



**AGENDA ITEM #10**

# REPORT TO CITY COUNCIL

**Report Prepared by: Nancy Malecha**

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**Date: September 6, 2016**

**Subject: Administration – General Information**

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

- August 11, 2016 Draft Park Commission Minutes
- August 16, 2016 Draft EDC Minutes
- August 16, 2016 HRA Minutes

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

**PEQUOT LAKES PARK COMMISSION  
THURSDAY, AUGUST 11, 2016  
CITY HALL**

Members Present: Chair Ronning, Commissioners Adams, Bruch, Bryan (arrived at 5:29), and Nagel

Members Absent: Commissioner Caouette

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 5:03 p.m.

2. Consider Agenda

Commissioner Adams requested to add Park Bench Donation. Chair Ronning requested to add Bobber Park Water Tower, Skateboard Park Letter and General Questions.

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

3. Park Commission Minutes

**COMMISSIONER ADAMS MOVED TO APPROVE THE JULY 14, 2016, PARK COMMISSION MINUTES. COMMISSIONER NAGEL SECONDED THE MOTION. MOTION CARRIED 4-0.**

4. October 13, 2016 Meeting – Start Time

Dawn Bittner explained the Thriving Communities Initiative Training Session 2 is scheduled for October 13 from 5:30 – 8:30 p.m. at the Cole Building.

**COMMISSIONER NAGEL MOVED TO CHANGE THE MEETING TIME FOR THE OCTOBER 13, 2016 PARK COMMISSION MEETING TO 4:00 PM. COMMISSIONER BRUCH SECONDED THE MOTION. MOTION CARRIED 4-0.**

5. Health Community Grant - Update

Dawn Bittner reported the brochure for Sibley Lake Park is progressing but is unhappy with the quality of the map she created. This map will need to be replaced in the future.

Commissioner Adams reported the new signs have been ordered from the DNR.

Mike Loven reported the benches and table have been installed. The bike racks and the concrete under the table have not been completed. The kiosk will be built.

6. Park Commission Vacancy

It was the consensus of the Park Commission that members should be residents, property owners or business owners. They would also like the City Administrator/Clerk to run an ad soliciting membership that would include other commissions. The Park Commission will continue to pursue applicants.

7. Other Business

Park Bench Donation:

Commissioner Adams and Dawn Bittner reported on conversations regarding memorial plaques and the donation of park benches as memorials. A memorial wall had also been suggested. Staff was directed to research the cost of the plaques, who would replace them when damaged and who is responsible when damaged. Rather than new benches, plaques should be placed on the benches we already have.

(Commissioner Bryan arrived)

Bobber Park Water Tower:

Chair Ronning asked if the Bobber Water Tower is lit at night; it is the logo for our town. Mike Loven stated there are 2 lights that shine on the water tower on timers. Mr. Loven explained the Chamber used to be responsible for the lights, but it is now a City expense. Chair Ronning stated the tower should be lit up; by not lighting it we are not showing pride in our community. Mr. Loven stated some people don't like it lit; clouds throw the light back down. A few years ago a time limit was set for keeping it lit. Chair Ronning stated the water tower needs to be a priority and directed Staff to propose the City Council address issues with lighting the water tower and with maintenance. Mr. Loven stated this will be discussed with the City Administrator/Clerk.

Commissioner Nagel stated a picture of our water tower is in the new Vikings stadium.

Skateboard Park Letter:

Chair Ronning explained an email he had received from Cooper Andersen while Dawn Bittner passed out copies to the other Commissioners. Chair Ronning stated Mr. Andersen has a relevant point; is anything being included in the

Master Park Plan for older children. Chair Ronning will respond to Mr. Cooper, explain the donated monies are designated for certain improvements, and ask Mr. Cooper to develop a plan and/or location for a skateboard park.

General Questions:

Chair Ronning stated there are numerous activities that take place in Trailside Park and wondered how to respond should someone ask a Park Commission Member about using the park. Dawn Bittner stated the City has developed a process for park reservations and all inquiries should be directed to City Hall.

Commissioner Adams noted area events are included in the back of the Lake Country Journal and Crosslake's music was all listed. We should look into including our events in the future.

8. Adjournment

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

The meeting adjourned at 5:52 p.m.

Respectfully Submitted,

Dawn Bittner  
Zoning Specialist

**MEETING OF THE PEQUOT LAKES ECONOMIC DEVELOPMENT COMMISSION  
TUESDAY, AUGUST 16, 2016  
PEQUOT LAKES CITY HALL**

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

Members Absent: None

Others Present: Jenna Crawford, Brainerd Lakes Area Chamber; Sheila Haverkamp, BLAEDC; Dawn Bittner, Zoning Specialist; Jim Park; 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 LINDHOLM MOVED TO APPROVE THE JULY 19, 2016 ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER STROOT SECONDED THE MOTION. MOTION CARRIED 6-0.**

3. Jim Park from Jack Pine Center and Country Corner

Mr. Park stated he had been hired as property manager by Dale Lindquist who owns the Jack Pine Center and Country Corner to do what needed to be done, when what he really wanted was someone to find tenants in both spaces. It is rare to have successful businesses in these locations. They have parted company and Mr. Lindquist may hire a real estate company as management.

4. Thriving Communities Initiative (TCI)

a. Assembly of Core Teams

Chair Jurchen stated individuals are being invited to the informational meetings. Dawn Bittner gave a brief update of the August 11 information meeting. Mayor Lubke requested a list of those who attended the August 11 meeting.

b. Funding Discussion

Chair Jurchen stated most of the needed funds have been secured for the TCI and that Region Five is anxious to contribute.

c. Application Process

Chair Jurchen noted the narrative is complete and Commissioner Sjoblad is completing the application.

Commissioner Lindholm stated he spoke with Dan Frank and will speak to the School Advisory Committee to collect additional information that can be used through the TCI process.

Chair Jurchen reported he met with Dean Brandt of Expressions Shoes. Mr. Brandt has been upset with County Road 11 being closed; his sales are down this year about 8%. Mayor Sjoblad had reported the Hungry Loon's sales are up this year, as well as Beau Hanson from Lucky's. The Wild Daisy reports sales are down. He is receiving mixed reports. Commissioner Sjoblad stated SuperValu's sales are down, but that is not affected by County Road 11; it may be the addition of Aldi in Baxter. Chair Jurchen noted gas prices are low and people may be traveling further from home; we may not have as many people traveling to this area. Small businesses need to know where their customers come from.

Chair Jurchen stated he had been approached by Country Financial who is moving to Pequot Lakes, whether there were any incentives offered by the City. An EDA is something the City may want to look at, maybe jointly with other local communities.

Chair Jurchen further stated as he prepared the narrative for the TCI application he found there were 900 jobs from the large employers in Pequot Lakes and Jenkins. We are not a tourist town any more, we are a regional community.

Commissioner Lindholm stated he is championing the Thriving Communities Initiative. Leadership is key; we need to be sure to get the message out.

Sheila Haverkamp had been contacted by a prospect who may move to the area regarding different financing paths and what incentives may be available. Several years ago Tommy Woog wanted to have a conversation regarding incentives. There is the traditional TIF, and JOBZ. What can the City do over the traditional incentives? We never got to the end of that discussion. We should reiterate that conversation at some point. That might come through the Thriving Communities Initiative, actions may be addressed and recommendations may come out.

Sheila Holley reported 6 properties sold since the last meeting and Pequot Lakes is terribly short of rental units.

5. EDC Vacancy

Dawn Bittner informed the EDC that one application has been received for the EDC vacancy. **COMMISSIONER LINDHOLM MOVED TO RECOMMEND THE CITY COUNCIL APPOINT SHEILA HOLLEY TO THE ECONOMIC DEVELOPMENT COMMISSION. COMMISSIONER STROOT SECONDED THE MOTION. MOTION CARRIED 6-0.**

6. School Update

The athletes began training yesterday. The parking lot expansion project is under way. The repair to the retaining wall at Eagle View is a \$50,000 project and has not been started.

7. Chamber Update

The Chamber begins a new fiscal year in September. The Blue Ox Business Academy is underway. Pedal Pequot will be in September. The Chamber is involved with the Thriving Communities Initiative, as well as many visitors. Stars and Stripes Days and Bean Hole Day were successful. Next year will be the 35<sup>th</sup> consecutive year of Bean Hole Days.

8. BLAEDC Update

There has been an uptick in interest in starting businesses. Workforce development has gained a lot of interest. Career Recruitment is being developed where a talent recruiter would be hired to meet area needs for a talented workforce. Sheila Haverkamp would like to present this issue at an upcoming meeting.

9. City of Jenkins Update

Mayor Lubke asked Commissioner Lindholm how the school is recruiting. Commissioner Lindholm stated they had an elementary position open and received fewer applicants than in the past. The labor market tightness has hit the school districts. The Crosby School District is spending a lot of money on recruitment; Pequot is looking at recruitment also.

10. Adjourn

There being no further business the meeting adjourned at 9:02 a.m.

Respectfully submitted,

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Dawn Bittner  
Zoning Specialist

August 16, 2016

**Pequot Lakes Housing & Redevelopment Authority**

Commissioners present: Robert Ritter, Bob Peterson, Tamara Lanning, 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 Lanning, Seconded by Ritter, All Ayes; Motion carried**

**\*West Grove**

No Business

**\*Sibley Terrace**

E.D. Carlson informed the board the 5-Year Plan had been approved by HUD and the carpet installation was going okay..

**\*ParkView**

Short discussion on HAP payments and the 30-day vacate notice.

**\*Alpine**

No Business

**\*Executive Director's Report**

E.D. Carlson will be on vacation effective August 26<sup>th</sup>.

**\*Maintenance Engineer's Report**

No Business

**\*Other Business**

Chairman Ritter updated the board regarding traffic and speed limits. He was informed, by Joe Blatt, the speed limit on city streets is 30 mph and MNDOT would have to do a traffic flow study before any changes could be made.

**\*Open Forum**

No Business

**\*Adjournment**

5:35 p.m. meeting adjourned.

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

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

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