



AGENDA ITEM #10

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: August 2, 2016

Subject: Administration – General Information

Report: The following items are attached for Council review.

- July 14, 2016 Draft Park Commission Minutes
- July 18, 2016 Draft Heartland Cable Commission Minutes
- July 19, 2016 Draft EDC Minutes
- July 19, 2016 HRA Minutes

Council Action Requested: No Council action requested.

**PEQUOT LAKES PARK COMMISSION
THURSDAY, JULY 14, 2016
CITY HALL**

Members Present: Chair Ronning, Commissioners Adams, Bryan (arrived at 5:08 p.m.), Caouette, and Nagel

Members Absent: Commissioner Bruch

Also Present: Mike Loven, Public Works Supervisor; Mark Jurchen, Sibley Lake Association; and Dawn Bittner, Zoning Specialist

1. Call Meeting to Order

Chair Ronning called the meeting to order at 5:01 p.m.

2. Consider Agenda

Dawn Bittner added Trailside Park Donation as Number 8.

Chair Ronning added the following under Other Business: Trailside Park flowers and plants, Bands in the Park information and miscellaneous follow-up items.

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

3. Park Commission Minutes

COMMISSIONER ADAMS MOVED TO APPROVE THE JUNE 9, 2016 PARK COMMISSION MINUTES. COMMISSIONER CAOQUETTE SECONDED THE MOTION. MOTION CARRIED 4-0.

4. Sibley Lake Park Improvements

a. Stair Removal Update – Mark Jurchen

Mr. Jurchen informed the Park Commission the Lake Association has received the estimates that will cover the majority of the work. The lake association will provide the in-kind labor, as well as maybe some help from the City.

The estimate indicates \$11,600 to remove the steps below the old road bed, fill and install erosion control mat. Mr. Jurchen stated the project should begin in September/October and have the bulk of the work completed by November 15.

The Association does have money to contribute to the project, as the estimates do not include any seeds or plants.

Mr. Jurchen visited the park earlier in the day and stated the upper steps from the park to the old road bed are in fairly good condition and suggested some minor repair could be done to allow access from the park to the old road bed, the pathway to the new fishing pier location. These steps could be improved over time.

(Commissioner Bryan arrived at 5:08 p.m.)

Mr. Jurchen further stated the south end of the path could begin eroding with new foot traffic. Plantings could be used and leave that area natural. Earlier discussions included adding steps to access the south end; easier access to the path would be to use the existing steps at the top. Replacement of those steps in the future could cost between \$20,000 and \$30,000.

The majority of the work will be provided by Schrupp Excavating and the in-kind labor will be needed over a couple of weekends for planting of the shrubs and trees. The Park Commission will gather a list of volunteers. Chair Ronning reminded the Commission that the Lions Club has indicated they want to promote their group and may wish to volunteer.

b. Babinski Family Playground Dedication July 16

Commissioner Adams reminded the Commission the dedication is this coming Saturday at 2:00 p.m. and would appreciate their attendance. Community Action is coordinating the refreshments and providing the necessary items for the ribbon cutting.

5. Healthy Community Grant – Update

Dawn Bittner informed the Park Commission that the narrative due July 15 had been submitted, along with photos, the Mayo Park brochure with logos added and the newspaper article.

Dawn Bittner presented a photograph of the new Mayo Park directional sign which has been placed along Hurtig Road.

Commissioner Adams informed Mike Loven that a bench needs to be added by the climbing dome and updated the Commission that St. Croix Recreation donated 4 bike racks. The City has 2 Curly-Q bike racks. Mike Loven stated concrete will be placed under the benches, picnic table and bike racks; funds for the concrete will come from the grant. It was the consensus of the Park

Commission to place two of the new bike racks at Sibley Lake Park and one of the Curly-Q bike racks at the Mayo Lake Park by the parking lot. The two free bike racks from St. Croix Recreation can be used as in-kind and the Curly one can be in-kind from the City for the grant. The other two bike racks will be saved until a decision is made where to use them.

6. Park Commission Vacancy

Dawn Bittner provided Applications for Appointment to Boards or Commissions if any Commissioners had anyone in mind to fill the vacancy. The Park Commission would like to see the City Code changed to reflect anyone missing 3 meetings can be removed from the Park Commission. Dawn Bittner will confer with Nancy Malecha, City Administrator/Clerk.

7. Discover Rack Locations

Dawn Bittner informed the Park Commission that the Events Brochures are located at 31 local businesses, in addition to the 18 Discover rack locations.

Commissioner Adams asked if the calendar could be placed on the back of the brochure next year rather than on the inside. The brochure needs to be opened to view the events.

8. Trailside Park Donation

Chair Ronning explained the City has been notified an anonymous donor wishes to donate \$250,000 for the creation of a State Flag Display and a splash park at Trailside Park.

The Park Commission unanimously supports the City Council's acceptance of this money for the State Flag Display and splash park for Trailside Park.

Commissioner Adams informed Mike Loven that Royalton used under 1.4 million gallons of water last year for their splash park.

9. Other Business

Trailside Park Flowers & Plants:

Chair Ronning recently learned that area churches had maintained the gardens in the south end of Trailside Park and wondered if the churches could be contacted again to maintain them. Commission Members explained many of the church volunteers are elderly and unable to do the maintenance. Discussion included replanting with maintenance free shrubs and adding mulch. This may be a moot point as the area may be a flag display in the future.

Bands in the Park Information:

Commissioner Adams stated she contacts the bands in advance and sends the information into the newspaper; this provides more publicity. A band recently cancelled their appearance due to a family emergency; this is the first time a band has cancelled.

Follow up:

Chair Ronning inquired how the hot dog sales had been for the Pet Parade; proceeds were to raise money for trees at the Dog Park. Commissioner Adams stated the funds raised would have paid for 1 tree. The Wilson's were contacted and they may use the funds for another project at the Dog Park.

Commissioner Adams stated Dr. Deb Brown from Pequot Animal Hospital has offered to donate doggy bags for the Dog Park.

Mike Loven reported that the Dog Park in Motley has silhouettes all around the fencing making it very visible.

10. Adjournment

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

The meeting adjourned at 6:11 p.m.

Respectfully Submitted,

Dawn Bittner
Zoning Specialist

**ANNUAL MEETING OF THE HEARTLAND CABLE COMMISSION
HELD ON JULY 18, 2016
PEQUOT LAKES CITY HALL**

Members Present: Bruce Galles, Bob Olson, Betty Durand, Robert Smith, Nancy Malecha, Jerry Akerson, Jon Lubke, Mike Dubay, and Krista Okerman

Members Absent: Otto Schmid

The meeting was called to order at 3:01 p.m. by Chairman Bruce Galles.

Introductions were made by the members present.

THE AGENDA WAS APPROVED AS PRESENTED.

Minutes

The draft minutes were disbursed to Commission members via e-mail prior to the meeting.

MOTION BY BOB OLSON SECONDED BY JERRY AKERSON TO APPROVE THE JULY 20, 2015 MINUTES AS PRESENTED. MOTION CARRIED 9-0.

Financial Reports

Robert Smith recapped the following financial reports.

1. Balance Sheet Previous Year Comparison report as of June 30, 2016.
2. Profit & Loss report from July 2015 through June 2016 with a net income of \$8,855.49.
3. Statement of Cash Flows from July 2015 through June 2016 with cash at end of period of \$70,080.36.
4. Bank Statement as of June 30, 2016 totaling \$70,080.36.
5. Reconciliation Summary – Checking Account report for period ending June 30, 2016 in the amount of \$20,476.56.
6. Transaction by Account – Checking Account report as of June 30, 2016 totaling \$7,296.40 with a checking account balance of \$20,476.56.

MOTION BY JERRY AKERSON SECONDED BY JON LUBKE TO APPROVE THE FINANCIAL REPORTS AS PRESENTED. MOTION CARRIED 9-0.

Scholarships

Bruce Galles informed the Commission that the 2016 scholarship recipients are Levi Palmer, Abrielle Mumm, Laura Squires, and Katherine Nies.

Robert Smith questioned if the scholarship amount should be increased by \$500 each with a stipulation that the recipients receive \$1,000 during their first year of college and \$1,000 during their second year of college if they attain a GPA of 3.7 or better. Mr. Smith noted that this may be an incentive for recipients to maintain a high academic level.

Mike Dubay suggested that adding a fifth scholarship in the amount of \$1,500 may be a better alternative rather than increasing the scholarship amount to \$2,000 each.

Jon Lubke noted that splitting the scholarship award over two years may be time consuming and confusing due to the potential overlap of these disbursements.

MOTION BY ROBERT SMITH SECONDED BY MIKE DUBAY TO AWARD FOUR \$1,500 SCHOLARSHIPS AND ONE \$2,000 SCHOLARSHIP FOR 2017 WITH THE CRITERIA FOR EACH TO BE DETERMINED BY THE SCHOLARSHIP COMMITTEE. MOTION CARRIED 9-0.

Franchise Fee Distribution

Robert Smith handed out proposed franchise fee distribution scenarios to the Commission. The first scenario would distribute \$15,500 to the five entities based on the percentage of total income. The second scenario would distribute \$15,500 to the five entities using a base line amount of \$1,000 and then by percentage of total income.

Betty Durand noted that the percentage of total income method appears fairer.

Jon Lubke stated that he sees validity in the base line method as the Commission is a team of members working together with Charter Communications and all votes are considered equal.

Bruce Galles suggested that the base line amount could be reduced to \$250.

MOTION BY JON LUBKE SECONDED BY JERRY AKERSON TO DISTRIBUTE THE FRANCHISE FEES IN THE AMOUNT OF \$15,500 BASED ON A \$500 BASE LINE AMOUNT AND THEN BY PERCENTAGE OF TOTAL INCOME. MOTION CARRIED 9-0.

Franchisee's Performance

Bruce Galles informed the Commission that from his perspective Charter's services have greatly improved from last year at this time. Robert Smith concurred noting that Charter's services are much quicker.

2017 Franchise Fees

MOTION BY BOB OLSON SECONDED BY JERRY AKERSON TO KEEP THE FRANCHISE FEE AT 1% FOR 2017. MOTION CARRIED 9-0.

Audit

MOTION BY JON LUBKE SECONDED BY JERRY AKERSON TO WAIVE AUDIT SERVICES FOR 2016. MOTION CARRIED 9-0.

Bruce Galles noted that a thorough examination of reports should be sent out to Commission members in the spring of each year in accordance with the bylaws.

The Commission thanked Robert Smith for the great job he does on tracking the finances for the Heartland Cable Commission.

MOTION BY ROBERT SMITH SECONDED BY BRUCE GALLES TO GENERATE A CHECK TO THE CITY OF PEQUOT LAKES IN THE AMOUNT OF \$100 FOR COPIES AND USE OF THEIR MEETING ROOM THROUGH THE YEARS. MOTION CARRIED 8-0. JERRY AKERSON ABSTAINED.

Commission Reorganization

MOTION BY JON LUBKE SECONDED BY JERRY AKERSON TO RETAIN THE HEARTLAND CABLE COMMISSION APPOINTMENTS AS FOLLOWS.

- CHAIRMAN – BRUCE GALLES
- CO-CHAIRMAN – BOB OLSON
- SECRETARY – NANCY MALECHA
- TREASURER – ROBERT SMITH

MOTION CARRIED 9-0.

Depository Designation

MOTION BY ROBERT SMITH SECONDED BY JERRY AKERSON TO DESIGNATE FRANDSEN BANK AS THE DEPOSITORY FOR COMMISSION FUNDS. MOTION CARRIED 9-0.

Per Diem Reimbursement Schedule

MOTION BY ROBERT SMITH SECONDED BY BOB OLSON TO INCREASE THE ANNUAL COMMISSION MEETING PER DIEM TO \$75. MOTION CARRIED 9-0.

MOTION BY BRUCE GALLES SECONDED BY JERRY AKERSON TO SET THE FISCAL YEAR 2016/2017 FEE AND PER DIEM SCHEDULE EFFECTIVE JULY 19, 2016 AS FOLLOWS.

- ANNUAL COMMISSION MEETING - \$75
- COMMISSION HEARING WITH FRANCHISEE - \$50
- OTHER COMMISSION MEETING - \$50
- OTHER MEETINGS - \$40
- EXECUTIVE COMMITTEE MEETING - \$50
- MILEAGE – CURRENT IRS ALLOWED RATE
- COPIES & FAXES - 20¢ EACH OR ACTUAL PAID COST PER INVOICE
- PHONE TOLL CALLS – PER INVOICE OR RECEIPT
- OTHER APPROVED EXPENSES – REIMBURSED PER APPROVAL OF DIRECTORS

MOTION CARRIED 9-0.

2017 Annual Meeting

The consensus of the Commission agreed to hold the 2017 Heartland Cable Commission Annual Meeting on July 17, 2017 at 3:00 p.m. at the Pequot Lakes City Hall.

Joint Powers Agreement

No changes at this time. Bruce Galles will distribute the current Joint Powers Agreement to the Commission for their review and discussion at next year's meeting.

Bylaws

No changes at this time. Bruce Galles will distribute the current Bylaws to the Commission for their review and discussion at next year's meeting.

Other Business

No other business.

Adjourn

There being no further business, the Commission adjourned at 3:55 p.m.

Respectfully submitted,

Nancy Malecha, Secretary

**MEETING OF THE PEQUOT LAKES ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, JULY 19, 2016
PEQUOT LAKES CITY HALL**

Members Present: Chair Jurchen, Commissioners Lindholm, Lubke, Rieck, Roggenkamp, and Sjoblad

Members Absent: Commissioner Stroot

Others Present: Dan Frank, Initiative Foundation; Nancy Malecha, City Administrator/Clerk; Dawn Bittner, Zoning Specialist; Sheila Holley, Greater Lakes Association of Realtors

1. Call Meeting to Order

The meeting was called to order by Chair Jurchen at 8:00 a.m.

2. Approve EDC Minutes

COMMISSIONER ROGGENKAMP MOVED TO APPROVE THE JUNE 21, 2016 ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER LUBKE SECONDED THE MOTION. MOTION CARRIED 6-0.

3. Business Industry Update

a. Summer Business & Construction

Chair Jurchen informed the Commission that he visited with a few retailers in Pequot Lakes and business is down in certain areas and up in other areas. Mayor Sjoblad noted that the Hungry Loon has seen an increase in sales this summer.

b. Barajas Mexican Restaurant & Cantina:

Chair Jurchen informed the Commission that he met with Ruben Barajas on the anticipated opening of Barajas Mexican Restaurant & Cantina. Chair Jurchen noted that there are several structural issues that need to be taken care of before the opening can occur.

4. Thriving Communities Initiative

a. City Council Action

Chair Jurchen thanked the Pequot Lakes City Council for their unanimous support and funding in the amount of \$6,000.

b. Assembly of Core Teams/Calendar of Future Meetings

Dan Frank informed the Commission that the Thriving Communities Initiative (TCI) recruitment process should entail a cross-section of community members of about 25-35 people.

Commission discussion ensued as to dates and venues for the informational and training sessions with the goal of task force implementation by early next year. The consensus of the Commission agreed to schedule the sessions as follows.

- Informational/Recruitment Meeting - August 11th from 12:00 p.m. to 1:00 p.m. at the Pequot Lakes City Hall. Lunch will be provided.
- Informational/Recruitment Meeting - August 25th from 8:00 a.m. to 9:00 a.m. at the Pequot Lakes City Hall. Breakfast will be provided.
- TCI Training (Session 1) – September 20th from 5:30 p.m. to 8:30 p.m. at the Cole Memorial Building. Dinner will be provided.
- TCI Training (Session 2) – October 13th from 5:30 p.m. to 8:30 p.m. at the Cole Memorial Building. Dinner will be provided.
- Community Input Meeting (Session 3) – November 15th from 6:00 p.m. to 8:30 p.m. at the Pequot Lakes School Cafeteria. Each person on the Core Team will send personal invitations to at least ten people to attend this meeting. Dinner will be provided.
- Plan Improvement Meeting (Session 4) – November 29th from 5:30 p.m. to 8:00 p.m. at the Cole Memorial Building. This Session will entail analysis of the draft priority projects and the top three choices will be selected with the creation of task forces for each. Dinner will be provided.
- Task Force Organization and Training (Session 5) – January 24th from 5:30 p.m. to 8:30 p.m. at the Cole Memorial Building. Dinner will be provided.

Commission discussion ensued as to the recruitment process of inviting people to participate in the Initiative. The consensus of the Commission agreed to proceed as follows.

- Approximately 60-75 letters will be mailed out by August 1st to potential core team members. The letter will include information on the Initiative, the informational and training session schedules, and definition as to the mission and goal of this process.
- Commission members will follow up the letters with phone calls to the potential core team members.
- Commissioner Lindholm will notify the Pequot Lakes PTA and ECFE coordinators to obtain names of potential core team members under the age of 40.
- Notices will be placed in the Echo Journal newspaper. Chair Jurchen will keep Nancy Vogt informed on an ongoing basis.
- Notices will be sent to Sheila Haverkamp at BLAEDC and the Pequot Lakes Chamber for inclusion to their groups.

c. Funding Discussion

Commission members will divide and contact potential funding sources.

d. Application Process

A Team consisting of Chair Jurchen, Commissioner Lubke, Commissioner Sjoblad, and Nancy Malecha will convene on Tuesday, July 26th to begin formulating information for the TCI application and letter. Dan Frank noted that the application deadline is August 31st.

5. School Update

Commissioner Lindholm noted the parking lot expansion by the high school is underway and Eagleview sustained damage to their retaining wall during the recent storm.

6. Chamber Update

No update

7. BLAEDC Update

No update

8. City of Jenkins Update

No update

9. Other Business

Sheila Holley informed the Commission that the Greater Lakes Association of Realtors have Smart Growth Grants available for the Thriving Communities Initiative. Ms. Holley handed out the Realtors Local Economic Area Report for Pequot Lakes to Commission members.

Chair Jurchen would like to schedule Jim Park from the Jack Pine Center and Country Corner on the next agenda.

Commissioner Roggenkamp informed the Commission that she is resigning from the EDC effective immediately. The Commission thanked Cindy Roggenkamp for all of her work and service on the EDC.

Mayor Sjoblad informed the Commission that Habitat for Humanity is looking for funding sources to raise \$30,000 to construct a home in the Trailside Estates development.

Commissioner Lindholm noted that Habitat for Humanity has a great structure in place for economic development and this may be something for the Commission to gain insight on.

The Commission thanked Chris Lindholm and Jenna Crawford for all of their collaborative and positive efforts at the School District and Chamber of Commerce.

Mayor Sjoblad advised the Commission to begin thinking about solar and wind power for future projects. Commissioner Lindholm noted that the Pequot Lakes School recently received a Region 5 grant to implement solar power.

10. Adjourn

There being no further business the meeting adjourned at 9:26 a.m.

Respectfully submitted,

Nancy Malecha
City Administrator/Clerk

July 19, 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 Ness, Seconded by Ritter, All Ayes; Motion carried

***West Grove**

E.D. Carlson informed the board of the August 9th meeting with the CWCHRA. Short discussion regarding mental health assistance for a W.G. tenant.

***Sibley Terrace**

Maintenance Engineer Moser will be taking a webinar class/training on REAC Inspections. Carpet and installation bid came to \$12,869.60 through Carpet Direct. Motion to accept the carpet and installation from Carpet Direct.

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

***ParkView**

No Business

***Alpine**

No Business

***Executive Director's Report**

E.D. Carlson informed the board of the financial audit scheduled for tomorrow.

***Maintenance Engineer's Report**

No Business

***Other Business**

Chairman Ritter updated the board regarding traffic and signage for bikes and speed limits. He informed the board there will be a City meeting coming up on bike/walk trails and speed limit signs.

***Open Forum**

No Business

***Adjournment**

5:30 p.m. meeting adjourned.

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

Chrm. _____

Sec. _____