



## **AGENDA ITEM #10**

# **REPORT TO CITY COUNCIL**

**Report Prepared by: Nancy Malecha**

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**Date: June 7, 2016**

**Subject: Administration – General Information**

**Report: The following items are attached for Council review.**

- May 12, 2016 Draft Park Commission Minutes
- May 17, 2016 Draft EDC Minutes
- May 17, 2016 HRA Minutes

**Council Action Requested: No Council action requested.**

**PEQUOT LAKES PARK COMMISSION  
THURSDAY, MAY 12, 2016  
CITY HALL**

Members Present: Chair Ronning, Commissioners Adams, Bruch, Bryan, and Nagel

Members Absent: Commissioners Caouette and Nordby.

Also Present: Mark Jurchen and Dave Lind, Sibley Lake Association; and Dawn Bittner, Zoning Specialist

1. Call Meeting to Order

Chair Ronning called the meeting to order at 5:02 p.m.

2. Consider Agenda

Commissioner Adams asked to add Sibley Lake Park Playground Ribbon Cutting and Bands in the Park to the Agenda.

**COMMISSIONER NAGEL MOVED TO APPROVE THE AGENDA, AS AMENDED. COMMISSIONER BRUCH SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

3. Park Commission Minutes

**COMMISSIONER ADAMS MOVED TO APPROVE THE APRIL 14, 2016, PARK COMMISSION MINUTES AS READ. COMMISSIONER BRUCH SECONDED THE MOTION. MOTION CARRIED 5-0.**

4. Sibley Lake Park Improvements

Playground Update:

Commissioner Adams reported the installation of the new playground went well, despite the weather. She has sent photos to Nancy Vogt at the Echo. Cemstone donated all of the cement for the project.

The climbing dome needs to have a border installed and the Babinski Family has agreed to pay for it; it should arrive in about 10 days. Commissioner Adams will meet with the Babinski Family to choose a date for the ribbon cutting and playground dedication. The sign should be similar to the one at Trailside Park with input from the Babinski Family. The sign will be a City cost.

Commissioner Adams noted it would be nice to have the picnic shelter stained prior to the ribbon cutting. Teen Challenge may be able to do the staining.

There are 5 gallons of stain left from the Library. It would also be nice if the park could be raked prior to the ribbon cutting. Commissioner Adams will discuss these items with City Administrator Malecha.

Commissioner Adams will write the thank you notes to Cemstone for the cement and Jeremy Fyle for the portable restroom.

An option for improved lighting could include a metal cage to reduce broken bulbs. This will be discussed when lighting improvements are discussed at a later date.

Invitations should be sent out for the ribbon cutting to the Park Commission, Planning Commission and City Council. Refreshments should be served, such as cookies, brownies and punch. Community Action may coordinate this with the City.

**Sibley Lake Association Update:**

Mark Jurchen and Dave Lind were present to explain the \$22,000 grant received to remove the steps at Sibley Lake Park and revegetate the hillside to reduce runoff. There are also areas along the pathway that will need erosion control work. Mr. Jurchen emphasized the need for in-kind labor. Mr. Jurchen and Mr. Lind will Chair this restoration project.

The Park Commission thanked them for all of their work.

**5. Mayo Lake Park**

Dawn Bittner stated the Public Works Department has not had the opportunity to brush the trails yet.

Commissioner Adams reported the article on Mayo Lake Park is in an insert in the Echo this week.

**6. Healthy Community Grant**

Commissioner Adams and Dawn Bittner reported on their testimony May 10 explaining what the grant funds would be used for if they were received. The City will be notified May 17 of their decision.

Commissioner Adams stated the City should consider putting a bike/walking path on West Sibley Street this year when it is repaved. The parks need to be connected and people walk West Sibley Street often. It was the consensus of the Park Commission for Chair Ronning to contact City Administrator Malecha to

be placed on the upcoming June City Council Agenda to request the path be considered.

7. St. Croix Recreation

Commissioner Adams explained Chris Johnson had offered free equipment for our parks, such as a water fountain, bike racks and picnic table. Shipping would also be free.

The consensus of the Park Commission was:

- Accept the water fountain for Trailside Park;
- Wait to make a decision on the bike racks and picnic table until after we receive the decision on the Health Community Grant.

Dawn Bittner reported Mike Loven's concerns with vandalism and maintenance regarding the water fountain.

8. Bands in the Park

Commissioner Adams explained the Bands in the Park is not advertised and promoted enough. She suggested each band be contacted to collect additional information and place a promotional piece in the Echo where other happenings are advertised weekly. The Park Commission should do this as City Staff does not have the time. Radio advertising could also be an option as the concerts are free it could be a free public service announcement.

She also suggested collecting 3 reviews each week and submitting them to City Hall. City Staff could consider the reviews when booking the bands for next summer. It was the consensus of the Park Commission to look over the reviews at their November meeting and make a recommendation to Staff.

Business sponsorship could be an option to raise additional funds for the bands.

In the event of rain the concerts will be held at Grace United Methodist Church. The rain location needs to be included in the advertising.

9. Other Business

Denise from the Pequot Lakes/Breezy Point Lions Club has indicated the Lions are interested in promoting their group and are interested to work with the City on future projects.

Money raised from the sale of hot dogs at the Pet Parade will go toward trees at the Dog Park.

Dawn Bittner was directed to provide a list of the Discover Rack locations next month.

Commissioner Bruch inquired if the City had reached out to the family of Faye Tweed, former Park Commission Chair, after her passing. Bittner stated the City Administrator had sent a note.

Chair Ronning will contact Commissioner Nordby to see what her plans are regarding membership on the Park Commission.

11. Adjournment

There being no further business, **COMMISSIONER BRUCH MOVED TO ADJOURN THE MEETING. COMMISSIONER BRYAN SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

The meeting adjourned at 6:31 p.m.

Respectfully Submitted,

Dawn Bittner  
Zoning Specialist

**ECONOMIC DEVELOPMENT COMMISSION  
MAY 17, 2016 MEETING MINUTES**

Members Present: Chair Jurchen, Commissioners Lindholm, Rieck, Sjoblad, and Lubke (arrived at 8:07 a.m.)

Members Absent: Commissioners Roggenkamp and Stroot

Others Present: Jenna Crawford, Pequot Lakes Chamber; Sheila Haverkamp, BLAEDC; Bob Perkins, TDS; Nancy Malecha, City Administrator/Clerk; Dawn Bittner, Zoning Specialist

1. Call Meeting to Order

The meeting was called to order by Chair Jurchen at 8:01 a.m. Chair Jurchen congratulated Amy Sjoblad on her recent appointment to the Economic Development Commission.

2. Approve EDC Minutes

**COMMISSIONER RIECK MOVED TO APPROVE THE MARCH 15, 2016 ECONOMIC DEVELOPMENT COMMISSION MINUTES. CHAIR JURCHEN SECONDED THE MOTION. MOTION CARRIED 4-0.**

3. Broadband Update – Wi-Fi in City Park

Chair Jurchen informed the Commission that Cascade Computers and TDS quoted two access points for Trailside Park to provide Wi-Fi services with a cost range of \$1,200-\$1,300. He noted that Council approval to move forward with this project would be needed as the EDC budget does not include these expenditures.

Bob Perkins noted that Wi-Fi services should be kept off of the City's network with local support from ethernet and/or wireless radios.

(Commissioner Lubke arrived at the meeting.)

Jenna Crawford stated that during the Nisswa fishing opener, CTC provided expandable Wi-Fi service for that event and it was awesome.

Bob Perkins noted that Wi-Fi could be enabled in every building if the City is trying to meet the needs of 2,000 people during large events and further infrastructure would be needed. The Commission discussed the idea of having contingency plans in place that could be utilized for larger events with sponsorship from tech companies.

Chair Jurchen will notify Cascade Computers regarding updated equipment quotes to cover a larger magnitude of people.

Sheila Haverkamp informed the Commission on the Hack Fest event that BLAEDC hosted and the umbrella of technology and facets that are being brought to the forefront. She further noted that BLAEDC is working on hiring a talent recruiter which will coincide with their membership program by offering different benefits based on membership level.

Bob Perkins suggested that an incentive to the membership program could be the utilization of the Hack Fest event.

4. Sibley Lake Water Quality and Park Grant

Chair Jurchen updated the Commission on the Sibley Lake Water Quality Project and grant received in the amount of \$22,000 to remove the steps and vegetation rehabilitation at Sibley Lake Park.

5. Thriving Communities Initiative

Chair Jurchen moved this item to the end of the agenda.

6. School Update

Commissioner Lindholm noted that the Pequot Lakes School is gearing up for graduation and the budget process. He further noted that the School will expand parking, with an additional 70-90 parking spaces, by removing the former fitness building and re-purposing the former Community Education building for maintenance.

7. Chamber Update

Jenna Crawford stated that she has received no comments from the business community on the Highway 371 Expansion Project. She updated the Commission on the Chamber's summer social media campaign, "Find the Bobber", and the Survive and Thrive During Construction Meeting at the Pequot Lakes High School Gathering Room on Wednesday at 6:15 p.m.

Amy Sjoblad noted that Chamber membership has been steady and the Chamber hired Brian Lehman to actively promote membership.

8. BLAEDC Update

Sheila Haverkamp informed the Commission on the video conferencing capabilities that are now available at the BLAEDC offices due to a Blandin Foundation grant. Commissioner Lindholm inquired if these grants are still available as this could assist with the Trailside Park Tech Ready Project. Ms. Haverkamp will check into this and forward the information to Nancy Malecha for the next City Council agenda.

Ms. Haverkamp noted that the Commission needs to look at the possibilities of the turnback land by the City's spray irrigation field to market economic growth.

9. City of Jenkins Update

Commissioner Lubke noted that the City of Jenkins has been working with MnDOT and negotiated a frontage road from the A-Pine Restaurant north to where the four lane highway ends. The City is also working on revising their planning and zoning ordinances to remain current and creating a brand for their community.

5. Thriving Communities Initiative

Chair Jurchen informed the Commission about the Thriving Communities Initiative to assess the needs of the community. Core teams involving a total of 25-35 people will be assembled to help our community identify our unique assets, challenges, and goals. This process will endure for approximately 90-120 days.

Commissioner Lindholm stated that this type of planning is priceless and the School is willing to put dollars on the table to fund this Initiative.

Chair Jurchen requested that the assembly of core teams for this Initiative be placed on the next EDC agenda with an invitation to Dan Frank.

10. Other Business

No further business.

11. Adjourn

There being no further business the meeting adjourned at 9:08 a.m.

Respectfully submitted,

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Nancy Malecha  
City Administrator/Clerk

May 17, 2016

**Pequot Lakes Housing & Redevelopment Authority**

Commissioners present: Robert Ritter, Bob Peterson, Jane Ness

Also present: Executive Director-Barb Carlson, Assistant Director-Deb Hays, Maintenance Engineer-Brad Moser

**\*Call Regular Meeting to Order**

5:15 Chairman Ritter called the meeting to order.

**\*Consider Agenda/Changes**

No Changes

**\*Consent Agenda/Regular Meeting**

Motion to accept the Minutes, Payment of the Bills and Financials.

**Moved by Ness, Seconded by Peterson, All Ayes; Motion carried**

**\*West Grove**

Short discussion on available units and when they might be filled.

**\*Sibley Terrace**

Discussion regarding the installation of new carpet. It was determined that Sibley is compliant with the Davis Bacon Act. Also discussed was a lead-based paint certification. Board member Pederson offered to get the information we need for testing and certification.

**\*ParkView**

No Business

**\*Alpine**

No Business

**\*Executive Director's Report**

No Business

**\*Maintenance Engineer's Report**

Maintenance Engineer Moser updated the board on the repair to the PVI dryer. The part is on special order from the factory.

**\*Other Business**

No Business

**\*Open Forum**

Tenants were concerned about the length of time it has taken to get the PVI dryer fixed and asked to be updated when we had new information. There was a short discussion regarding the bushes in front of the community room windows growing too tall. Maintenance Engineer Moser said he will keep them pruned.

**\*Adjournment**

5:45 p.m. meeting adjourned.

**Moved by Ness, Seconded by Peterson, All Ayes; Motion carried.**

Chrm. \_\_\_\_\_

Sec. \_\_\_\_\_