



**AGENDA ITEM #10**

**REPORT TO  
CITY COUNCIL**

**Report Prepared by: Nancy Malecha**

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**Date:** May 3, 2016

**Subject:** Administration – General Information

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

- April 14, 2016 Draft Park Commission Minutes
- April 19, 2016 HRA Minutes

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

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

Members Present: Chair Ronning, Commissioners Adams, Bruch, Caouette, and Ettesvold

Members Absent: Commissioners Nagel and Nordby

Also Present: Mike Loven, Public Works Supervisor; Greg Karr, Council Liaison; Dave Lind, 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

**COMMISSIONER ADAMS MOVED TO APPROVE THE AGENDA. COMMISSIONER CAOUETTE SECONDED THE MOTION. THE MOTION CARRIED 4-0.**

3. Park Commission Minutes

Mike Loven pointed out the old playground equipment was just removed.

**COMMISSIONER ETTESVOLD MOVED TO APPROVE THE MARCH 10, 2016, PARK COMMISSION MINUTES AS CORRECTED. COMMISSIONER ADAMS SECONDED THE MOTION. MOTION CARRIED 4-0.**

4. Sibley Lake Park Improvements

(Commissioner Bruch arrived)

Dawn Bittner explained the Planning Commission will hold a public hearing on Thursday, April 21 for the Variance to locate the new playground equipment within the 50-foot setback from Pequot Blvd. Staff is recommending the Variance be approved.

Mike Loven reported the Climbing Dome shipped the previous day and the rest of the playground will arrive the last week of April.

Commissioner Ettesvold reported they should be fine with volunteers for setup but may need some help with food. When asked she stated a couple of residents of the apartments have volunteered.

Mike Loven will call in the locate and Commissioner Adams will contact Jeremy Fyle to see if he will donate a portable restroom for the three days.

Commissioner Adams will contact Nancy Vogt at the newspaper to be sure she has the playground construction on her calendar.

Commissioner Ettesvold stated the playground company will need to know how many shirts to supply. Commissioner Adams will prepare a list.

5. Mayo Lake Park

Commissioner Adams presented a picture of the new sign at Mayo Lake Park to the other Members. She asked Mike if a directional sign could be placed on Hurtig Road so people knew where to turn. Mike Loven will place a sign on the west side of the road stating "Mayo Lake Preserve" with an arrow. He will also place laminated signs on the sign board.

Dave Lind asked if the erosion by the dam was a city or township concern. Mike Loven advised Mr. Lind to contact Loon Lake Township and provided contact information.

Dawn Bittner passed out the Mayo Lake Nature Preserve brochure. These brochures will be placed in a display box with a cover on the sign board.

Commissioner Adams asked if the trails could be brushed again. Mr. Loven stated he received complaints last year because of the small tree stubs. He will have it brushed again.

Damage from beaver was reported. Mike Loven reported beaver in Sibley Lake are being trapped.

6. Healthy Community Grant Opportunity

Dawn Bittner explained the City has a grant opportunity from Crow Wing Energized. The application deadlines are April 25 and May 30. The Commission agreed to have Staff complete the grant application for the following:

Sibley Lake Park

- 2 signs for walking path, one at each end - \$200
- Playground dedication sign - \$425
- 2 Picnic tables - \$300

- 2 Benches - \$250
- 2 Bike racks matching ones there - \$200

Mayo Lake Park

- 6 Directional signs - \$300

7. 2016 Event Brochure

Dawn Bittner passed out the new brochure and explained an additional 2,000 had been ordered. In addition to local businesses the brochures will be available at Discover Racks outside Pequot Lakes. Staff will be tracking where the brochures are placed and which locations work the best.

Commissioner Adams stated the Post Office and Merritt Jeweler locations go through a lot of brochures. Chair Ronning suggested checking with SuperValu as there is a lot of traffic in that store.

8. Other Business

Chair Ronning asked the Commissioners to be sure to respond to the email from Dawn Bittner with the packet information. It is important that we know whether or not we have a quorum.

Chair Ronning reported the Trailside Park Master Planning meeting was well attended. The general consensus of the group was to combine the Bobber and Trailside Parks. There was even a pond to go ice skating. The plan added 70 parking spaces conveniently located around the Park.

Commission Adams noted that neither the audience nor the bands should be facing the sun. It is very bright as the sun is setting.

9. Adjournment

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

The meeting adjourned at 5:46 p.m.

Respectfully Submitted,

Dawn Bittner  
Zoning Specialist

April 19, 2016

**Pequot Lakes Housing & Redevelopment Authority**

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

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

**\*Call Annual Meeting to Order**

5:15 Chairman Ritter called Annual meeting to order.

Motion to nominate Ritter as Board Chairman.

**Moved by Ness, Seconded by Peterson, all Ayes; Motion carried.**

Motion to nominate Peterson as Board Vice Chair.

**Moved by Ness, Seconded by Ritter, all Ayes; Motion carried.**

Motion to nominate Lanning as Board Secretary.

**Moved by Ness, Seconded by Ritter, all Ayes; Motion carried.**

Motion to accept all newly appointed positions.

**Moved by Ritter, Seconded by Peterson, all Ayes; Motion carried**

**\*Call Regular Meeting to Order**

5:18 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 Peterson, All Ayes; Motion carried**

**\*West Grove**

No Business

**\*Sibley Terrace**

Short discussion regarding the new closure installed on the front Security Door. There have been issues with the new system integrating with the old system. Moser informed the board that Birchdale Security is working on the problem.

**\*ParkView**

No Business

**\*Alpine**

No Business

**\*Executive Director's Report**

Director Carlson informed the board she would be attending the May 27<sup>th</sup> NAHRO meeting. Moser will be attending a prevailing wage seminar in the cities on May 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>

**\*Maintenance Engineer's Report**

No Business

**\*Other Business**

No Business

**\*Open Forum**

No Business

**\*Adjournment**

5:35 p.m. meeting adjourned.

**Moved by Ness, Seconded by Ritter, All Ayes; Motion carried.**

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

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