



AGENDA ITEM #10

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: July 5, 2016

Subject: Administration – General Information

Report: The following items are attached for Council review.

- April 13, 2016 Summary of Trailside Park Master Planning Meeting #2
- June 9, 2016 Draft Park Commission Minutes
- June 21, 2016 Draft EDC Minutes
- June 21, 2016 HRA Minutes

Council Action Requested: No Council action requested.

MEETING MEMO

PROJECT: Pequot Lakes Park
SUBJECT: Meeting #2
DATE: 05-31-16
FROM: Luke Sydow SAS + Associates
TO: Nancy Melecha City of Pequot Lakes
ATTENDANCE: See attached list

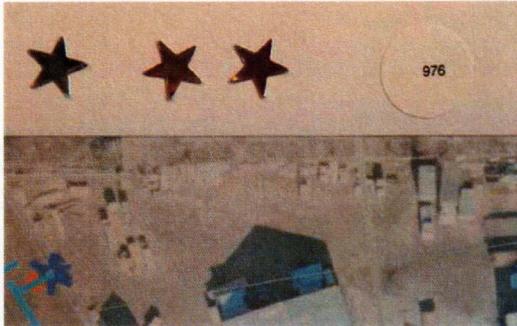
The following are notes from City Meeting #2 for Pequot Lakes Park:

INTRODUCTION

1. Luke Sydow reviewed the goals of the project and where we are in the design process.
2. Option A and Option were presented.
3. A question / Answer period
4. "Opportunity Exercise" to gather additional input
 - a. to allow participants to show elements that are liked with "stars"
 - b. to allow participants to describe elements disliked or liked with additional detail
 - i. this was done with "numbers" correlating comments to a specific location on either plan

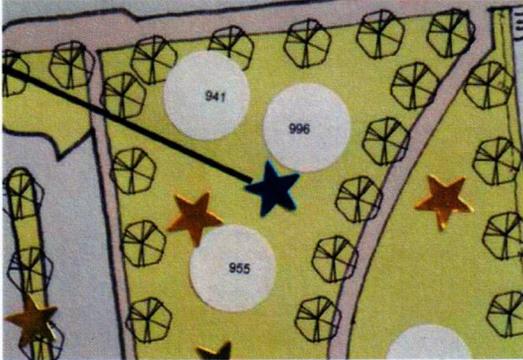
SUMMARY OF COMMENTS

#976 – OPTION A Comment



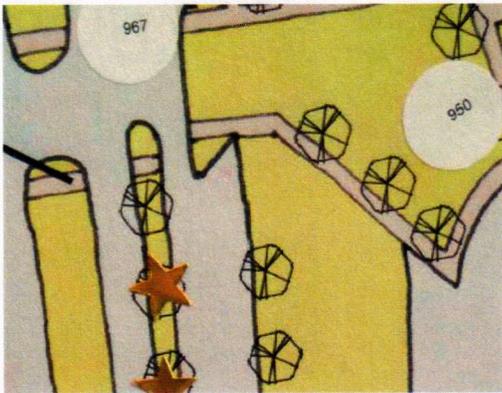
- There must be a definite pedestrian/bicycle connection between the school and the park
- The north/south road should go away and the trees incorporated into the park. None of the businesses (Family Dollar, SA, etc.) rely on an east facing connection. The cars primarily run to the west of these businesses toward the school.
- I don't see the purpose of the new commercial building. Let the Bobber Tower be the focus; there is too much vacant already. Let's enhance the circulation toward them instead of building a new building.
- I would like to see a traditional parking pattern of angled parking all the way around the park and a whole lot less asphalt in the park. Retailers want the parking along the length of the road, not in certain areas adjacent to certain businesses.

#996 – OPTION A Comment



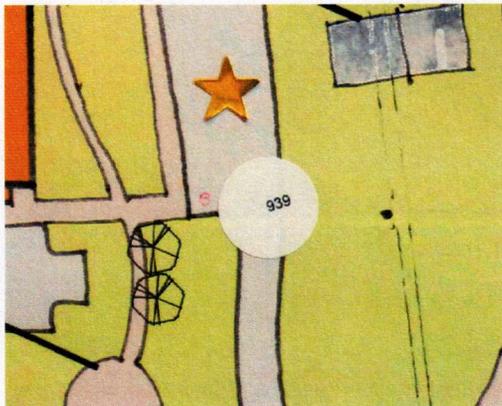
- We need this open space for flexibility

#950 – OPTION A Comment



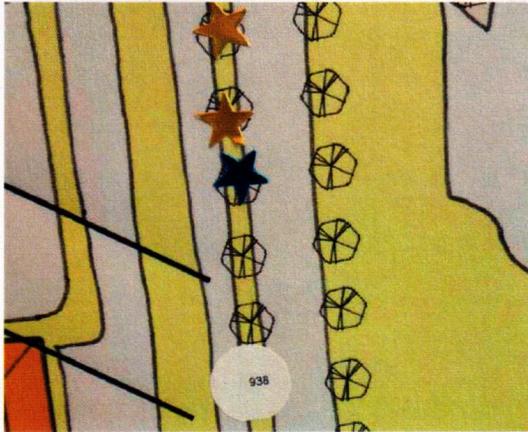
- The- south side is more for bigger events with parking on west side (good idea); beanhole days, car show, good utilization of old north bound 371, antique snowmobile event, trailer parking with that area south of 11 for this- then north side is more of a square connecting both sides of town

#939 – OPTION B Comment



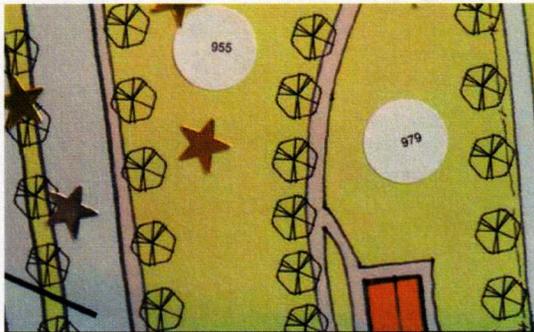
- Don't like the basic existing highway still there, even if modified. I feel there's already way too much traffic driving through this "park".

#938 – OPTION A Comment



- Would like more trees to make it more park-like, more shaded areas.

#979 – OPTION A Comment



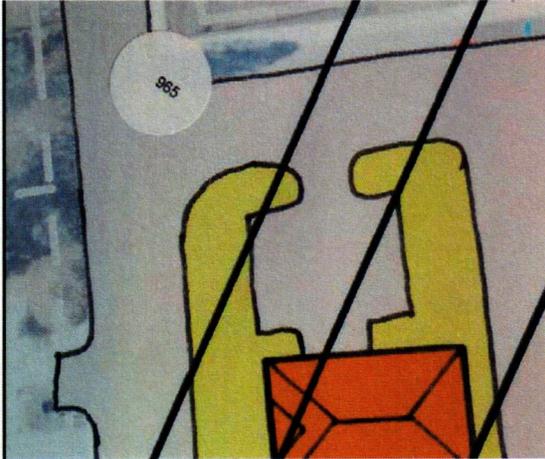
- Let's keep this green space; the splash pool should be closer to the playground area.

#953 – OPTION A Comment



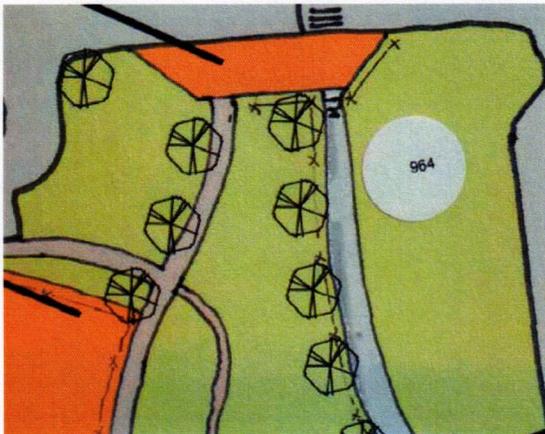
- Not keen on businesses here. My main thrust for businesses is moving traffic in front of current business structures.

#965 – OPTION A Comment



- Consider closing south half of 371 as well. Drive all traffic directly in front of all businesses.

#964 – OPTION A Comment



- High, high preference for this overall option- with maybe minor changes (bandshell orientation).

#955 – OPTION A Comment

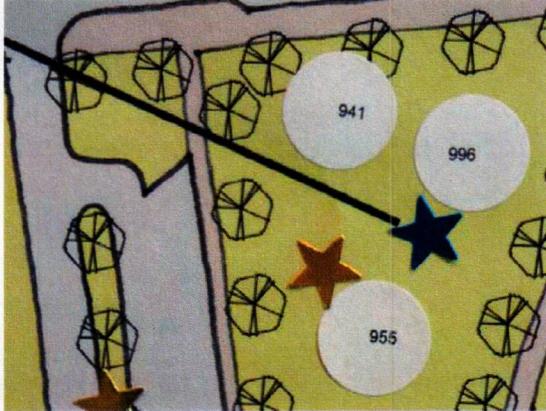


- I love Option A: it addresses so many of the desires of the community as well as the two possible commercial properties. Pond is amazing!

The open space available on the south side allows for city events to continue.

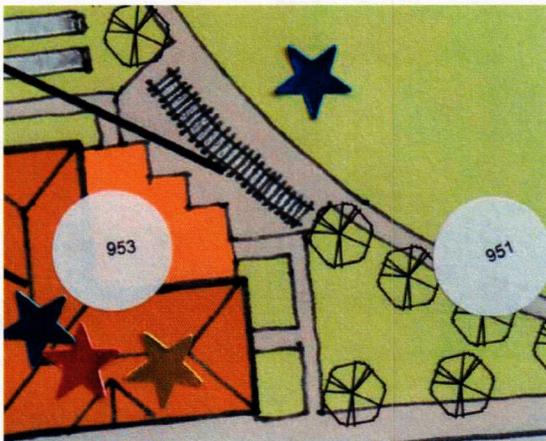
I would figure out a possible different orientation of the bandshell. Don't forget, the sun blazes from the west in the summer- you don't want it in the eyes of the performers or the audience.

#941 – OPTION A Comment



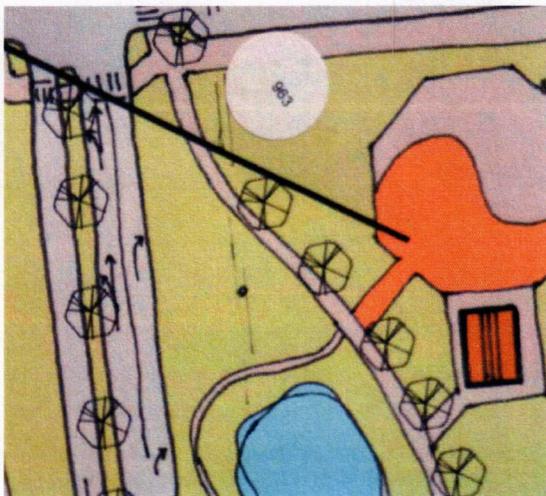
- Keep this open space for such things as Cherry Car Show, etc.

#951 – OPTION A Comment



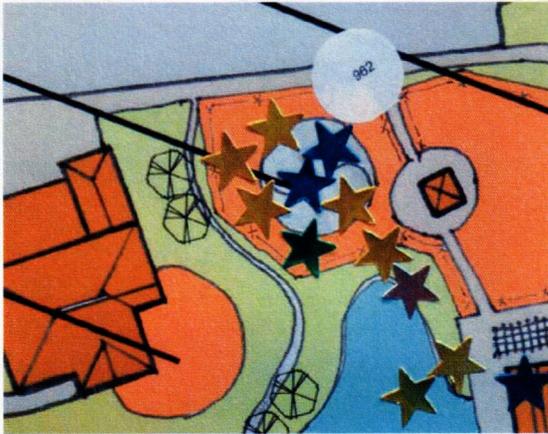
- Re-orient bandshell to southeast corner of park

#963 – OPTION B Comment



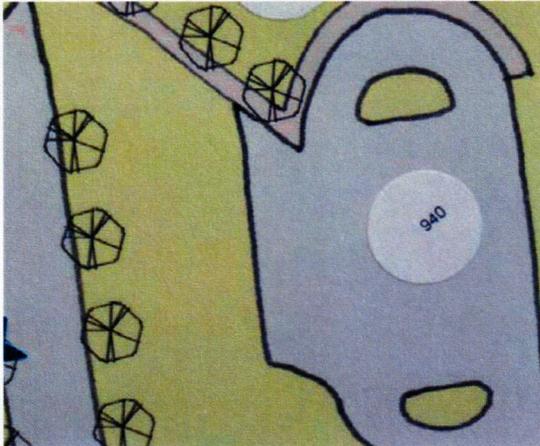
- Do not like this whole option. Much prefer to close 371 north of CR11.

#962 – OPTION A Comment



- Very important to keep splash park near (close proximity) to playground

#940 – OPTION A Comment



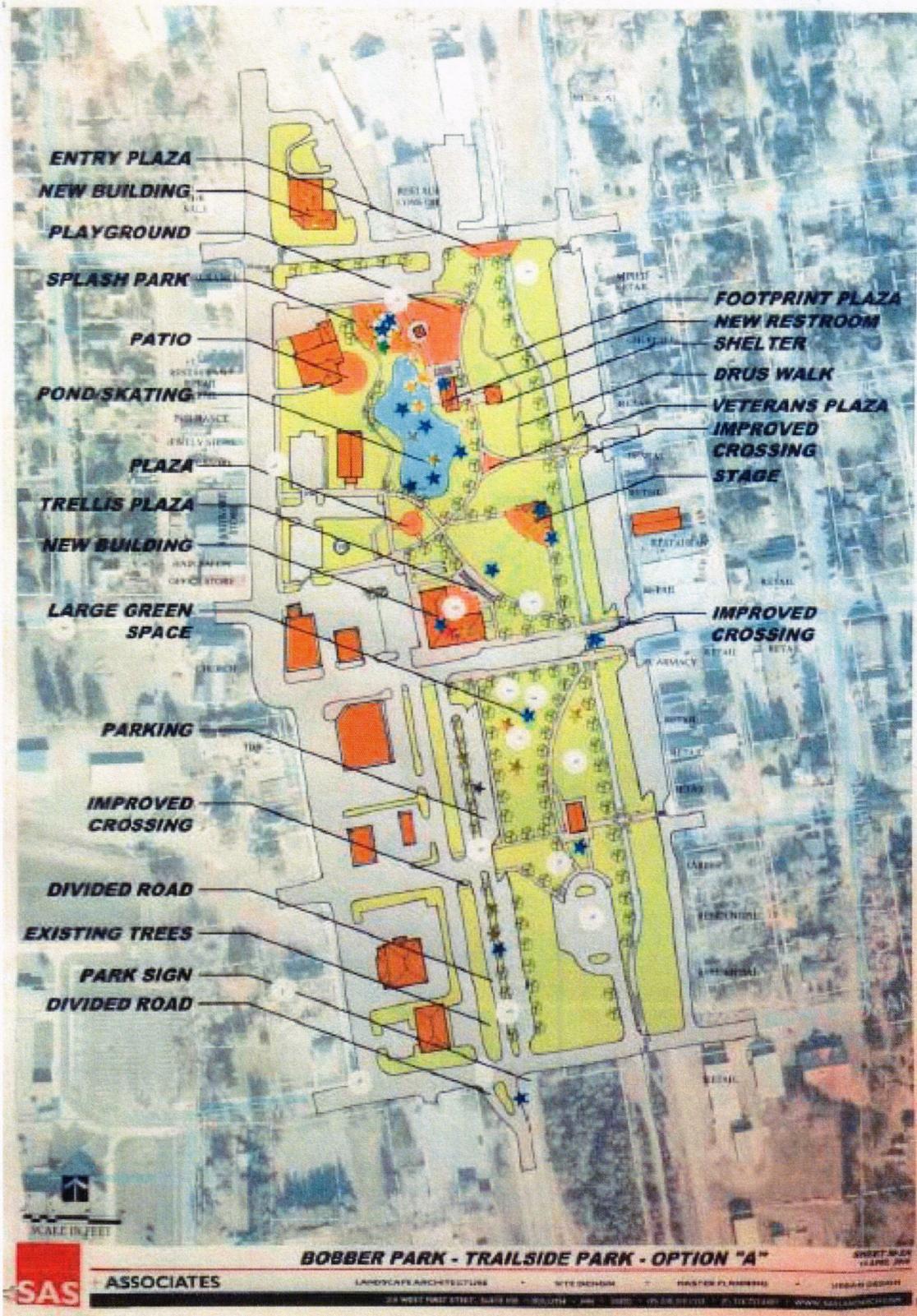
- Be cautious on adding/designing more (too much) parking. It can always be added. Tough to take it away.

The above information represents our recollection of the discussion that took place. Please notify our office if there are any discrepancies.

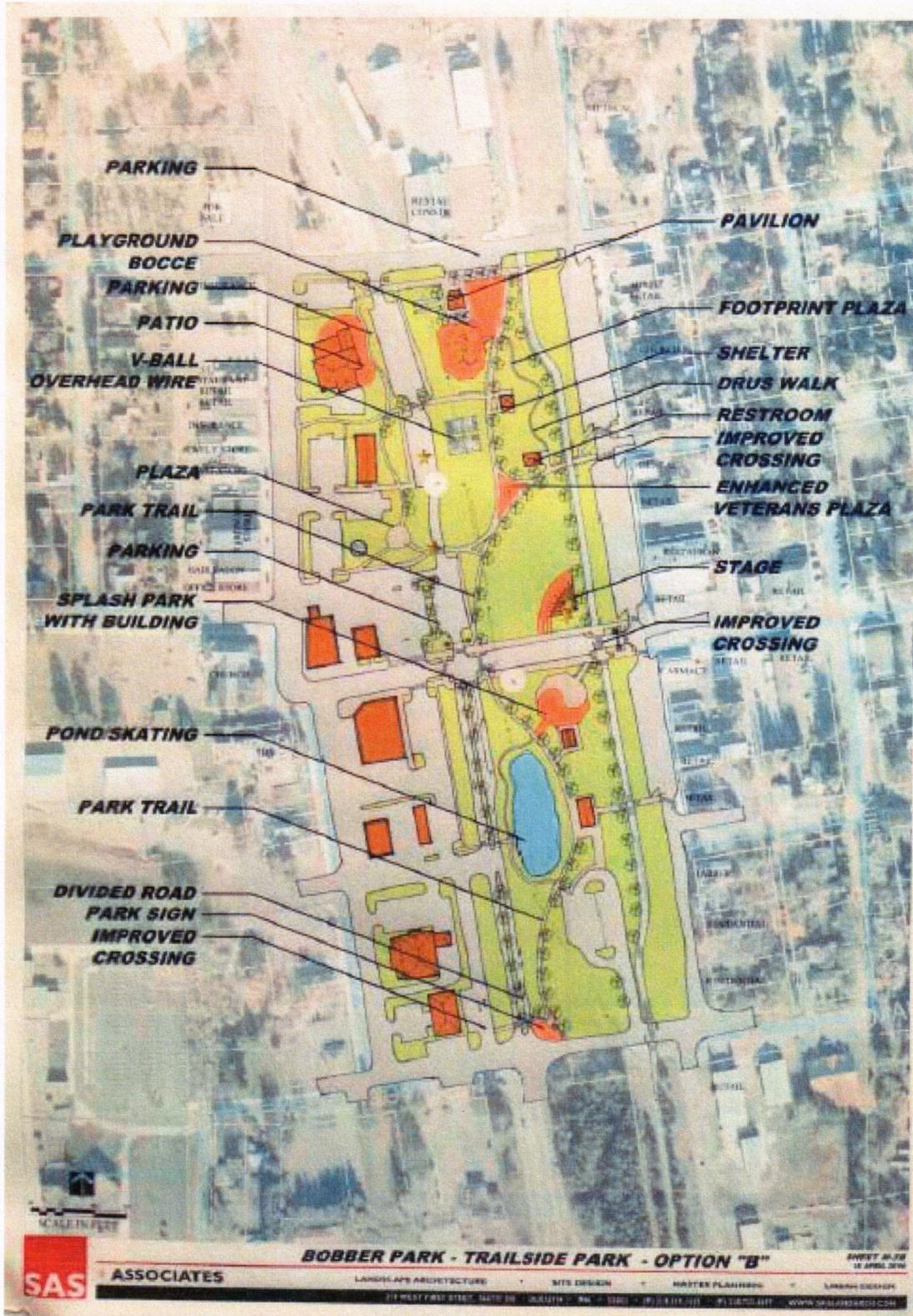
CONCLUSION

1. Based on comments, written responses, phone conversations Option "A" is the preferred plan and should be the starting basis for the Final Master Plan
 - a. SAS will address the comments provided in the development of the Final Master Plan, i.e:
 - i. should we have more angled parking in the SE corner of the park
 - ii. Orientation of the amphitheater
 - iii. Be cautious of designing in too much parking
 - iv. Maintain "space" for events in south side
 - v. Need/desire for new commercial by amphitheater

OPTION A



OPTION B



**MEETING OF THE PEQUOT LAKES PARK COMMISSION
THURSDAY, JUNE 9, 2016
PEQUOT LAKES CITY HALL**

Members Present: Chair Ronning, Commissioners Adams, Bruch, Caouette, Nagel, and Bryan (arrived at 5:04 p.m.)

Members Absent: Commissioner Nordby

Also Present: Nancy Malecha, City Administrator/Clerk; Mike Loven, Public Works Supervisor

1. Call Meeting to Order

Chair Ronning called the meeting to order at 5:00 p.m.

2. Consider Agenda

Commissioner Adams requested to add Mayo Lake Park under Other Business to the agenda.

COMMISSIONER NAGEL MOVED TO APPROVE THE AGENDA AS AMENDED WITH THE ADDITION OF MAYO LAKE PARK. COMMISSIONER BRUCH SECONDED THE MOTION. MOTION CARRIED 5-0.

3. Park Commission Minutes

Commissioner Adams requested to remove the words "as read" from the Park Commission Minutes motion.

COMMISSIONER ADAMS MOVED TO APPROVE THE MAY 12, 2016 PARK COMMISSION MINUTES AS REVISED. COMMISSIONER NAGEL SECONDED THE MOTION. MOTION CARRIED 5-0.

4. Sibley Lake Park Improvements

Playground Update:

Commissioner Adams informed the Commission that the black edging around the playground dome has been installed with three pieces left over that will be returned for a refund. Ms. Adams complimented the Public Works Department on how wonderful Sibley Lake Park looks.

(Commissioner Bryan arrived at the meeting.)

Commissioner Adams noted that volunteers from Teen Challenge will be painting the picnic shelter and raking at Sibley Lake Park on July 13th.

Babinski Family Playground Dedication:

Commissioner Adams noted that the Babinski Family Playground Dedication Ceremony will be held on July 16th at 2:00 p.m. and Community Action is supplying the refreshments. The consensus of the Commission directed Staff to create name tags for the Park Commission members for this event.

5. Healthy Communities Grant

Commissioner Adams informed the Commission that the Healthy Communities Grant has been approved in the amount of \$1,725 for brochures, signs, benches, picnic tables, and bike racks. The Grant completion deadline is September 30th.

Discussion ensued as to what style of bike racks should be utilized.

Commissioner Bruch noted that he preferred the spiral bike racks as it allows for more bikes. Commissioner Adams noted that she preferred the bobber bike racks because of consistency of these racks in other parks.

COMMISSIONER CAOUILLE MOVED TO APPROVE THE USE OF THE BOBBER BIKE RACKS FOR THE HEALTHY COMMUNITIES GRANT. COMMISSIONER BRUCH SECONDED THE MOTION. MOTION CARRIED 6-0.

6. St. Croix Recreation

Chair Ronning informed the Commission of the City Council's approval to accept the water fountain donation for Trailside Park and its placement will be decided after the Trailside Park concept is approved.

7. Council Meeting Update

Chair Ronning informed the Commission of the City Council's discussion on the West Sibley Street bike/walking path. Mr. Ronning noted that a good case was presented to the Council on the connectivity and safety concerns. He further noted that the Council was not against the idea but rather the budget did not allow for this addition to the original overlay project.

Commissioner Bryan questioned what this path would cost. Mike Loven noted an approximate cost of \$20,000 plus annual painting.

Commissioner Adams stated that a bike path could be adjacent to a city street whereas a walking path would need separation and at some point a bike path could be an option.

The consensus of the Commission agreed to continue this discussion on future agendas.

8. Capital Outlay Carryover

Nancy Malecha informed the Commission of the capital outlay carryover funds in the amount of \$9,526.55 that have been set aside for light posts in the park. She inquired if the Commission would like to retain these funds for this purpose and if funds should be included in future budgets.

Mike Loven noted that the City is installing the same light post style that is currently along North Washington Avenue to the CSAH 11 bridge and these light posts cost \$5,000 each. The consensus of the Commission agreed that this same style of light posts should be used in the park to maintain consistency.

CHAIR RONNING MOVED TO INCLUDE \$2,000 IN THE 2017 PARK BUDGET - CAPITAL OUTLAY CARRYOVER FOR THE PURPOSE OF LIGHT POSTS IN THE PARK. COMMISSION BRUCH SECONDED THE MOTION. MOTION CARRIED 6-0.

9. Attendance at Meetings

Chair Ronning noted that he has tried to contact Ashley Nordby several times to discuss her absence at Park Commission meetings but has been unsuccessful.

Nancy Malecha informed the Commission that there is nothing in the City Code stipulating that after three absences a Park Commission member can be removed. The consensus of the Commission agreed that this stipulation should be included in a future revision of the City Code.

COMMISSIONER BRYAN MOVED TO REMOVE ASHLEY NORDBY AS THE VICE CHAIR OF THE PARK COMMISSION AND RECOMMENDS THE APPOINTMENT OF NANCY ADAMS AS VICE CHAIR. COMMISSIONER CAQUETTE SECONDED THE MOTION. MOTION CARRIED 6-0.

The Commission directed Nancy Malecha to send a letter to Ashley Nordby notifying her that her absences may cause her removal from the Park Commission.

Chair Ronning reminded Park Commission members to notify City Staff each month of their intent to attend meetings so a quorum can be determined.

10. Other Business

Commissioner Adams noted that she received several comments from the public on how amazing Mayo Lake Park looks and thanked the Public Works Department for their great job.

Commissioner Adams distributed a map of Mayo Lake Park with notations as to possible locations for three park benches. Mike Loven reviewed the 2016 Park Budget and noted that the benches could be done this year.

COMMISSIONER ADAMS MOVED TO BUILD THREE BENCHES FOR MAYO LAKE PARK TO BE PLACED AT THE LOCATIONS AS NOTED ON THE MAP. COMMISSIONER NAGEL SECONDED THE MOTION. MOTION CARRIED 6-0.

Chair Ronning inquired about the following.

A. Band in the Park Surveys – Commissioner Adams informed the Commission that she worked with City Staff on the weekly press releases that she will send to the Echo each week. Ms. Adams noted what she will work on creating a survey to hand out at the Band in the Park concerts.

B. Discover Racks Location List – Nancy Malecha noted that she does not have this list and she will remind City Staff to compile it for the next meeting.

11. Adjournment

There being no further business, **CHAIR RONNING MOVED TO ADJOURN THE MEETING. COMMISSIONER BRYAN SECONDED THE MOTION. THE MOTION CARRIED 6-0.**

The meeting adjourned at 5:57 p.m.

Respectfully submitted,

Nancy Malecha
City Administrator/Clerk

**MEETING OF THE PEQUOT LAKES ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, JUNE 21, 2016
PEQUOT LAKES CITY HALL**

Members Present: Chair Jurchen, Commissioners Lindholm, Lubke, Rieck, Sjoblad, Roggenkamp (arrived at 8:05 a.m.), and Stroot (arrived at 8:05 a.m.)

Others Present: Dan Frank, Initiative Foundation; 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 8:00 a.m.

2. Approve EDC Minutes

COMMISSIONER LUBKE MOVED TO APPROVE THE MAY 17, 2016 ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER RIECK SECONDED THE MOTION. MOTION CARRIED 5-0.

3. Talking Points for Businesses

Chair Jurchen noted that he received comments from a few businesses regarding the possible confusion to motorists that Pequot Lakes businesses are open and accessible during highway construction. Chair Jurchen suggested that an additional sign be installed at the corner of Old Highway 371 and Derksen Road.

Commissioner Rieck suggested that a sign be installed at the intersection of County Road 11 and State Highway 371 stating that the business district is open and accessible.

(Commissioners Roggenkamp and Stroot arrived at the meeting.)

4. Thriving Communities Initiative

a. Presentation by Dan Frank from Initiative Foundation

Dan Frank from the Initiative Foundation gave a Thriving Communities Initiative presentation to the Commission. Mr. Frank noted the following.

- A cross section of community members should be considered to advance community vitality through increased public/private partnerships.
- A core team of approximately 25 people would be formed to develop the community vision and planning phase of this process and the task force will lead the implementation phase.

- The Thriving Communities Initiative strives to increase business growth and revenue in participating communities, support the growth and development of a skilled workforce, and raise the quality of life through increased access to natural resources and other amenities.
- The Pequot Lakes community cost share for this Initiative will be \$17,000.
- Sustainable development includes economic vitality, human well-being, and environmental quality.
- Remember to plan for the future and not for the past.
- The next steps for the Commission to consider are whether the Initiative will be a good fit, determine timing to begin, raise local funds which must be done by the end of the planning process and before the implementation process, recruit the core team, and complete the application.

Commissioner Rieck questioned if it would be beneficial to schedule the various Initiative meetings before the snowbirds leave or when they return. Dan Frank noted that there are ways to share information with these seasonal community members while they are away.

b. Funding Discussion

Chair Jurchen directed the Commission to send potential funding sources to Nancy Malecha.

c. Assembly of Core Teams

Chair Jurchen handed out a draft list of potential core team members and directed the Commission to send further team member candidates to Nancy Malecha within the next week.

d. Recommendation to City Council

COMMISSIONER RIECK MOVED TO RECOMMEND THE CITY COUNCIL PROCEED WITH THE THRIVING COMMUNITIES INITIATIVE APPLICATION PROCESS. COMMISSIONER LUBKE SECONDED THE MOTION. MOTION CARRIED 7-0.

Commissioner Lindholm questioned the amount of funding the City could potentially contribute. Discussion ensued on this matter.

(Commissioner Sjoblad left the meeting.)

COMMISSIONER LINDHOLM MOVED TO RECOMMEND THE CITY CONTRIBUTE FUNDING UP TO \$3,000-\$5,000 TOWARDS THE THRIVING COMMUNITIES INITIATIVE WITH AN ADDITIONAL \$1,000

**CONTRIBUTION FROM THE 2016 EDC BUDGET. COMMISSIONER RIECK
SECONDED THE MOTION. MOTION CARRIED 6-0.**

Chair Jurchen requested that City Council action, potential team members, funding, and the application relating to the Thriving Communities Initiative be placed on the next EDC agenda.

5. School Update

No update.

6. Chamber Update

No update.

7. BLAEDC Update

No update.

8. City of Jenkins Update

No update.

9. Other Business

COMMISSIONER STROOT MOVED TO INCREASE THE 2017 EDC BUDGET TO \$10,000 WITH \$7,500 FOR CONTRACT SERVICES AND \$2,500 FOR OPERATING SUPPLIES (MARKETING). COMMISSIONER RIECK SECONDED THE MOTION. MOTION CARRIED 6-0.

Chair Jurchen received a request from Jim Park to be added to a future EDC agenda to discuss potential development ideas for the Jack Pine Center and Country Corner properties.

10. Adjourn

There being no further business the meeting adjourned at 9:18 a.m.

Respectfully submitted,

Nancy Malecha
City Administrator/Clerk

June 21, 2016

Pequot Lakes Housing & Redevelopment Authority

Commissioners present: Robert Ritter, Bob Peterson, Jane Ness, Clara Nelson
Also present: Executive Director-Barb Carlson, Assistant Director-Deb Hays,

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

***West Grove**

The empty unit has been filled and the Board was informed that the Levy Budget will stay at \$38,250.00 for this year.

***Sibley Terrace**

Two bids for the new carpet installation have come in and waiting on the third. The lead-based paint testing came back negative.

***ParkView**

Brief discussion regarding children being a protected class and cannot be singled out in notices, rules, etc.

***Alpine**

No Business

***Executive Director's Report**

No Business

***Maintenance Engineer's Report**

No Business

***Other Business**

No Business

***Open Forum**

Tenant was concerned about bike riding on the sidewalks and requested a sign be posted. Notices will be posted in the family building and we will explore putting signs by the sidewalks. Deb stated the bike notice from last year is still hanging in the building.

***Adjournment**

5:30 p.m. meeting adjourned.

Moved by Ness, Seconded by Nelson, All Ayes; Motion carried.

Chrm. _____

Sec. _____