



AGENDA ITEM #10

**REPORT TO
CITY COUNCIL**

Report Prepared by: Nancy Malecha

Date: November 1, 2016

Subject: Administration – General Information

Report: The following items are attached for Council review.

- October 5, 2016 Draft Safety Committee Minutes
- October 13, 2016 Draft Park Commission Minutes
- October 18, 2016 Draft EDC Minutes
- October 18, 2016 HRA Minutes

Council Action Requested: No Council action requested.

**MINUTES
CITY OF PEQUOT LAKES
SAFETY COMMITTEE
October 5, 2016
8:30 AM**

PRESENT: Nancy Malecha, City Administrator/Clerk; Mike Loven, Public Works Supervisor; Chad Turcotte, Police Sergeant; and Dawn Bittner, Safety Program Administrator.

ABSENT: Eric Klang, Police Chief; Tom Nelson, Fire Chief; Police Union Representative; and Greg Karr, Council Liaison.

1. Review of Minutes:

A motion was made by Mike Loven, seconded by Nancy Malecha, to approve the July 6, 2016 Minutes, as read. All members voted "aye". Motion carried.

2. Emergency Operations Plan:

A motion was made by Nancy Malecha, seconded by Chad Turcotte, recommending the City Council adopt the 2016 Update of the Emergency Operations Plan. All members voted "aye". Motion carried.

3. Annual Audit Worksheet:

The Safety Committee reviewed the Annual Audit Worksheet. A motion was made by Mike Loven, seconded by Nancy Malecha, to approve the Annual Audit Worksheet as presented. All members voted "aye". Motion carried.

4. City Hall Security and Active Shooter Situations:

Nancy Malecha explained this topic had been included at several meetings she had attended and wondered if this should be addressed with Staff. Chad Turcotte stated there is a 3 to 5 minute response time if the panic button is pressed. Nancy pointed out the Administration Office could be retrofitted in the future with safety glass, but there are no plans when that might take place. Chad Turcotte will facilitate a discussion and offer safety tips to Office Staff.

5. Work Place Safety and Health:

The Wellness Committee is meeting this afternoon. The Open Enrollment meeting will be held in November.

6. Work Place Injury Review:

There have been no injuries or Work Comp claims since the July meeting.

7. Other Business:

Mike Loven requested Dawn Bittner contact Dave Lundberg, MMUA Safety Coordinator, for a copy of the OSHA Top 10 Guidelines handout from the October Safety Training.

8. Adjourn:

There being no further business, the meeting was adjourned at 8:50 AM.

Respectfully submitted,

Dawn Bittner
Safety Program Administrator

**PEQUOT LAKES PARK COMMISSION
THURSDAY, OCTOBER 13, 2016
CITY HALL**

Members Present: Commissioners Adams (Vice-Chair), Bryan, Caouette, Nagel, and Pearson

Members Absent: Chair Ronning and Commissioner Bruch

Also Present: Nancy Malecha, City Administrator/Clerk; Mark Jurchen, Sibley Lake Association; and Dawn Bittner, Zoning Specialist

1. Call Meeting to Order

Vice-Chair Adams called the meeting to order at 4:03 p.m.

2. Consider Agenda

COMMISSIONER NAGEL MOVED TO APPROVE THE AGENDA. COMMISSIONER BRYAN SECONDED THE MOTION. THE MOTION CARRIED 5-0.

3. Park Commission Minutes

The discussion regarding the Dog Park should have referred to Community Action and not Donna Wilson. The context will be changed as well as the motion.

COMMISSIONER ADAMS MOVED TO APPROVE THE SEPTEMBER 8, 2016, PARK COMMISSION MINUTES, AS CORRECTED. COMMISSIONER PEARSON SECONDED THE MOTION. MOTION CARRIED 5-0.

4. Park Bench Donation/Memorial Wall

Nancy Malecha explained the City could not solicit funds and the discussion contained in the September Minutes would be soliciting funds. The City cannot require a donation to pay for a plaque. Ms. Malecha had contacted the Auditor and the City Attorney regarding a donation and was advised the plaque fee should be the direct cost only. The plaque fee needs to be an accurate fee; do not elevate the dollar amount.

When asked, Ms. Malecha stated Community Action does have more leeway and could solicit donations as a 501.c3 organization. People can make donations to the City at any time but the City does not have the same authority as a 501.c3 organization to solicit donations.

Commissioner Adams suggested 2 people from the Park Commission get together, propose a plan for the plaques and present to the Park Commission at the November meeting. Commissioner Adams and Chair Ronning will draft the plan.

Dawn Bittner asked if the Park Commission desired to continue discussion on a Memorial Wall or if the Wall should be removed from future Agendas. Commissioner Adams stated this will be included in the plaque proposal.

5. Skateboard Park

Dawn Bittner read the email from Lisa Sova, Crosby City Clerk, regarding their Skateboard Park. She also advised Chief Klang offered to help with the location.

Nancy Malecha had provided information from the League of Minnesota Cities who have developed an underwriting approach categorizing skateparks into a two-tier system, based on height of the features. There is no additional premium charged for Tier 1 skateparks. Tier 2 parks do have an additional premium and require supervision.

Commissioner Adams had visited a skateboard park in Shorewood. There was no requirement in the posted rules for helmet use.

Commissioner Adams will schedule a meeting to be held at the Library on an evening to get the kids and their parents involved and find out what they want. They need to know their voices are being heard. A Police Department representative should attend also.

6. Bobber Park Water Tower Lights

Chair Ronning had reported to Commissioner Adams that the lights are on.

7. Healthy Community Grant

Dawn Bittner informed the Commissioners she had attended the Crow Wing Energized Healthy Choices Group Meeting October 11 and had thanked them for the grant to improve Sibley Lake and Mayo Parks. She also informed them of the Sibley Lake Association grant and the improvements made this fall.

Mark Jurchen reported the lower steps at Sibley Lake Park have been removed and the bank planted with an upland prairie grass. Low growing shrubs will be planted next year. New benches down by the new pier location would be nice. The upper steps were left in and will need to be improved in the next 3 to 5 years. The water quality testing revealed quite a bit of sediment from the watershed and the park was also a large contributor. The path has been rocked

and the Association will work with the City to add rock on the pathway on the north end. The new pier location was approved by the DNR and will be moved in the spring. The pier needs some repairs and the Lake Association will complete those in the spring.

8. Santa's Bobbin' Into Town

Commission Adams reported Santa's Bobbin' Into Town is December 10 beginning at 3:30. The North Stars will put up lights for businesses for free.

The Park Commission will have a float in the parade and will decorate the float right after the December meeting.

9. Other Business

Dawn Bittner noted Mayor Sjoblad had received information from the National Wildlife Federation on the Mayor's Monarch Pledge. The Park Commission directed her to provide additional information at the November meeting.

Bittner also reported Mike Loven will need to order a new banner for the Bands in the Park in 2017.

Commissioner Nagel shared while participating in the Thriving Community Initiative he heard it is important to make Pequot Lakes a better place, a destination. Ideas he has collected while talking with others include:

- Need a motel;
- Gateways into town, landscaping;
- Ferris wheel or merry-go-round;
- History park;
- Pickle ball court;
- Ice skating rink; and
- Skateboard Park.

10. Adjournment

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

Respectfully Submitted,

Dawn Bittner
Zoning Specialist

**MEETING OF THE PEQUOT LAKES ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, OCTOBER 18, 2016
PEQUOT LAKES CITY HALL**

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

Members Absent: Commissioners Holley and Stroot

Others Present: Sheila Haverkamp, BLAEDC; Bob Perkins, TDS; Jenna Crawford, Chamber; and Dawn Bittner, Zoning Specialist

1. Call Meeting to Order

The meeting was called to order by Chair Jurchen at 8:04 a.m.

2. Approve EDC Minutes

Page 2, first paragraph, Dawn Bittner questioned whether Brainerd partnered with TDS or CTC. Sheila Haverkamp advised it was CTC.

COMMISSIONER LUBKE MOVED TO APPROVE THE SEPTEMBER 20, 2016 ECONOMIC DEVELOPMENT COMMISSION MINUTES, AS CORRECTED. COMMISSIONER RIECK SECONDED THE MOTION. MOTION CARRIED 5-0.

3. Fiber Optic Availability in Business Park

Bob Perkins had no update other than there has been a submission for architectural design. The Connect America Fund is taking precedence to get the design done. The design will be looking at the feasibility of what type of fiber you will put in there and then determine the cost per customer. This design is specifically for the Business Park. There has been discussion regarding expansion of the Business Park, but in fill is more cost effective than expansion of the Park.

Mayor Sjoblad noted that the property where the spray fields were, where there has been discussion for future expansion of the Park, development will be developer driven and costs will be paid by developer. Utilities are available at the edge of the Business Park.

4. Local Economic Area Report

Chair Jurchen reviewed the Report. This area is predominantly Old and Newcomers with a median age of 40. When they refer to median household income that would be the total of two wage earners in the household. Median refers to half of the households are higher than that number and half of the households are lower. 67% of our population is both old and newcomers. We are a lot higher than the average community in the United States in this category, but if you go back to the first page only 46% are homeowners. This equates to a lot

of our population in town living in rental property. Commissioner Lindholm stated he sees this with his student population. The transient, unstable households are saturated in Pequot Lakes, with a few in Breezy Point and Crosslake. Thirty percent of the student body are in poverty. A renter could be an older individual who has lived in the area for a long time. He further stated that we need to support those individuals who live in the apartments because their lifestyles will be different.

Sheila Haverkamp has the statistics outlining the number of people who are renters that work in our community and will supply that information at an upcoming meeting. Chair Jurchen pointed out that we have a transient work force which makes it difficult to take pride in our community.

Commissioner Lindholm stated as a community, we need to look at the families in the apartments. If they are working 2 jobs raising a family, what is it that they need to be successful? What is it they do when he is at home mowing his lawn? How do we support that?

Commissioner Rieck stated it is interesting that Pequot Lakes is not representative of communities across the United States.

Chair Jurchen stated Pequot Lakes is unique as we have a strong economic segment, a diverse population.

Commissioner Lindholm reported the secondary level enrollment increased by 50 students. There have been increases in Brainerd, Crosby and Crosslake, also.

Regarding the employment graph, Chair Jurchen stated he would like a synopsis of employment in Pequot Lakes. Landis + Gyr and TDS have approximately 300 employees in the information technology field. Commissioner Lindholm stated the graph indicates residents and their employment, not employers. The graph indicates a number of residents drive to Crosby Hospital and Essentia to work. A lot of our population are commuters to work.

Chair Jurchen stated the EDC needs to know what jobs are in this community now. Sheila Haverkamp stated the information is available and BLAEDC has a DEED Analyst, Chad Bodeen, and he can gather whatever information we like. The EDC is looking for actual jobs in Pequot otherwise we will do a survey. The City's Business Inventory needs to be updated. Knowing this information would be helpful recruiting new businesses, listing what we have and what we may be short on. It would be helpful to know who has job openings to fill and where they are filled from.

Chair Jurchen further stated some small towns with empty storefronts are allowing them to become residential units and shops, changing their zoning and integrating housing into their downtowns. Dawn Bittner stated that Pequot Lakes has changed their zoning and encourage

housing on the second level or rear of shops. Residential development needs to be intentionally planned so it drives and cultivates community.

Mayor Sjoblad stated that blighted dwellings need to be removed, but every budget cycle taxes cannot be raised. It will take tax dollars to improve these properties, which in fact will lower taxes with the increased tax base in the future.

Quality of life and housing are large parts of our economic development.

Sheila Haverkamp stated creating an amenity could drive economic development. In Crosby the amenity is the Cuyuna Trails. People are buying the older homes as there is no lodging nearby. Brainerd is doing it with the focus on the River. A family from Pequot Lakes bought a house next door to her son in Duluth because it is near Canal Park. Pequot will need to hold up its' amenities and people will come and revitalize the housing.

We need to look at what type of impediments may be in the way for redevelopment.

Commissioner Lindholm asked what is economic development and what actions can we take to accomplish that? We need to define that, whether it be housing or commercial. Where can we be most effective with the resources we have.

We could be building the attracting amenity with the new sports area.

Chair Jurchen and Dawn Bittner will meet to discuss what planning documents to include for the next meeting. Sheila Haverkamp will provide housing data.

5. Future Development – Infill & Expansion

No discussion.

6. Thriving Communities Initiative Update

Chair Jurchen reported the TCI meetings are being well attended with 30 to 40 participants. He also working on a grant with TCI. The grant will be for the planning stage for \$5,000; it is too soon to apply for the \$25,000 for implementation. The funds should be received in February. He may need some letters of support and may contact EDC members.

7. School Update

Commissioner Lindholm reported MEA is this week. In addition, he is a non-voting member of the NJPA Board and NJPA has a dream of establishing a children's museum in Region 5. This would be a great educational opportunity and could be an economic development engine depending on where it is built. The location is beginning to be discussed. Pequot Lakes is the center between the Gull Lake and Whitefish Chains.

8. Chamber Update

Jenna Crawford reported the Governor's Deer Opener Community Expo will be held November 3 at the Breezy Point Resort.

9. BLAEDC Update

Sheila Haverkamp reported BLAEDC hired a new employee for workforce issues, recruiting new talent. She has also been talking with Nancy Malecha regarding how to market Pequot Lakes.

10. City of Jenkins Update

Mayor Lubke reported "Life is good in Jenkins".

11. Other Business

There was no other business.

12. Adjourn

There being no further business the meeting adjourned at 9:24 a.m.

Respectfully submitted,

Dawn Bittner
Zoning Specialist

October 18, 2016

Pequot Lakes Housing & Redevelopment Authority

Commissioners present: Robert Ritter, Bob Peterson, Clara Nelson

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

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

***West Grove**

No Business

***Sibley Terrace**

Boiler 1 runs at 82.4 efficiency rating and Boiler 2 runs at 77.0 efficiency rating. Pike Plumbing will clean boilers in spring. Will be putting controls in the office to regulate the heat. Discussion on new boiler costs. Discussion on Tenant Meeting.

***ParkView**

No Business

***Alpine**

No Business

***Executive Director's Report**

Public Notice was put in paper for 5-year Plan and CFP money. Halloween decorations were bought for the exterior of Sibley Terrace and Parkview I buildings.

***Maintenance Engineer's Report**

No Business

***Other Business**

No Business

***Open Forum**

Tenant stated what a great job the staff does and how much she enjoys living at Sibley Terrace.

***Adjournment**

5:30 p.m. meeting adjourned.

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

Chrm. _____

Sec. _____