



AGENDA ITEM #10

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: April 5, 2016

Subject: Administration – General Information

Report: The following items are attached for Council review.

- March 9, 2016 Summary of Trailside Park Master Planning Meeting
- March 10, 2016 Draft Park Commission Minutes
- March 15, 2016 Draft Economic Development Commission Minutes
- March 15, 2016 HRA Minutes

Council Action Requested: No Council action requested.

TRAILSIDE - SUMMARY PARK MASTER PLANNING

KICKOFF MEETING - SUMMARY | March 9, 2016

WORD ASSOCIATION EXERCISE

List 3-5 words that come to mind when you think of Trailside Park:

- *Gathering Place (3)*
- *Center of Town (Sense of Place) (3)*
- *Bike Trail (2)*
- *Community Celebrations (2)*
- *Entertainment / Events (2)*
- *Busy*
- *Connections*
- *Various Ages*
- *Parking*
- *Welcome Center*
- *Playground*
- *Disconnected*
- *Beautiful*
- *Memorials*
- *Rest Stop*

List 3-5 words to describe the existing property at Trailside Park:

- *North Side - Great*
- *South Side - Terrible*
- *Greenery*
- *Open*
- *Divided*
- *Heavily Utilized*
- *Disconnected*

List 3-5 words to describe the existing buildings at Trailside Park:

- *Neat / Clean (2)*
- *Chamber Building - Neat Character*
- *Band Shell - Well used*
- *Picnic Shelter - "tired"*
- *Historic*
- *Random*
- *Band Shell - could be larger*
- *Picnic Shelter - inadequate*
- *All used constantly*

List 3-5 words to describe the "improved" future of Trailside Park:

- *Green on South Side*
- *Connected East West*
- *Consistent use*
- *Enhanced Outdoor dining*
- *Focal point for downtown*
- *Increased suitability for bikes*
- *Activities for children*
- *Pedestrian*
- *Skating Rink*
- *Expanded*
- *Contiguous / Connected*
- *More day use amenities*

GENERAL QUESTIONS

What are the important benefits of Trailside Park:

- *Gathering Space (3)*
- *Support local business*
- *Improve quality of life*
- *Benefit to live here*
- *Place to connect*
- *Economic benefit*
- *Draw people to town*
- *Value to city*
- *Celebrations*

What is a major concern facing Trailside Park and why:

- *Traffic (2)*
- *Safety (2)*
- *Not using opportunity to improve the park*
- *Remains dysfunctional*
- *Lack of connectivity*
- *Street crossings*
- *Random*
- *Adaptability of use*
- *Parking for physically impaired*
- *Need for parking*
- *Money*
- *Bathrooms*

What changes/elements would you like to see at Trailside Park over the next 10 years:

- *Bathroom (4)*
- *Splash Park (4)*
- *Ice Rink (4)*
- *Improved Connections (2)*
- *Bandstand / Band shell (2)*
- *Bocce ball (2)*
- *Yoga area (2)*
- *Improved parking at playground*
- *Parking for bicycle users*
- *Fitness Trail*
- *Picnic Shelter*
- *Art displays*
- *Facilities for outdoor dining*
- *WIFI*
- *Sand volleyball*
- *Food vendor locations*
- *Urban renewal*
- *Adult games*
- *Outdoor "rooms" create spaces*
- *Improved Connections*
- *Seasonal uses (provide year round)*
- *Pond*

Rank the importance of improved pedestrian connection (s) between the East and West sides of the park.

- All groups ranked the importance of 10 – very important

PRIORITY RANKING

Rank the following issues in terms of importance – 10 being the most important:

RANKING EXERCISE									
	Group	Group	Group	Group	Group	Group		PRIORITY	
	Ranking	Ranking	Ranking	Ranking	Ranking	Ranking		Ranking	
economic development	9	10	9	8	4	9		49	13.6%
open space / recreation	10	9	1	6	8	10		44	12.2%
circulation - pedestrian	8	5	7	3	10	7		40	11.1%
services and programs	6	4	6	7	7	6		36	10.0%
land use	4	8	8	4	5	4		33	9.1%
facilities	5	6	2	5	9	3		30	8.3%
infrastructure	7	2	3	9	2	2		25	6.9%
natural resources	3	7	5	1	1	5		22	6.1%
historic / cultural	2	3	4	2	3	8		22	6.1%
other - safety				10				10	HIGHEST
other - planned development of land around the park as a town square					6			6	NUMBER
									IS
									HIGHEST
									PRIORITY

PROGRAMMING

What is the purpose of *Trailside Park*?

- *Gathering (4)*
- *Event Location (2)*
- *Place to enjoy the outdoors*
- *Economic Development*
- *Community*

What are the least successful program activities currently offered?

- *Parking (2)*
- *Veterans walkway (2)*
- *Traffic*
- *Accessibility*
- *Lack of sidewalks*
- *Crosswalks*
- *Market in the park*
- *Bike Racks*

What are the most successful program /elements currently offered?

- *Bands in the park (5)*
- *Bike Trail (2)*
- *Playground*
- *Dru's Garden*
- *Celebrations*
- *Public Restrooms*



What activities would you like to have that you don't have now?

- *Theater / Music – Larger venue*
- *Bathrooms - Improved*
- *Large pavilion*
- *Horse Shoe Pits*
- *Splash Park*

- *Disc Golf*
- *See elements in the next 10 year category*
- *Yard Games*
- *Skate rink*
- *Irrigation on south side*
- *Bike paths*

PEOPLE

Who does the park serve and/or who does the park plan to serve?

- *Community (5)*
- *Tourists/Visitors (4)*
- *Family friendly activities*
- *Businesses*

What type of management and leadership does the park have and/or need?

- *Park Board (5)*
- *Public works – Increase maintenance budget (2)*
- *Parks Director - Needed*
- *People to help and volunteer*

What responsibilities are required of the staff and/or volunteers?

- *Maintenance (4)*
- *Safety*
- *Coordinate activities*
- *Maintain Drus garden*
- *Upkeep*

FACILITIES

What are the most favorable characteristics and qualities of the existing facilities at Trailside Park?

- *Playground (4)*
- *Trail (3)*
- *Chamber Building (3)*
- *North Side Greenspace (2)*
- *Grounds*
- *Business backdrop*
- *Lights*

What are the least favorable characteristics and qualities of the existing facilities at Trailside Park?

- *South side lawn (3)*
- *No sidewalks*
- *Lack of pedestrian traffic*
- *North side restroom*
- *371 traffic*
- *Parking- lack of*
- *Playground parking area*
- *Meager band shell*
- *Lack of bathrooms*

What physical changes are needed to enhance the park experience at Trailside Park?

- *More/ good parking (2)*
- *Better connections both N/S and E/W (2)*
- *Traffic Calming*
- *Southside improvements*
- *More park – less road*
- *More sidewalks*
- *Bathrooms*
- *More seating*
- *Landscaping*
- *Signage*
- *Gateway / Entrance*
- *More inviting feel*
- *Flags*
- *Reserve space for events – like car show or snowmobile rendezvous*
- *Maintain Paul Bunyan elements – footprints, chair, signage, statues*

What facilities at other parks that you have seen did you like?

- *Splash park (3)*
- *Water feature (2)*
- *Lights in parks*
- *Fire pits*
- *Skate rinks*
- *Ponds*
- *Trellis -*
- *Grand entrance*

ENVIRONMENTAL

What do you like or what changes would you make to improve the natural environment at Trailside Park?

- *Improve south side (2)*
- *Traffic noise*
- *Replant – add trees*
- *Better marketing of park*
- *More trash receptacles*

What are the biggest environmental issues facing Trailside Park?

- *Highway 371 (2)*
- *Highline through park*
- *Traffic and noise*

What changes to the natural environment are needed to enhance the experience at Trailside Park?

- *More Trees – Leave open space for events (2)*
- *Layout – park does not flow*
- *Close Highway*
- *Design spaces with vegetation in mind – create “rooms”*

PEQUOT LAKES PARK COMMISSION
THURSDAY, March 10, 2016
CITY HALL

Members Present: Chair Ronning, Commissioners Adams, Ettesvold, and Nordby.

Members Absent: Commissioners Bruch, Caouette and Nagel.

Also Present: Mike Loven, Public Works Supervisor; and Dawn Bittner, Zoning Specialist

1. Call Meeting to Order

Chair Ronning called the meeting to order at 5:05 p.m.

2. Consider Agenda

Chair Ronning moved Agenda Item 8, Meeting Procedures, to Number 3.
Commissioner Adams added Mayo Lake Park as Number 9.

**COMMISSIONER ADAMS MOVED TO APPROVE THE AGENDA, AS AMENDED.
COMMISSIONER ETTESVOLD SECONDED THE MOTION. THE MOTION
CARRIED 4-0.**

3. Meeting Procedures

Chair Ronning explained the need to keep the Park Commission meetings moving. These meetings are paid hours for Staff, sometimes at over time. Chit chat among members needs to be reduced and speakers need to be recognized by the Chair. He would like to keep these meetings as informal as possible but the Park Commission should be a role model. The Park Commission needs to set the tone in a meeting that people are recognized to speak and be respectful so time is not wasted.

The meeting Agenda is sent out about a week before the meeting. It is important to have a quorum. Please respond to Dawn Bittner whether or not you plan to attend. Please respond as quickly as possible so the meeting can be cancelled if we do not have a quorum.

The motion and second to approve the Minutes should be made by members who attended that meeting.

After the meeting has been adjourned, please exit the building. Visiting can be done outside allowing employees to leave for the day.

Commissioner Adams asked the Chair to direct Dawn Bittner to send out a second notice if Commissioners do not respond.

4. Park Commission Minutes

COMMISSIONER NORDBY MOVED TO APPROVE THE DECEMBER 10, 2015, PARK COMMISSION MINUTES AS READ. COMMISSIONER RONNING SECONDED THE MOTION. MOTION CARRIED 4-0.

5. Sibley Lake Park Steps

Mike Loven explained Mark Jurchen has completed the grant application and it has been sent off. Chair Ronning stated Mr. Jurchen used the 2015 application form and Mr. Jurchen said the SWCD is okay with the 2015 application. The City will be notified mid to late April whether or not we receive the grant. The lake association needs wait until they receive the grant to begin work. The City can be a partner and the in-kind labor will be provided by the City.

Chair Ronning noted there is an extensive follow-up list and asked who monitors the check list. Commissioner Adams pointed out the grant is to the lake association.

6. Sibley Lake Park Improvements

Dawn Bittner explained there are two elements to this item. First, the Babinski Family has made a \$50,000 donation for the purchase of playground equipment for Sibley Lake Park. The City Council has accepted the donation and approved the playground equipment design contingent on the Park Commission's review of an overall site plan for Sibley Lake Park.

The pictures of the playground and the climbing dome are included in the packets. The site plan indicates two possible sites for the playground and one for the climbing dome. Staff has discovered the playground may be defined as a structure and would not meet the bluff setback, street setback and OHW setback. The Planning Commission will be determining next Thursday whether or not the City will need to apply for a Variance.

Mike Loven stated that Location #2 would need to have 10 to 15 trees removed, stumps ground and the dirt compacted prior to installation of the playground.

Commissioner Adams stated the Babinski family has looked at Location #1 when they have been on site.

COMMISSIONER ETTEVOLD MOVED TO ACCEPT THE PRELIMINARY SITE PLAN. COMMISSIONER NORDBY SECONDED THE MOTION. MOTION CARRIED 4-0.

The Commissioners discussed the draft Wish List and offered the following as important:

1. Additional lighting;
2. Enhance lake view;
3. Power wash and stain picnic shelter;
4. Remove selected trees to make park more welcome.

There may be stain to use from the Library.

Improving the restroom was discussed. Mike Loven noted that vandalism in the past has deterred improvements.

7. Sibley Lake Park Playground Removal

Mike Loven explained the existing playground will be moved to Gildner Park.

COMMISSIONER ADAMS MOVED TO REMOVE THE EXISTING PLAYGROUND. COMMISSIONER ETTEVOLD SECONDED THE MOTION. MOTION CARRIED 4-0.

8. City Council Organizational Goals

Dawn Bittner explained she and Chair Ronning had met and provided Park Commission goals for the City Council. The City Council is drafting a vision for the City and will hopefully provide direction in the near future.

Chair Ronning would like to have members of the public attend the Park Commission meetings. It would be useful to solicit comments from the public on certain items. We could also invite professionals to attend to discuss an item. We do need more direction from the City Council.

9. Mayo Lake Park

Commissioner Adams explained her meeting with Tom Beaver. Mr. Beaver had written an article in the Echo regarding cross country ski trails at Mayo Park. He would create trails that would be 6 feet wide, half for snowshoeing and half for cross country skiing.

Commissioner Adams further stated there needs to be signage indicating location of trails. They could be laminated signs on a post. She presented photos of the sign at Wilderness Road ski area which are laminated under Plexiglas that indicate the layout of the trails.

Dawn Bittner informed the Commissioners that a tri-fold brochure was developed for Mayo Lake Park that includes a map of the trails. The Public Works Department refills the plastic brochure stand each time they remove garbage.

Mike Loven stated the Park Commission has never come to a consensus regarding the signs. A sign similar to Wilderness Road could be built for approximately \$100.

COMMISSIONER ADAMS MOVED TO BUILD A KIOSK SIMILAR TO THE WILDERNESS ROAD ONE AND TO PUT BROCHURES IN THE PLASTIC CONTAINER. COMMISSIONER ETTESVOLD SECONDED THE MOTION. MOTION CARRIED 4-0.

10. Other Business

Playground Installation Volunteers:

No volunteers will be needed on May 10. Commissioner Adams will have the items sorted in advance. The school will provide volunteers on May 11 and volunteers will be needed May 12 to spread the chips. Not as many volunteers will be needed as this project is not as large as the playground in Trailside Park. Commissioners Ettesvold and Nordby will line up the volunteers and the food for all 3 days. They will try to get volunteers from the apartment buildings so they may take ownership of the Park and may curtail the vandalism.

Flower Projects:

Mike Loven stated he plans to do all of the flower pots like the ones at City Hall last year with the Wave Petunias. Commissioner Ettesvold will solicit volunteers to plant the New Guinea Impatiens in Bobber Park. Mike Loven asked her to notify him and the Public Works Department will pick up the flowers, etc.

11. Adjournment

There being no further business, **COMISSIONER NORDBY MOVED TO ADJOURN THE MEETING. COMISSIONER ADAMS SECONDED THE MOTION. THE MOTION CARRIED 4-0.**

The meeting adjourned at 6:19 p.m.

Respectfully Submitted,

Dawn Bittner
Zoning Specialist

**ECONOMIC DEVELOPMENT COMMISSION
MARCH 15, 2016 MEETING MINUTES**

Members Present: Chair Jurchen, Commissioners Lubke, Rieck, and Stroot

Members Absent: Commissioners Lindholm and Roggenkamp

Others Present: Dawn Bittner, Zoning Specialist; Sheila Haverkamp, BLAEDC; Bob Perkins, TDS

1. Call Meeting to Order

The meeting was called to order by Chair Jurchen at 8:07 a.m.

2. Approve EDC Minutes

COMMISSIONER STROOT MOVED TO APPROVE THE FEBRUARY 16, 2016 ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER RIECK SECONDED THE MOTION. MOTION CARRIED 4-0.

3. Applications Received for EDC Vacancy

Dawn Bittner informed the EDC that one application had been received from Amy Sjoblad, Mid-Minnesota Federal Credit Union, to fill the vacancy. Bob Perkins asked if there were any residence requirements and was informed there were none. He will see if there is any interest from TDS employees.

Chair Jurchen noted that if no other applications are received the EDC recommends Amy Sjoblad be appointed to represent financial institutions.

4. Broadband Update

Mr. Perkins stated that TDS has a lot of infrastructure within the City of Pequot Lakes. Fiber is in Jenkins. Businesses are not utilizing what is in place as there is an increased cost for businesses to use it. There may be a need to educate businesses that are within those areas. Subscribership is very low; 98% of customers do not use 100 MG.

When asked if Wi Fi could be added to Trailside Park, Mr. Perkins stated it would be easy and inexpensive; the City would just need the right equipment. The key is to have adequate coverage. To obtain a proposal from TDS the City should contact Bobbie Jo.

Mr. Perkins further stated that fiber needs to be shared by multiple homes or businesses. Fiber is the lead technology and the limitation for fiber has not been found.

Chair Jurchen asked what should be the EDC high priorities to impact growth and jobs. Mr. Perkins advised to chase proven technologies, concentrate on the core infrastructure, good power and good capacity. Don't chase technology that is not proven or widely used. It is important to build core infrastructure that tentacles can be adapted from. Mr. Perkins further stated that it is important to attend meetings like this and understand what is going on and to get the word out to the right folks. The core exists and we need to educate the users to tie into the core. The TDS marketing and product folks may need to know what the needs of this community are.

Commissioner Rieck asked what the possibility would be of the City having business suites that could be rented out to people who are operating businesses out of their homes that would have access to high speed internet, sewer and water. Sheila Haverkamp stated these are historically called incubators with different levels of services. BLAEDC is doing that with their CTC Room. The challenge is hard to make them work financially unless you subsidize them. Coffee shops are doing this now.

Chair Jurchen stated Mr. Perkins has a standing invitation to attend our EDC meetings. He will let us know when he is available and be placed on the Agenda. He will be available to attend the April meeting. He could discuss how to move the message on how to use what is in the ground.

5. Sibley Lake Water Quality Update

Chair Jurchen stated that water quality is important for people having second homes. The Sibley Lake Association and many agencies are involved to improve the water quality of Sibley Lake. There is nonpoint phosphorus found in the lake from the watershed. This issues is being addressed.

6. Pequot Lakes Downtown Plan

No discussion.

7. Vision Statement for City

No discussion.

8. School Update

No update.

9. Chamber Update

No update.

10. BLAEDC Update

Sheila Haverkamp informed the group that BLAEDC is sponsoring a Hack Fest which is a day or two day event that brings in techies along with other groups and create teams to solve an issue, a problem or an opportunity. They are looking for ideas from communities for an issue to solve. The event takes place May 7.

11. Other Business

Chair Jurchen asked if the Pequot Lakes advertisement had been placed in the Breezy Point magazine. Dawn Bittner stated the ad was placed in the magazine.

12. Adjourn

There being no further business the meeting adjourned at 9:31 a.m.

Respectfully submitted,

Dawn Bittner
Zoning Specialist

March 15, 2016

Pequot Lakes Housing & Redevelopment Authority

Commissioners present: Robert Ritter, Bob Peterson, Clara Nelson, Tamra Lanning, Jane Ness

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

***Call Regular Meeting to Order**

5:15 p.m. 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 Lanning, All Ayes; Motion carried

***West Grove**

The Budget for FY ending 3/31/2017 was reviewed.

Motion to accept the Budget.

Moved by Peterson, Seconded by Ritter, All Ayes; Motion carried

***Sibley Terrace**

Director Carlson informed the board The REAC inspection produced a passing score.

The Budget for FY ending 3/31/2017 was reviewed.

Motion to accept the Budget.

Moved by Ness, Seconded by Lanning, All Ayes; Motion carried

***ParkView**

The Budget for FY ending 3/31/2017 was reviewed.

Motion to accept the Budget.

Moved by Peterson, Seconded by Nelson, All Ayes; Motion carried

***Alpine**

The Budget for FY ending 3/31/2017 was reviewed.

Motion to accept the Budget.

Moved by Ritter, Seconded by Lanning, All Ayes; Motion carried

***Executive Director's Report**

Director Carlson made a request for a 2.5% to 3% wage increase for Administrative Staff effective 4/1/2016.

Motion to accept increase.

Moved by Ritter, Seconded by Lanning, All Ayes; Motion carried

***Maintenance Engineer's Report**

Moser went into more detail about the REAC Inspection, explaining that the exterior of the building drew the most attention by the inspectors.

***Other Business**

No Business

***Open Forum**

A Parkview I tenant voiced concerns regarding the 2nd floor laundry room windows being opened, causing the building to cool down. She stated another tenant climbs on the couch under the windows to open them. The couch will be removed from the laundry room for safety concerns. The same Tenant also commented on the fire doors being closed and asked if anything could be done. She was told to contact the office when these things were happening. Possible solutions were discussed.

***Adjournment**

5:45 p.m. meeting adjourned.

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