



## AGENDA ITEM #10.4E

# REPORT TO CITY COUNCIL

**Report Prepared by: Nancy Malecha**

---

**Date:** January 5, 2016

**Subject:** Planning Commission Appointments

**Report:** Three of the seven Planning Commission members' terms expired on 12/31/2015; Mark Hallan, Jim Oraskovich, and Cheri Seils. Mark Hallan has submitted an application for reappointment and Jim Oraskovich and Cheri Seils have not. There are presently three openings on the Planning Commission.

### **Applicant Status**

- Mark Hallan submitted application for reappointment.
- Mark Mortenson is a new applicant.
- The City has not received any applications for the other opening.

**Council Action Requested:** Mayor's recommendation to appoint applicants to the Planning Commission followed by Council motion and vote. The members will be appointed for three-year terms expiring on 12/31/2018.



DEC 15 2015

## APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMISSION

### APPLICANT INFORMATION

Name: MARK HALLAN

City of Residence: PEQUOT LAKES

Occupation: CRUISE ENGINEER Employer: WIDSETH SMITH NOULTING

Address: 28116 NORWAY Ridge, PEQUOT LAKES, MN 56472

Phone: \_\_\_\_\_

**Thank you for your interest in serving your community! Please indicate in order of preference which of the following boards and commissions you are interested in serving with 1 indicating your first choice, 2 your second choice, and 3 your third choice.**

X

#### **Planning Commission**

- The Planning Commission consists of no less than seven members who are residents or landowners of the City. Terms are for three years. The Planning Commission meets on the third Thursday of each month at 6:30 p.m. The Planning Commission reviews and provides recommendations to the City Council on preliminary and final plats. The Planning Commission also reviews and acts on the following applications: metes and bounds property divisions, conditional use permits, and variances.

#### **Housing and Redevelopment Authority**

- The Housing and Redevelopment Authority consists of five members who shall be residents of the area of operation of the authority. Terms are for five years. The Authority meets on the third Tuesday of each month at 5:00 p.m. The mission of the Housing and Redevelopment Authority of Pequot Lakes is to provide quality, affordable housing through partnerships with our community; to establish and maintain a safe, secure environment for housing residents; to assist in providing services for residents; and to manage assets of the Authority in a fiscally prudent manner.

**Economic Development Commission**

- The Economic Development Commission consists of five members. Terms are for three years. The Economic Development Commission meets on the third Tuesday of each month at 8:00 a.m. The objective of the Commission is to encourage economic growth in the City of Pequot Lakes.

**Library Board**

- The Library Board consists of seven members who are residents of the County or the City (with a majority of the members being residents of the City). Terms are for three years. The Library Board meets on the third Tuesday of each month at 6:30 p.m. The objective of the Library Board is to provide the community with an outstanding library.

**Park Commission**

- The Park Commission consists of five members. Terms are three years. The Park Commission meets on the 2<sup>nd</sup> Thursday of each month at 4:00 p.m. The Park Commission is an advisory commission. The objective of the Park Commission is to ensure the ongoing of excellence in the City parks.

**Statement of Interest:** Please state briefly why you are interested in serving on this board/commission for which you are submitting this application.

THIS WOULD BE MY LAST TERM (NEXT 3 YEARS) BUT THE TA/ST/  
HAS MY INTEREST TO SEE AND HELP PEQUOT LAKES WITH  
CHANGES THAT WILL COME IN THE NEXT 3 YEARS

**Education/Professional Experience:** Describe your educational and professional experience or skills that qualify you to serve on this board/commission.

BSCGE AND WORK WITH CROSSLAKE, NISSWA and LAKESTHORE  
ON THEIR P&Z COMMISSIONS,

**Relevant Personal/Professional Experience:** Please describe your professional, civic, or community participation which may be relevant in serving on this board/commission.

HAVE BEEN ON SIBLEY TOWNSHIP & PEQUOT LAKES  
PLANNING COMMISSION IN THE PAST.

**Attendance:** Are you aware of the importance of regular meeting attendance including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant?  Yes  No

**Comments:** I KEEP THE 3RD THURSDAYS OPEN.  
WORK DOES CONFLICT 1 OR 2 TIMES PER YEAR AND  
I INFORM DOWN OF SUCH DATES.

**Conflict of Interest** is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it is direct or indirect. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest?  Yes  No

*AS DONE A few times in the PAST 15+ YEARS  
IF WSN STAFF IS presenting I have excused  
MYSELF FROM DISCUSSION/VOTING.*

If yes, provide details on a separate piece of paper.

*Mark Y. Heller*

Applicant Signature

*12/15/15*

Date

Questions may be directed to the City Clerk's office at 218-568-5222.

Return Completed Application to: City of Pequot Lakes  
City Clerk  
4638 County Road 11  
Pequot Lakes, MN 56472  
E:mail: [speine@pequotlakes-mn.gov](mailto:speine@pequotlakes-mn.gov)  
Website: [www.pequotlakes-mn.gov](http://www.pequotlakes-mn.gov)

*This application will be kept on file for one year; after that time a new application must be filed.*

<b>OFFICE USE ONLY</b>	
The Applicant is:	<input type="checkbox"/> New Applicant <input checked="" type="checkbox"/> Applying for Reappointment
Council Action:	<input type="checkbox"/> Not Appointed
	<input type="checkbox"/> Appointed to: _____
	Date Appointed: _____
	Term Expires: _____
Notes:	_____ _____



DEC 18 2015

## APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMISSION

### APPLICANT INFORMATION

Name: Mark Mortenson

City of Residence: Pequot Lakes

Occupation: Electrician Employer: Self employed

Address: 29978 Pequot Blvd

Phone: \_\_\_\_\_

---

**Thank you for your interest in serving your community! Please indicate in order of preference which of the following boards and commissions you are interested in serving with 1 indicating your first choice, 2 your second choice, and 3 your third choice.**

1

#### **Planning Commission**

- The Planning Commission consists of no less than seven members who are residents or landowners of the City. Terms are for three years. The Planning Commission meets on the third Thursday of each month at 6:00 p.m. The Planning Commission reviews and provides recommendations to the City Council on preliminary and final plats. The Planning Commission also reviews and acts on the following applications: metes and bounds property divisions, conditional use permits, and variances.

\_\_\_\_\_

#### **Housing and Redevelopment Authority**

- The Housing and Redevelopment Authority consists of five members who shall be residents of the area of operation of the authority. Terms are for five years. The Authority meets on the third Tuesday of each month at 5:15 p.m. The mission of the Housing and Redevelopment Authority of Pequot Lakes is to provide quality, affordable housing through partnerships with our community; to establish and maintain a safe, secure environment for housing residents; to assist in providing services for residents; and to manage assets of the Authority in a fiscally prudent manner.

---

**Economic Development Commission**

- The Economic Development Commission consists of five members. Terms are for three years. The Economic Development Commission meets on the third Tuesday of each month at 8:00 a.m. The objective of the Commission is to encourage economic growth in the City of Pequot Lakes.

---

**Library Board**

- The Library Board consists of seven members who are residents of the County or the City (with a majority of the members being residents of the City). Terms are for three years. The Library Board meets on the third Tuesday of each month at 6:30 p.m. The objective of the Library Board is to provide the community with an outstanding library.

---

**Park Commission**

- The Park Commission consists of five members. Terms are three years. The Park Commission meets on the 2<sup>nd</sup> Thursday of each month at 5:00 p.m. The Park Commission is an advisory commission. The objective of the Park Commission is to ensure the ongoing excellence of the City parks.

**Statement of Interest:** Please state briefly why you are interested in serving on this board/commission for which you are submitting this application.

I would like the opportunity to be on the planning commission to have a say in future development of the city and help to keep it the great community it is.

---

**Education/Professional Experience:** Describe your educational and professional experience or skills that qualify you to serve on this board/commission.

Having been in the building trades for more than 20 years I have been able to see a wide range of residential and commercial growth in many cities.

---

**Relevant Personal/Professional Experience:** Please describe your professional, civic, or community participation which may be relevant in serving on this board/commission.

Having built a home in Pequot Lakes as well as other communities I have had to research planning and zoning as well as apply for variances.

---

**Attendance:** Are you aware of the importance of regular meeting attendance including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant?  Yes  No

Comments: \_\_\_\_\_

---

---

**Conflict of Interest** is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it is direct or indirect. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest?  Yes  No

If yes, provide details on a separate piece of paper.

M. Munt 12/18/2015  
Applicant Signature Date

Questions may be directed to the City Clerk's office at 218-568-5222.

Return Completed Application to: City of Pequot Lakes  
City Administrator/Clerk  
4638 County Road 11  
Pequot Lakes, MN 56472  
E-mail: [nmalecha@pequotlakes-mn.gov](mailto:nmalecha@pequotlakes-mn.gov)  
Website: [www.pequotlakes-mn.gov](http://www.pequotlakes-mn.gov)

*This application will be kept on file for one year; after that time a new application must be filed*

<b>OFFICE USE ONLY</b>	
<b>The Applicant is:</b>	<input checked="" type="checkbox"/> <b>New Applicant</b> <input type="checkbox"/> <b>Applying for Reappointment</b>
<b>Council Action:</b>	<input type="checkbox"/> <b>Not Appointed</b>
	<input type="checkbox"/> <b>Appointed to:</b> _____
	<b>Date Appointed:</b> _____
	<b>Term Expires:</b> _____
<b>Notes:</b>	_____ _____



DEC 31 2015

## APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMISSION

### APPLICANT INFORMATION

Name: Nathan Norton

City of Residence: Pequot Lakes

Occupation: Construction Manager Employer: Nor-Son, Inc.

Address: 30880 Maish St. Pequot Lakes, MN 56472

Phone: \_\_\_\_\_

**Thank you for your interest in serving your community! Please indicate in order of preference which of the following boards and commissions you are interested in serving with 1 indicating your first choice, 2 your second choice, and 3 your third choice.**



#### **Planning Commission**

- The Planning Commission consists of no less than seven members who are residents or landowners of the City. Terms are for three years. The Planning Commission meets on the third Thursday of each month at 6:00 p.m. The Planning Commission reviews and provides recommendations to the City Council on preliminary and final plats. The Planning Commission also reviews and acts on the following applications: metes and bounds property divisions, conditional use permits, and variances.

#### **Housing and Redevelopment Authority**

- The Housing and Redevelopment Authority consists of five members who shall be residents of the area of operation of the authority. Terms are for five years. The Authority meets on the third Tuesday of each month at 5:15 p.m. The mission of the Housing and Redevelopment Authority of Pequot Lakes is to provide quality, affordable housing through partnerships with our community; to establish and maintain a safe, secure environment for housing residents; to assist in providing services for residents; and to manage assets of the Authority in a fiscally prudent manner.

\_\_\_\_\_ **Economic Development Commission**

- The Economic Development Commission consists of five members. Terms are for three years. The Economic Development Commission meets on the third Tuesday of each month at 8:00 a.m. The objective of the Commission is to encourage economic growth in the City of Pequot Lakes.

\_\_\_\_\_ **Library Board**

- The Library Board consists of seven members who are residents of the County or the City (with a majority of the members being residents of the City). Terms are for three years. The Library Board meets on the third Tuesday of each month at 6:30 p.m. The objective of the Library Board is to provide the community with an outstanding library.

\_\_\_\_\_ **Park Commission**

- The Park Commission consists of five members. Terms are three years. The Park Commission meets on the 2<sup>nd</sup> Thursday of each month at 5:00 p.m. The Park Commission is an advisory commission. The objective of the Park Commission is to ensure the ongoing excellence of the City parks.

**Statement of Interest:** Please state briefly why you are interested in serving on this board/commission for which you are submitting this application.

I am interested in using my knowledge and skill-sets to better my community.  
\_\_\_\_\_  
\_\_\_\_\_

**Education/Professional Experience:** Describe your educational and professional experience or skills that qualify you to serve on this board/commission.

College Degree from NDSU (North Dakota State University):  
AA, AS, Business Minor, Construction Management & Engineering  
Professional Experience: Construction Manager at: HDR Engineering, PCG Chicago, & Nor-Son, Inc.

**Relevant Personal/Professional Experience:** Please describe your professional, civic, or community participation which may be relevant in serving on this board/commission.

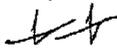
Ambulance Driver - Riverdale, ND; Construction Manager - Nor-Son, Inc.  
NDSU - Club Member of National Association of Home Builders  
NDSU - Club Member of Associated General Contractors of America

**Attendance:** Are you aware of the importance of regular meeting attendance including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant?  Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conflict of Interest** is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it is direct or indirect. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest?  Yes  No

If yes, provide details on a separate piece of paper.



12/31/15

Applicant Signature

Date

Questions may be directed to the City Clerk's office at 218-568-5222.

Return Completed Application to: City of Pequot Lakes  
City Administrator/Clerk  
4638 County Road 11  
Pequot Lakes, MN 56472  
E-mail: [nmalecha@pequotlakes-mn.gov](mailto:nmalecha@pequotlakes-mn.gov)  
Website: [www.pequotlakes-mn.gov](http://www.pequotlakes-mn.gov)

*This application will be kept on file for one year. After that time a new application must be filed.*

**OFFICE USE ONLY**

The Applicant is:  New Applicant  Applying for Reappointment

Council Action:  Not Appointed

Appointed to: \_\_\_\_\_

Date Appointed: \_\_\_\_\_

Term Expires: \_\_\_\_\_

Notes: \_\_\_\_\_