



AGENDA ITEM #10

REPORT TO CITY COUNCIL

Report Prepared by: Jennifer Peterson

Date: October 6, 2020

Subject: Administration Report

Report: The following items are attached for Council review.

- September 10, 2020 draft Park Commission minutes
- September 15, 2020 draft EDC minutes
- September 15, 2020 HRA minutes

Council Action Requested: No Council action requested.

**PEQUOT LAKES PARK COMMISSION
THURSDAY, SEPTEMBER 10, 2020
TRAILSIDE PARK**

Members Present: Chair Ronning and Commissioners Boucher, Churack, Johnson, Melby and Schweinler.

Members Absent: None.

Also Present: Dawn Bittner, Zoning Specialist; and Dalton Engholm, Public Works Maintenance Worker.

1. Call Meeting to Order

Chair Ronning called the meeting to order at 5:00 p.m.

2. Consider Agenda

COMMISSIONER JOHNSON MOVED TO APPROVE THE AGENDA AS PRESENTED. COMMISSIONER SCHWEINLER SECONDED THE MOTION. THE MOTION CARRIED 6-0.

3. Park Commission Minutes

COMMISSIONER SCHWEINLER MOVED TO APPROVE THE AUGUST 13, 2020, PARK COMMISSION MINUTES AS READ. COMMISSIONER CHURACK SECONDED THE MOTION. MOTION CARRIED 6-0.

4. Trailside Park Holiday Decorations

Dalton Engholm, Maintenance Worker for the Public Works Department, explained the preliminary decorating plan for Trailside Park. He explained the additional trees to be decorated into cone shapes with lights, new locations for some of the 3-D decorations created by the art students, and that decorating the chokecherry trees along Government Drive is not feasible. Several extension cords would be needed, snowmobiles could damage cords, and the chokecherry trees may not withstand the weight of the lights when combined with ice and snow. Snow from Government Drive is pushed into that area and could also damage the cords.

It was the consensus of the Commission that lighting of the north half of Trailside Park be coordinated with the Chamber. Bittner was directed to contact Katie at the Chamber.

5. Art in the Park

Bittner reported Todd Knutson removed the picture that was not painted by a student August 31.

Discussion ensued how to ensure waivers for new art are completed and returned to the City. Commissioner Churack volunteered to annually inventory the pictures and confirm the pictures are appropriate and waivers are completed and are on file at City Hall.

6. Lighting of Betsy Ross Flag

Bittner explained the City had received a couple of complaints that the Betsy Ross Flag was not lit. After researching the issue, it was determined that this flag should be treated the same as the American Flag. The Betsy Ross Flag was part of the original request from the donor. The cost for a taller flag pole is \$2,000, plus installation. The asphalt and cement base would need to be removed and replaced. Discussion ensued regarding lighting of the flag and it was the consensus lighting it should be the first step. If necessary, the pole can be replaced at a later date.

It was the consensus of the Park Commission to inform the City Council that the City received 2 complaints, the Park Commission wasn't aware the Betsy Ross Flag needed to be treated like the American Flag, and that the Park Commission is having the flag lit.

7. Bean Hole Fence Art

Chair Ronning contacted the School regarding students providing art for the fence, as well as the Pickleball Court, and was told at this point with the unknowns regarding COVID-19 and student attendance, the School is not interested in providing art for the fence or proceeding with a Pickleball Court.

Bittner stated someone should contact Katie at the Chamber and work with the Bean Hole Committee to see if they have any ideas for decorations. Chair Ronning volunteered to contact the Chamber.

Commissioner Johnson stated the owner of Faith Boost had contacted Jason Gorr, Public Works Director, regarding providing art for the fence.

Commissioner Boucher suggested staining the fence in the spring. If a section needs to be replaced in the future, the stain will match the new section. If allowed to gray, a new section would not match.

8. City Park Evaluations

Gildner Park:

- Commissioner Schweinler inquired about the book stand. Members explained it is free to anyone; bring one, take one.
- Nice little park; neighbor states it gets a lot of use;
- Benches on table are warping and loose;
- Why are dogs not allowed? Might be proximity to Dog Park;
- A lot of branches, debris and pine cones on the ground; it is the nature of the types of trees; more of a rustic park setting; needles are a natural mulch to keep the grass and weeds down; may need to be cleaned up more often;
- Broken swing has been repaired.

Sibley Park:

- A lot of branches, debris and pine cones on the ground; it is the nature of the types of trees; more of a rustic park setting; needles are a natural mulch to keep the grass and weeds down; may need to be cleaned up more often;
- Picnic shelter should be blown out after mowing;
- Parking area full of debris;
- Hasp on electrical box is bent and may need to be replaced;
- Restrooms appeared to be in good shape and stocked with supplies;
- Needs signage promoting fishing pier;
- Steps need to be repaired.

Bobber Park:

- Four nice apple trees;
- Small trees need trimming;
- Park looks very nice and the lawn is very well maintained;
- Chair needs to be replaced or repaired (on CIP); the original builder has been contacted and would like to provide a quote.

Dog Park:

- Very heavily used; patrons doing nice job of cleaning up after pets;
- One silhouette is missing;
- New benches are very nice;
- Dogs have dug huge holes under benches; Bittner advised plans to pour concrete underneath;
- Hose accessible to fill pool;
- Signage good.

Trailside North Park:

- Nice neighborhood park.

Trailside Park:

- Finish landscaping around Bean Hole Fence;
- Broken light in garden under Community Sign;
- Hostas should be replaced with sun plants; Hostas need shade;
- Grass/weeds around flag pole bases needs to be killed;
- Benches at bump-outs making holes in asphalt;
- Dru's Garden looks very nice;
- Our Savior's Garden looks nice;
- The other garden could use some TLC;
- Bike Repair Station looks good;
- Sign at Dru's Garden refers to donations, but where can donations be sent;
- Picnic Shelter wet from sprinklers; sprinklers may need to be adjusted;
- Brown or tan mulch won't show the dead weeds; 2019 discussed not using red any longer;
- Grass boulevards between street and flags needs attention;
- Picnic tables look nice; Faith Boost tattooed some and the City refurbished some and built new.

Mayo Park:

- Peaceful park;
- Horse and no motor vehicle signs up;
- Could use another garbage can next to parking area;
- Tree hanging over path to lake; needs to be removed;
- Info Box empty.

9. Park Commission Vacancy

Bittner noted the City received an application for the Park Commission. Chair Ronning will contact her for an interview.

10. Other Business

Commissioner Schweinler stated one of the silhouettes is missing at the Dog Park. She will check with Craig at NC2 Metalwerx to see if he removed it for repair. Bittner will check with the Public Works Department to see if they removed it.

Commissioner Schweinler contacted Craig at NC2 Metalwerx and reported the silhouettes have been cut, brackets constructed, and plan to be installed by end of September.

11. Next Meeting

Bittner stated discussions will begin at the October meeting for the splash pad and bathroom. Park Dedication Funds will be used to construct the bathroom. Discussion ensued regarding earlier designs for a bathroom. It was suggested we contact Jeff Corniea to see what size bathroom is needed or what other cities have done around their splash pads. It was the consensus of the Park Commission to wait until at least November to begin these discussions.

Discussions regarding decorating the Santa's Bobbin into Town float will begin in October.

10. Adjournment

There being no further business, **COMMISSIONER CHURACK MOVED TO ADJOURN THE MEETING. COMMISSIONER MELBY SECONDED THE MOTION. THE MOTION CARRIED 6-0.**

The meeting adjourned at 6:26 p.m.

Respectfully Submitted,

Dawn Bittner
Zoning Specialist

**MEETING OF THE PEQUOT LAKES
ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, SEPTEMBER 15, 2020**

Members Present: Chair Lindholm; Commissioners Crochet, Holly, Lelwica, Reick attended virtually via Zoom; Commissioner Becklin attended in person.

Members Absent: Commissioners Lubke

Others Present: Angie Duus, City Clerk/Treasurer; Jennifer Peterson, Administrative Assistant; Tyler Glynn, BLAEDC and Katie Wasserman attended via zoom.

1. Call Meeting to Order

The meeting was called to order by Chair Lindholm at 8:02 a.m.

2. Consider Agenda

COMMISSIONER RIECK MOVED TO APPROVE THE AGENDA AS PRESENTED. COMMISSIONER BECKLIN SECONDED THE MOTION. MOTION CARRIED 6-0.

ROLL CALL: LINDHOLM – AYE; CROCHET – AYE; HOLLEY – AYE; LELWICA – AYE; REICK – AYE; BECKLIN – AYE.

3. Approve EDC Minutes

Commission will approve the August 18, 2020 Economic Development Commission minutes at the October 20, 2020 meeting.

4. CARES Act Funding

Ms. Duus gave an overview of the expenditures the City is considering for our CARES Act funding.

5. Business Park Lot – Real Property Intended Use Extension – Dotty Holdings

Ms. Duus received a letter from Mr. John Dotty who is requesting a one-year extension to complete condition #3 (new office building) on the warranty deed for his Lot 1, Block 2, Pequot Lakes Industrial Park property due to the Covid-19 Pandemic. Mr. Dotty stated in his letter that construction would start first thing in the spring of 2021.

COMMISSIONER REICK MOVED TO RECOMMEND THE CITY COUNCIL APPROVE THE ONE YEAR EXTENTION TO COMPLETE CONDITION #3 ON THE WARRANTY DEED BY NOVEMBER 2, 2021. COMMISSIONER BECKLIN SECONDED THE MOTION. MOTION CARRIED 6-0.

**ROLL CALL: LINDHOLM – AYE; CROCHET – AYE; HOLLEY – AYE;
LELWICA – AYE; REICK – AYE; BECKLIN – AYE.**

6. School Update

Chari Lindholm gave an overview of school starting: grades k-6 all day every day, secondary grades in school 2 days/distance learning 3 days per week; Cross Country and Tennis are going strong for sports; fall sports are starting to practice; construction is underway on the Echo building, however, bids are extremely high; and food and transportation services are going well.

Commissioner Becklin inquired about winter sports. Chair Lindholm stated he has only heard that there may be a 70% season at this point.

Commissioner Becklin inquired about teachers concerns on opening. Chair Lindholm stated that there has not been any strong pushback from teachers to open.

Chair Lindholm stated that he, the Board, and the business office are looking into funding for future years.

7. Chamber Update

Ms. Wasserman stated that the Chamber will be hosting a communitive forum for the General Election Mayoral and City Council Candidates at Breezy Point Resort on September 21st from 6-8pm. This event will be available via Live streaming.

Ms. Wasserman spoke to Josh with Cass County regarding opening up their applications again for the CARES Act Funding for any businesses in Cass County.

Ms. Wasserman stated the Chamber is still working on the plans for the Light the Night event.

8. BLAEDC Update

Mr. Glynn gave an overview of the CARES Act Funding applications, webinar via the Chamber and marketing of the program. They have received, as of today, 202 small business applications; 17 applications from Pequot Lakes businesses and 3 applications from businesses in Jenkins. On the Non-profit side of the funding, they have received 38 applications.

9. City of Jenkins Update

No City of Jenkins update.

10. Other Business

Commissioner Lelwica spoke regarding the September 29th meeting of the HOTGL Living committee.

11. Adjournment

There being no further business, the meeting adjourned at 8:35 a.m.

Respectfully submitted,

Jennifer Peterson
Administrative Assistant



September 15th, 2020
Pequot Lakes Housing & Redevelopment Authority

Commissioners present: Robert Ritter, Pat Dullum, Bonnie Eastvold, Debbie Botham
Also present: Interim Executive Director- Lynn Katzenberger, Brad Moser, C. Nelson, C. Pace, G. Larson, J. Sarff, L. Eakins

***Call Regular Meeting to Order**

3:00p.m. Chairman Ritter called the meeting to order.

***Consider Agenda/Changes**

Topic added to Maintenance Engineer's Report: Dumpster's enclosure covers

***Consent Agenda/Regular Meeting**

Motion to accept the Minutes.

Moved by Botham, Seconded by Eastvold, all Ayes; motion carried.

Motion to accept the Payment of the Bills.

Moved by Dullum, Seconded by Botham, all Ayes; motion carried.

Motion to accept the Financials.

Moved by Botham, Seconded by Eastvold, all Ayes; motion carried.

***West Grove**

No business

***Sibley Terrace**

It was advised by HUD to create a Laundry Fund Policy that the Board approves if we did not have one. Some HRA's have a separate bank account for laundry funds that can be used for the residents. Lynn stated they already have 7 bank accounts for all properties: Operating and for Security Deposits. They would need to open 3 more accounts if they wanted the funds to go back to the tenants. Lynn also stated they have Petty Cash for things like this and each property adds into this account. She also reminded the board that Sibley tenants do not pay for their electric or heat and the laundry funds have always been going into the Operating accounts to help pay the expenses.

Motion to keep depositing laundry funds into Operating Account.

Moved by Botham, Seconded by Ritter, all Ayes; motion carried.

***ParkView**

Laundry funds for this property have always been going into Operating as well. Petty Cash can be used in replace of opening another bank account.

Motion to keep depositing laundry funds into Operating Account.

Moved by Botham, Seconded by Eastvold, all Ayes; motion carried.

***Alpine**

Laundry funds for this property have always been going into Operating as well. Petty Cash can be used in replace of opening another bank account.

Motion to keep depositing laundry funds into Operating Account.

Moved by Botham, Seconded by Eastvold, all Ayes; motion carried.

Rural Development is still in mortgage forbearance. They hope to resolve the issues with delayed Rental Assistance payments soon.

***Executive Director's Report**

HAI Group, the property insurance, was up for renewal and the application has been sent in.

***Maintenance Report**

The 2 refrigerators ordered for ParkviewI are still on back-order. Fall clean-up of the grounds will start. At last month's meeting the dumpster covers were discussed on the wish list and now would like to proceed before snow falls. Top dollar amount was discussed for this project.

Motion to proceed with building covers for all property dumpster enclosure's with the limit total for all of \$1,500.

Moved by Dullum, Seconded by Botham, all Ayes; motion carried.

***Other Business**

Outdated Protocol Policy for HRA Board Meetings reviewed and discussed by the Board. Changes will be typed up and brought to next month's meeting to be approved and signed. Resolution 2020-02 authorizing Lynn as Interim Executive Director and for signature to enter into all and any contractual obligations on behalf of this cooperation effective September 11th, 2020.

Motion to accept Resolution 2020-02

Moved by Dullum, Seconded by Botham, all Ayes; motion carried.

***Open Forum**

Parkview I resident asked about a picture that hung up in the community room prior to the updating that room. It had been a donation to ParkviewI many years ago. There was also an older photo album with tenant pictures that had resided there. They wanted to make sure they were not just thrown away. Lynn reassured the tenant that none of that stuff got thrown away and is in one of our storage rooms.

***Adjournment**

3:55 p.m. meeting adjourned.

Moved by Botham, Seconded by Eastvold, All Ayes; Motion carried.

Chrm. _____

Sec. _____