

PEQUOT LAKES PARK COMMISSION MINUTES
MONDAY, October 28, 2024 - Draft
City Hall

Members Present: Commissioners Boucher, Lind, Clement, Churack, Simar and Chair Adams.

Also Present: Julie Meister, Administrative Assistant

Location: Pequot Lakes City Hall

1. Call Meeting to Order

Chair Nancy Adams calls the meeting to order at 5:02 p.m.

2. Consider Agenda

PARK COMMISSION ACCEPTS THE AGENDA.

3. Park Commission Minutes

COMMISSIONER LIND MOVES TO APPROVE THE MINUTES FROM THE SEPTEMBER 23, 2024, MEETING. COMMISSIONER CLEMENT SECONDED THE MOTION. MOTION CARRIES 6-0.

4. Holiday Decoration Update

Commissioner Kim Churack updates that the ordered displays have been delivered, assembled and are ready to be placed in the ground. Chair Nancy Adams wonders if we have any more funding to purchase more. Ms. Churack indicates that we do not have any additional funds to purchase more for this year. Ms. Churack states that she and Public Work Supervisor Nick Roy have met and have gone through the inventory to the best of their ability. They have found items that need to be discarded. They also worked on a layout for the displays. Ms. Churack comments that the bushes around the band shell have been removed but will continue to light the outline of the band shell. Ms. Churack further notes we do have extra lights from the prior year but have not had a chance to test all the lights. Testing lights will be easier when they are setting up in the park. Ms. Churack is working on establishing a date and time with Mayor Tyler Gardner and Mr. Roy and alongside the volunteer group. Ms. Churack will be present the day of decorating.

5. DNR Grant for the Park Update

Chair Nancy Adams comments on observing the cement pad has been poured and the presence of a Baratto Brothers trailer. Commissioner Dave Lind notes it appears the plumbing is in and believes sprinklers are in. Administrative Assistant Julie Meister updates on the goal of the timelines for the end of this year. Ms. Meister also comments on the design that has been chosen to resemble a similar look to the Chamber building. Discussion ensued on the complimentary look of the new paved parking lot that recently was put in. Additional discussion ensued on the overall landscaping look to the base of the Community Sign and when plants will be put in. Ms. Adams comments on the plants used outside the City Hall building were cutbacks from her existing plants.

6. Goals for 2025

6.1 Dog Park Shelter – Administrative Assistant Julie Meister provides an update on behalf of Public Works Supervisor Nick Roy. The park was closed for a few days last week and states the concrete under the benches has been poured and believes possibly the concrete has been poured where the gazebo will be placed. Ms. Meister states Mr. Roy is now working on the structure. Chair Nancy Adams provides an update on speaking with Donald Snyders at Babinski and wanted to see if they would have the manpower to help with assembling the gazebo. Unfortunately, they do not. Ms. Meister believes that Mr. Roy is looking at alternatives as a way to downsize on the cost of the structure. Discussion ensued on the volume of benches currently located in the dog park. Additional discussion ensued on the planting of additional trees from the tree grant.

6.2 South End of Trailside Park - Committee – Chair Nancy Adams updates on being able to go through a storage box from City Hall. Ms. Adams expresses the only item found was a beautiful walking path from the corner of Woodman and Patriot that wound up through to Government Drive and Main Street. The idea was to have a path for kids to walk from school to town. Ms. Adams will work on forming this committee.

6.3 Trailside Park Shelter – This topic was previously addressed earlier in this meeting.

6.4 Sibley Lake Bathroom – Chair Nancy Adams wonders if the bathroom has been removed. Administrative Assistant Julie Meister provides update that the bathroom has not been removed due to Public Works Supervisor Nick Roy not having the budget to remove it until next year. Ms. Meister provides examples of existing vault toilet structures from Clamshell Lake and Fire Tower. Examples

reflect a double bathroom and a single use bathroom. Commissioner Dave Lind provides four quotes he's received on installing a vault toilet system. Mr. Lind notes the lowest bid of \$40,000 for just a single use structure. Ms. Meister inquires about the volume of people that utilize Sibley Park and wonders if the single use system would be sufficient. Discussion ensued on the amenities at the park and that a single use structure would be sufficient. Additional discussion ensued on the maintenance and cleaning of the Fire Tower restroom. Mr. Lind wonders would we have the budget for this system at Sibley Lake? Ms. Meister reminds the board if they want to seek more funding from Council then it will have to be placed in writing with the reasoning behind it. Discussion ensued on the previous request of \$25,000 for the dog park gazebo to now have a portion of those funds also go towards the vault toilet system at Sibley Lake. Discussion ensued on adding this to the Park Board report for November. Mr. Lind wonders what environmental situation will be at play, once the structure is removed. Discussion ensued on what is lying underneath.

6.5 Landscaping at Band Shelter – Chair Nancy Adams has also noticed that the landscaping has been removed. Administrative Assistant Julie Meister provides an update that the shelter will be power washed and possibly stained in the Spring of next year and ADA accessibility will also be included.

7. Park Board Representative to attend the November 4, 2024 City Council Meeting

Chair Nancy Adams will attend and provide the report to the November City Council meeting.

8. Park Vacancy / Term Expiration 12/31/24

Commissioner Sam Clement provides an update that he has spoken with Sarah Savino who has expressed interest in joining. Mr. Clement provides contact information to Chair Nancy Adams.

9. Meeting Dates for November and December 2024

Administrative Assistant Julie Meister addresses the setting of the November 2024 meeting date. Inquires of board if they want to move it up a week to November 18, 2024; due to Thanksgiving. Discussion ensued concerning the possibility of Commissioners; Lind and Boucher may not be present for the November meeting. Ms. Meister updates that December 12, 2024 is the date of what would be the December meeting and in its place the board will be

decorating the float. Discussion ensued on the trailers that would be needed for that night. Discussion ensued about whether the popcorn wagon would be included in the parade.

CHAIR ADAMS MOVES TO MOVE THE NOVEMBER MEETING TO BE HELD NOW ON NOVEMBER 18, 2024. COMMISSIONER CLEMENT SECONDED THE MOTION. MOTION CARRIES 6-0.

CHAIR ADAMS MOVES TO DECORATE ON DECEMBER 12, 2024 IN PLACE OF THE DECEMBER MEETING. COMMISSIONER CLEMENT SECONDED THE MOTION. MOTION CARRIES 6-0

Commissioner Kim Churack inquires about having evergreens again be supplied for decorating. Commissioner Keith Simar will again supply the greenery. Ms. Meister to remind Public Works Supervisor Nick Roy to again provide warm trailers for December 12th. Discussion ensued on what to be included this year on the float.

10. Other Business

Chair Nancy Adams expresses the need for a management plan based on the tree study. Ms. Adams has not had any response from Erik Enteneuer and wonders if the next step is to reach out to an Arborist either from Nick's Tree Service or Mike's Tree Service. Commissioner Keith Simar wonders if we could do this internally and save ourselves some money by removing high-risk trees based on the recommendations provided in the inventory. Mr. Simar further suggests we could come up with a five-year plan to use the requested species of trees that were suggested for replanting. Ms. Adams will also go onto the DNR website to see what they request for a qualified management plan and use their template. Ms. Adams also wonders where Public Works Supervisor Nick Roy is on his equipment list. Discussion ensued on having a Special Meeting to address this management plan.

The Special Meeting will be at 5pm on November 14, 2024 at City Hall.

11. Adjournment

**THERE BEING NO FURTHER BUSINESS CHAIR NANCY ADAMS AJORNS
MEETING AT 5:39 P.M.**

Respectfully Submitted,

Julie Meister, Administrative Assistant