



## **AGENDA ITEM #10**

# **REPORT TO CITY COUNCIL**

**Report Prepared by: Nancy Malecha**

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**Date: October 4, 2016**

**Subject: Administration – General Information**

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

- September 8, 2016 Draft Park Commission Minutes
- September 20, 2016 Draft EDC Minutes
- September 20, 2016 HRA Minutes

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

**PEQUOT LAKES PARK COMMISSION  
THURSDAY, SEPTEMBER 8, 2016  
CITY HALL**

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

Members Absent: Commissioner Caouette

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 5:00 p.m.

2. Consider Agenda

Chair Ronning added Update on Sibley Lake Park by Mark Jurchen.

**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 AUGUST 11, 2016 PARK COMMISSION MINUTES. COMMISSIONER BRUCH SECONDED THE MOTION. MOTION CARRIED 5-0.**

4. Sibley Lake Park Update

Mr. Jurchen stated there has been no work done over the summer; the amount of rain received would have had negative results. They have received the necessary permits and have decided to leave the steps at the top for access to the walking path. That area will need to be repaired so it doesn't erode further. This area will need to be included on an Agenda in a couple of years to replace the steps. This fall the bottom steps will be removed, grass will be planted, fill will be added where necessary, rock placed on the path and erosion on the top steps will be repaired.

The Association is finishing the water quality testing. The results were getting better until the large rains which prove the watershed is causing the problem. Mr. Jurchen would like to be included on an upcoming Agenda to discuss the results of the testing.

When asked if they needed help with labor, Mr. Jurchen stated the work being done this fall is contracted with Schrupp Excavating. Volunteer labor will be needed next spring.

5. Skateboard Park Letter

Dawn Bittner read a letter the Mayor received from Jack Martin requesting a Skateboard Park. Commission Adams stated she had received a request from Cindy Couture's son and planned to meet with him next week. She further stated she had met with a group of kids a few years ago that wanted a skate park. She asked them to provide a business plan, a design and how they planned to raise funds for a skate park. They didn't contact her again. Commissioner Adams suggested Gildner Park; it is an underutilized park and kids can get there on their bikes. Staff will need to review the donation to see if there are any restrictions. There is a need for 8 to 15 year old children.

Chair Ronning stated Cooper Andersen had suggested a BMX bike track also. He further noted we should talk to Crosby to see what their rules are, etc. Dawn Bittner stated Nancy Malecha planned to contact the Crosby Clerk to collect more information.

Chair Ronning will contact Jack Martin regarding his letter. He and Commissioner Adams will contact the kids who have shown interest and schedule a meeting in the next couple of weeks.

6. Bobber Park Water Tower

Mike Loven informed the Commission that the lights were turned on after the last meeting. The Commission members had not noticed if they were on or not. Mike Loven stated the timer is set for them to come on at dusk and to go off at either 10:00 PM or midnight. The Commission Members were asked to determine if the lights are on or not and report their findings.

It was agreed that the Bobber is our brand and the lights need to be kept on if the cost is reasonable.

7. Park Bench Donation/Memorial Wall

Dawn Bittner explained she had been contacted again by the gentleman who had suggested the park bench donation or memorial wall. Mike Loven had received a rough estimate on costs for the plaques and lettering. 6" X 6" or 3" X 10" plaques made of chrome, aluminum or silver would cost approximately \$10 each, plus 10 cents per letter. A bronze plaque would cost approximately \$90, plus lettering.

He also noted that the benches by the Historical Museum are routed. The Commission Members concurred plaques would look nicer.

The Commission Members discussed if this was the time to ask the City Council's permission to move forward. It was decided to collect more information and receive a firm quote from GLS on the plaques. They decided to use the 3" X 10" size and the plaques would honor someone. The cost could be a \$100 or \$150 donation to the Park Commission plus the cost of their sign.

Dawn Bittner explained the gentleman who had suggested this also mentioned a slush fund for individuals who could not afford a plaque.

Staff was directed to create a draft form and receive a quote and bring back next month. People could make a donation to the Park Fund to support City parks, options \$250, \$500 or \$1,000 donations and would receive a plaque. This would not be soliciting money; it would be a donation. Staff would need to determine what funds the money could be used for.

Plaques would be "In Honor Of" or "In Memory Of" an individual. Only one plaque per bench.

8. Healthy Community Grant

Chair Ronning reported he and Commissioner Adams and City Staff met with Cassie Carrie from Crow Wing Energized for the site visit that was part of the grant the City received for Sibley Lake Park and Mayo Lake Nature Preserve. Everything went well.

Dawn Bittner passed out the draft brochure and explained Crow Wing Energized offered to help with the graphics for the brochure. The map needs to be replaced.

The Park Commission concurred it would be nice to have something in Sibley Lake Park denoting the historical aspects of that area, such as being an early travel route.

9. Dog Park

Commissioner Adams reported she had spoken to Donna Wilson. Mrs. Wilson has monies dedicated for the Dog Park. \$140 was raised by Community Action during the Pet Parade for a tree. Mrs. Wilson will order the tree, have it planted and will water it also. The individuals who use the park would also like another bench; Mrs. Wilson also has funds to donate for a bench. Mike Loven suggested

it would be best to give her the material list and have her purchase the materials. The Public Works Department will build the bench.

**COMMISSIONER ADAMS MOVED TO RECOMMEND THE CITY COUNCIL ACCEPT THE DONATION OF A TREE AND A BENCH FROM THE WILSONS FOR THE DOG PARK. COMMISSIONER NAGEL SECONDED THE MOTION. MOTION CARRIED. 5-0.**

10. Park Commission Vacancy

Dawn Bittner informed the Commissioners that an application had been received to fill the Park Commission vacancy from Heather Pearson.

**COMMISSIONER BRYAN MOVED TO RECOMMEND THE CITY COUNCIL APPOINT HEATHER PEARSON TO THE PARK COMMISSION. COMMISSIONER BRUCH SECONDED THE MOTION. MOTION CARRIED. 5-0.**

Chair Ronning noted Commissioner Caouette was absent again.

10. Other Business

The October meeting will begin at 4:00 p.m.

11. 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 6:03 p.m.

Respectfully Submitted,

Dawn Bittner  
Zoning Specialist

**MEETING OF THE PEQUOT LAKES ECONOMIC DEVELOPMENT COMMISSION  
TUESDAY, SEPTEMBER 20, 2016  
PEQUOT LAKES CITY HALL**

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

Members Absent: Commissioners Holley and Lubke

Others Present: Nancy Malecha, City Administrator/Clerk; Sheila Haverkamp, BLAEDC; Cory Hendricks, KC Companies; Curt Johnson, Denali Companies

1. Call Meeting to Order

The meeting was called to order by Chair Jurchen at 8:04 a.m. Chair Jurchen acknowledged Sheila Holley's appointment to the Commission.

2. Approve EDC Minutes

**COMMISSIONER STROOT MOVED TO APPROVE THE AUGUST 16, 2016 ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER LINDHOLM SECONDED THE MOTION. MOTION CARRIED 5-0.**

3. Fiber Optic Availability in Business Park

Cory Hendricks from KC Companies addressed the Commission regarding minimal broadband speeds for web based business activities in the Pequot Lakes Business Park. Mr. Hendricks noted that they would like to see 100 MB download and 7 MB upload speeds to run their business efficiently as current speeds are too slow. When they contacted TDS Telecom, they were informed that to install fiber optic would cost their business \$60,000.

Bob Perkins informed the Commission that one business in the Business Park currently has fiber optic connection. Mr. Perkins noted that businesses in this area can receive 100 MB service for \$1,500 per month. TDS Telecom is currently in the process of applying for a broadband expansion grant that would assist unserved areas in receiving 25 MB download and 3 MB upload speeds. Mr. Perkins is waiting on an architectural design review which will provide further information on this issue.

Curt Johnson noted that having internet service cost three times as much as rent is not a practical service. Mr. Johnson explained instances where the school district's transportation director had to leave the bus garage premises in the Business Park and go to the school building to download and upload information. Mr. Johnson stated that the services in the Business Park need to compete in today's business world at a reasonable cost.

Chair Jurchen noted that funding for internet upgrades is the biggest issue, just like any other infrastructure.

Sheila Haverkamp suggested the Commission look at Brainerd's model where the school district bonded for funds used to create a larger ring of coverage and partnered this effort with TDS Telecom. This partnership helped them to utilize grants at the state level.

Bob Perkins noted that electronics at the end ports are costly expenses and community relationships and partnerships are needed to spearhead further migration. He further noted that it will take a couple of months to get the architectural designs back and this may lead to simple design changes that can be beneficial to customers in the Business Park.

Commissioner Lindholm noted that development of the eighty acres south of Derksen Road may be able to shoulder some of the broadband upgrade expenses. Mr. Lindholm would like to see the Planning Commission and the EDC charged with looking at ways to implement better broadband service and determine an expert to facilitate these discussions.

Commissioner Stroot questioned if TDS Telecom could arrange for someone to meet with KC and Denali Companies for short-term fixes. Bob Perkins agreed to take on this task.

Curt Johnson questioned if a more global analysis should be done for all businesses in the Business Park. Bob Perkins stated that each business' IT professionals should be able to size the needs of their business.

Commissioner Lindholm noted that the EDC needs to sit with the Planning Commission to discuss the future of the business park expansion. Chair Jurchen noted that if opportunities exist to infill current lots that should be considered first.

Bob Perkins stated that he will bring further information on broadband infrastructure to the November EDC meeting.

#### 4. Workforce Development & Talent Recruiter

Sheila Haverkamp informed the Commission on the labor shortage needs in our area and the Brainerd Lakes Area Workforce Continuum. Ms. Haverkamp noted that a workforce summit should be organized to utilize larger funding sources and the creation of a workforce strategy is needed.

#### 5. Thriving Communities Initiative (TCI)

Chair Jurchen noted the good representation on the TCI core team and reminded members of the first TCI training session tonight at 5:30 p.m.

#### 6. School Update

Commissioner Lindholm noted that the school year is off to a smooth start with an increase of 55 kids in the secondary school.

7. Chamber Update

Jenna Crawford gave an update to the Commission via e-mail.

8. BLAEDC Update

No further update.

9. City of Jenkins Update

No update.

10. Other Business

Commissioner Sjoblad informed the Commission about the Habitat for Humanity Fundraiser on September 24<sup>th</sup> at the Hungry Loon.

11. Adjourn

There being no further business the meeting adjourned at 9:20 a.m.

Respectfully submitted,

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Nancy Malecha  
City Administrator/Clerk

September 20, 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**

5:17 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 Nelson, All Ayes; Motion carried**

**\*West Grove**

No Business

**\*Sibley Terrace**

E.D. Carlson informed the board a unit would be opening up.

**\*ParkView**

Maintenance Engineer Moser is procuring bids for painting the hallway walls of Parkview II.

**\*Alpine**

No Business

**\*Executive Director's Report**

No Business

**\*Maintenance Engineer's Report**

Carpets at Parkview I and Parkview II were shampooed in addition to the furniture at Sibley Terrace.

**\*Other Business**

No Business

**\*Open Forum**

Tenant had filed a complaint regarding another tenant smoking in their unit and had been told a letter would go out to the offending tenant and to call if the smoking continued. Tenant believed nothing had been done, so they came to the board meeting. Tenant was informed that a letter went out to the smoking tenant, again. The smoking has continued. Tenant was again asked to please call the office when they smelled smoke or to call the Maintenance Engineer after office hours. Tenant replied that they did not want to call anyone after hours and asked that a second letter go to the smoking tenant.

**\*Adjournment**

5:40 p.m. meeting adjourned.

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

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

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