of their way to come. The bobber tower certainly is a great contribution towards this objective.

You probably have had a number of suggestions as to things that could be done. We have a suggestion that possibly has been already made. If not, let us be the first! When we visited Mt. Rushmore, some years ago, we were impressed by the state flag display and feel that this is something the Trailside Park could adopt. It is something that would bring in tourists, field trips for school children, tours, etc. The flags could be spaced out in two rows, one on each side of the park, north and south. Each flag pole would have and information sign with a picture of the flag, state name, nickname, size, rank and date of entry, etc. There could be a taller pole with a larger U.S. flag place in the center of the roundabout, replacing the stop lights. Also, in the winter, possibly the poles could have strings of lights extended out to appear as Christmas trees.

Thus, we feel privileged to enclose an unsolicited grant in the amount of \$ 250,000. \$ 150,000 of this grant is to be used to implement the state flag project. \$ 100,000 is to be used towards the implementation of the splash park for the children ( a wonderful idea). The play equipment for the children is also a wonderful addition. PLEASE UNDERSTAND! THIS IS GIVEN STRICTLY ON AN ANONYMOUS BASIS. THERE IS TO BE NO CONJECTURE AS TO THE SOURCE. NO PUBLIC NOTIFICATION IN ANY WAY, INDIVIDUALL OR BY MEDIA, ETC. TO DO SO WILL JEOPARDIZE FUTURE CONSIDERATIONS. Suggestions, pictures, information, etc. for purchasing etc. are included.

We are pleased to be able to do this for the City of Pequot Lakes and look forward to the implementation as quickly as possible. We hold a fondness for the city and the area and look forward to seeing the results when spending time there.

Thank you! Best wishes!

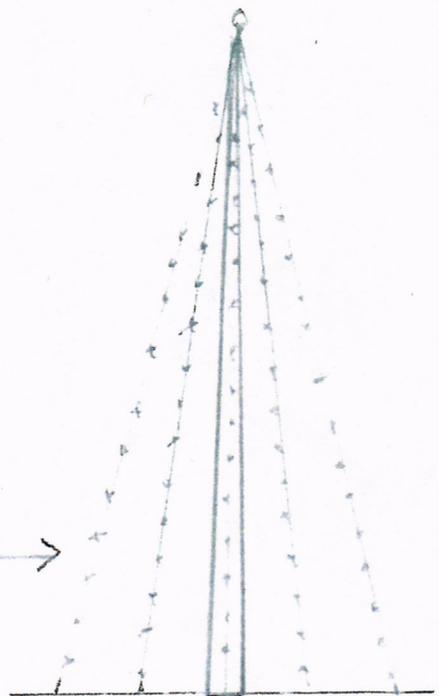
Sincerely

**GRANT FOR STATE FLAGS IN PARK: \$ 150,000**

COST ESTIMATES: ( FLEXIBLE AS TO WHAT POLES WOULD WORK BEST, ETC. ALSO, WITH REGARD TO SIDEWALKS, LABOR, ETC.

Illustrations of poles, flags, etc. included.

*58	30' Flag poles @ \$1,250 each:	\$ 72,500
	* 50 State	
	5 Territories	
	3 Historical	
58	Flags 5' x 8' @ \$ 52 each:	3,016
58	Solar lights @ \$ 92 each:	5,336
58	Information Signs @ \$ 50 each:	2,900
1	50' U.S. Flag pole (To be place in middle of roundabout.)	4,095
1	8' x 12' U.S. Flag	127
1	Solar Light	92
	Labor	2,000
		<hr/>
		\$ 90,066
	Sidewalks: 1,500' x 4' = 6,000 sq. ft. @ \$ 7.00	42,000
		<hr/>
		\$ 132,066
	Held for flag replacements, etc. (BANNERS, CHRISTMAS LIGHTS ETC.)	17,934
	(Or, whatever is left after other expenses)	<hr/>
		\$ 150,000



**GRANT TOWARDS SPLASH PARK: 100,000**

**TOTAL GRANTS: \$ 250,000**

These are possibilities and it is up to your discretion. You may do what works best for the money, space, options, etc. with regard to the flag grant.



↑ Visitor Center  
Amphitheater  
Presidential Trail  
Sculptor's Studio

↑ Visitor Center  
Amphitheater  
Presidential Trail  
Sculptor's Studio



## Avenue of Flags

### HISTORY

Flags are powerful symbols, which remind people of their common heritage, history and ideals. The Avenue of Flags was initially established as part of the celebration of America's Bicentennial at the request of a visitor. The 56 flags represent the 50 states, one district, three territories, and two commonwealths of the United States of America.

### PLACEMENT

The flags are arranged in alphabetical order with the A's on the walkway near the concession building and the W's near the Visitor Center/Museum. If you have trouble locating your flag, ask a park ranger for assistance.



### ADMISSION OF STATES

1. Delaware	1787	26. Michigan	1837
2. Pennsylvania	1787	27. Florida	1845
3. New Jersey	1787	28. Texas	1845
4. Georgia	1788	29. Iowa	1846
5. Connecticut	1788	30. Wisconsin	1848
6. Massachusetts	1788	31. California	1850
7. Maryland	1788	32. Minnesota	1858
8. South Carolina	1788	33. Oregon	1859
9. New Hampshire	1788	34. Kansas	1861
10. Virginia	1788	35. West Virginia	1863
11. New York	1788	36. Nevada	1864
12. North Carolina	1789	37. Nebraska	1867
13. Rhode Island	1790	38. Colorado	1876
14. Vermont	1791	39. North Dakota	1889
15. Kentucky	1792	40. South Dakota	1889
16. Tennessee	1796	41. Montana	1889
17. Ohio	1803	42. Washington	1889
18. Louisiana	1812	43. Idaho	1890
19. Indiana	1816	44. Wyoming	1890
20. Mississippi	1817	45. Utah	1896
21. Illinois	1818	46. Oklahoma	1907
22. Alabama	1819	47. New Mexico	1912
23. Maine	1820	48. Arizona	1912
24. Missouri	1821	49. Alaska	1959
25. Arkansas	1836	50. Hawaii	1959

### DISTRICTS, COMMONWEALTHS AND TERRITORIES

1. District of Columbia	1790
2. Guam, Territory	1898
3. Puerto Rico, Commonwealth	1898
4. American Samoa, Territory	1900
5. Virgin Islands, Territory	1917
6. Northern Mariana Islands, Commonwealth	1976



# SAS+ ASSOCIATES

219 West First Street, Suite 350 Duluth MN 55802 | phone 218.391.1335 | fax 218.722.6697 | email mail@saslandarch.com

DATE: July 25, 2016

TO: Nancy Malecha  
 City of Pequot Lakes –  
 4638 County Road 11  
 Pequot Lakes, MN 56472

(e) nmalecha@pequotlakes-mn.gov

FROM: Luke Sydow  
 SAS+Associates

RE: Pequot Lakes Trailside Park – Highway 371 Vacation -  
**REVISED Master Plan to include flag layout, Design Development and Construction Documents for Phase I Construction**

Nancy,

We appreciate the opportunity to continue to work with you on this project. This project will continue to be an integral community element and SAS is happy to submit a proposal for the work. We could start working on this project immediately. Please call with any questions regarding this proposal. Our proposal is as follows:

We are prepared to complete the *Master Plan, Design Development Phase through an estimated Phase I Construction Plans* for the *Trailside Park Highway 371 Vacation Project* as discussed.

*Master Planning Design Plans – To include new Flag display*

Working with the community SAS will complete the community based Master Plan for the project area. Our scope of work includes:

- Working with Committee and community input to complete the design for the Master Plans showing additional elements including
  - Addition of Flag display into the draft Master plan
    - **Site Visit / Mtg. #3 Final Master Plan Presentation** (Included in previous proposal & contract. To be completed)

Additional revisions for review or submittal to other agencies could be done as an additional service.

*Additional Professional Fees for the Master Plan Phase Includes-*

<i>Addition of flag display area into Master Plan</i>	\$800
<i>Additional on-site meeting (if required)</i>	\$800

We can produce additional rendered plans as an additional service during this phase if requested (typically \$400 - \$500 per rendering).

*Design Development Phase*

The plans produced during the Master Plan Phase will be refined during this Design Development portion of the work. SAS+Associates will work with staff to determine the priority elements, proposed budget(s), and gather community input (including business) as discussed. This task includes:

➤ **Site Visit / Mtg. #4 Design Development Presentation/Input Session**

- Defining the construction phases of the project.
- Defining the site elements to establish the character for the project.
- Further refine the site plan and details.
- A proposed landscape plan with a preliminary plant list.
- Continued coordination with staff on aspects such as site design, grading, details, materials, site furnishings, etc.
- Budget projection for site and landscape portion of the work.
- One round of revisions to the site plan and landscape plan and re-submittal to the Community for final Design Development Plan approval.
- Define Phase I construction elements for Construction Document phase.

*Professional Fees for Design Development Phase**\$4,000*

We can produce a rendered landscape plan as an additional service during this phase if requested (typically \$400 - \$500 per rendering).

*Construction Documents for Project Phase I Construction*

The plans produced during *Design Development Phase* will be refined during this phase of work.

- Phase I is anticipated to include the splash park, flag feature, and the proposed pedestrian connections to and from the splash park. SAS will work with a Splash Park Designer to develop those construction documents and determine those fees. SAS will not mark up these fees.
- The selection and coordination of the proposed site furnishings, equipment, and locations.
- Paving materials and necessary details
- Railing materials and necessary details
- Refined construction budget projection for Landscape Architect's Site and Landscape portion of the work if required.



# ASSOCIATES

219 West First Street, Suite 350 Duluth MN 55802 | phone 218.391.1335 | fax 218.722.6697 | email mail@saslandarch.com

<i>Professional Fees for Phase I Construction Documentation Includes-</i>	<i>\$5,600</i>
<i>Site Layout Plan</i>	
<i>Landscape Plan</i>	
<i>Grading Plan</i>	
<i>Details</i>	
<i>Splash Park Designer</i>	<i>TBD</i>
<i>Plumbing</i>	<i>TBD</i>
<i>Site Survey</i>	<i>TBD</i>

We will provide construction drawings and details as necessary and required for permitting and construction. We are assuming most of the work completed during this phase will be completed through a pre-construction site meeting, plan graphics, and remote communication, for the landscape and site plan portion of the project based on the approved Design Development drawings. We are available to attend one site/team coordination meetings during this phase of the project.

<i>Fee for Master Plan Phase –Additional services</i>	<i>\$ 800</i>
<i>Fee for Design Development Phase</i>	<i>\$ 4,000</i>
<i>Fee for Construction Document Phase</i>	<i>\$ 5,600</i>

**Total Fee for Professional Services** **\$ 10,400**

*Bidding Services*

We will be available to answer bidder’s questions and issue addenda clarifying our drawings and specifications.

<i>Fee for Bidding Services</i>	<i>Hourly</i>
---------------------------------	---------------

*Construction Observation Services*

Limited construction observation will be done at key points during the project; site visits during construction, a punch list inspection and a punch-list follow-up inspection. We will also be available to attend the pre-construction meeting.

<i>Fee for Construction Observation Services</i>	<i>Hourly</i>
--	---------------



# SAS+ ASSOCIATES

219 West First Street, Suite 350 Duluth MN 55802 | phone 218.391.1335 | fax 218.722.6697 | email mail@saslandarch.com

## Basis for Proposed Fee

Our fee is based on previous experience, anticipated requirements and the following assumptions:

- Assumes base-mapping will be completed/provided by others, and be ACAD compatible.
- Survey of existing site for grading and design is not included and will be billed at cost if required.
- Reimbursable expenses are not included, we will bill them directly with no mark-up.
- Soil borings and footing design are not included in this proposal but could be provided as an additional expense without mark up.
- Construction Layout, structural calculation requirements, etc., will be the responsibility of others or outside of our present scope of work.
- The services we provide and the areas of work for which we will be responsible will follow those described above. We will gladly attend additional meetings or make additional site visits provided they are compensated for as additional services. Any changes to the design or drawings (not due to our error or omission) which are contrary to previous instructions or approvals will also be considered additional services as will revisions to the drawings or the development of additional concepts or designs beyond those described above.

I will serve as SAS+Associates's project manager for this work.

We have attempted to describe all tasks and products in this scope of work so there is a clear expectation of SAS+Associates' products and responsibilities. We are ready to proceed with work as soon as authorized.

Please return one initialed and signed copy of this proposal for our records if it is acceptable.

SAS+Associates (herein called the Firm) shall perform the services outlined in this agreement for the stated fee arrangement.

### Access to Site:

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

### Fee:

The total fee, if stated, shall be understood to be an estimate, and shall not be exceeded by more than ten percent without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Additional Services will be billed at the following rates. Current hourly rates are as follows:

Principal:	\$ 90
Landscape Architect II	\$ 85
Landscape Architect	\$ 75
Draftsperson/CAD:	\$ 65
Administrative:	\$ 55
Clerical:	\$ 45

### Billings/Payments:

Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

