



PARK COMMISSION MEETING MINUTES

Monday, January 27, 2025, at 5:00 PM
City Hall, 4368 Main Street, Pequot Lakes, MN

CALL TO ORDER

Chair Nancy Adams called the meeting to order at 5 pm.

MEMBERS PRESENT

Commissioners Lind, Clement, Churack, Simar, and Chair Adams

MEMBERS ABSENT

All Commissioners were present.

STAFF PRESENT

Maddie Wahoske, Administrative Assistant; Emily Johnson, City Clerk; and Nick Roy, Public Works Supervisor

CONSIDER AGENDA

Chair Adams asked if there were any additions, corrections, or changes to the agenda. Kim Churack inquired about the Sibley Lake bathroom item under the Goals for 2025, questioning if it had been moved to 2026. It was clarified that the item remained on the 2025 agenda due to some shifting of things in the budget.

PARK COMMISSION ACCEPTS THE AMENDED AGENDA

PARK COMMISSION MINUTES

[Approve Minutes](#)

MOTION BY COMMISSIONER CLEMENT, SECONDED BY COMMISSIONER LIND TO APPROVE THE NOVEMBER 18, 2024, PARK COMMISSION MINUTES. THE MOTION PASSED UNANIMOUSLY.

DNR GRANT FOR THE PARK UPDATE

Chair Adams provided an update on the tree grant project. Commissioner Simar and Chair Adams had prepared an urban forest management plan, which was required for the grant. Copies were distributed to Commissioners Churack, Simar, and Public Works Supervisor Nick Roy for review. They were asked to provide suggestions and changes for next month's meeting. The plan would then be revised and voted on for approval at the March meeting to ensure all documentation was in order for potential audits.

Chair Adams clarified that the grant had been approved and the money received, totaling \$49,000 between the two grants. They explained that the grant covered three years: 2025, 2026, and 2027.

Chair Adams and Mr. Roy met to discuss tree removal in Trailside Park, coordinating with the installation of a new water system. They planned to meet with Mike's Tree Service to discuss the removal of specific trees, including two large dead Norway maples in Sibley Lake Park. The cost of tree removal would be covered by the grant money.



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Chair Adams also mentioned reaching out to John Landsburg /Landsburg Nursery about wholesale tree purchasing and planting, emphasizing the importance of proper planting techniques.

GOALS FOR 2025

Dog Park Shelter

Mr. Roy reported that everything had been signed, and half the payment had been made for the dog park shelter. The project was expected to be completed by spring. The contractor, Paradigm, was the same company building houses in Trailside Estates.

South End of Trailside Park-Committee

Chair Adams announced a meeting scheduled for February 24th at 1 PM at the chamber building. Invited attendees included representatives from various local organizations. The meeting will discuss ideas for developing the south end of Trailside Park, including a potential circular design with a central bean hole pit, electric plugs for vendors, and the possibility of creating an ice-skating loop.

Trailside Park Shelter

Mr. Roy reported that painting had begun on the Trailside Park Shelter. The woodwork on the open part of the shelter was described as "gorgeous." It was noted that cameras were in place nearby. There was a brief discussion about retaining extra paint for potential future touch-ups.

Sibley Lake Bathroom

It was confirmed that the Sibley Lake bathroom project had been included in the 2025 budget. Mr. Roy volunteered to handle all preparatory work and ordering for the project, which would involve installing a vault toilet-type facility.

Landscaping at Band Shelter

Mr. Roy mentioned that due to snow, no progress had been made on the landscaping at the band shelter. They planned to have Corey Jackson, a local landscaper, assess the area. There was also ongoing coordination with City Engineer Tim Houle regarding ADA-compliant pads leading to the bench. Chair Adams emphasized avoiding bushes with horizontal root systems (rhizomes) in the landscaping plans.

Additional discussion took place regarding the electrical work and path improvements at Trailside Park. Mr. Roy explained that the existing path would largely remain the same, with minor adjustments to meet ADA requirements. The electrical work would involve replacing faulty wiring that feeds the path lights and outlets on the light poles.

Park Board Representative to Attend City Council Meeting

Chair Adams volunteered to attend the February 3rd City Council meeting as the Park Board representative.



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Park Board Vacancy – 2 Open Seats

It was noted that there was still one vacancy on the Park Commission, as Jeff Boucher had filled out his forms for one of the previously open seats that will be reviewed at the next City Council Meeting. Commissioner Clement proposed TJ Jones as a potential candidate for the remaining vacancy.

OTHER BUSINESS

Mayo Park

Mr. Roy mentioned that Loon Lake Township, through Cass County, would be redoing the road at Mayo Lake. The project would include installing box culverts and creating a pond with a culvert to redirect water. Discussion continued of the possibility of installing new trail signs at Mayo Park similar to what is at the Fire Tower.

MOTION BY CHAIR ADAMS, SECONDED BY COMMISSIONER CLEMENT TO APPROVE THE ADDITION OF SIGNS AT MAYO PARK. THE MOTION PASSED UNANIMOUSLY.

Holiday Lights

Commissioner Churack inquired about the need for additional light strands for Christmas decorations, as mentioned in the November minutes. Mr. Roy confirmed that some of the existing lights, particularly those around Drew's Garden, have faded and need replacement.

ADJOURNMENT

MOTION BY COMMISSIONER LIND, SECONDED BY COMMISSIONER SIMAR TO ADJOURN THE MEETING AT 5:30 PM. THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted,

Emily Johnson
City Clerk/Treasurer