



**AGENDA ITEM #10**

**REPORT TO CITY COUNCIL**

**Report Prepared by: Nancy Malecha**

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**Date:** January 8, 2019

**Subject:** Administration Report

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

- December 13, 2018 draft Safety Committee minutes
- December 13, 2018 draft Park Commission minutes
- December 18, 2018 draft EDC minutes
- December 18, 2018 HRA minutes

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

**MINUTES  
CITY OF PEQUOT LAKES  
SAFETY COMMITTEE  
December 13, 2018  
8:30 AM**

PRESENT: Nancy Malecha, City Administrator; Jason Gorr, Public Works Director; Tom Nelson, Fire Chief; and Dawn Bittner, Safety Program Administrator.

ABSENT: Eric Klang, Police Chief; and Police Union Representative.

1. Review of Minutes:

A motion was made by Nancy Malecha, seconded by Tom Nelson, to approve the July 10, 2018 Minutes, as read. All members voted "aye". Motion carried.

2. Generator Quotes and Grants:

This item will be included on the next meeting Agenda as the Police Department had received the quotes.

3. Controlled Work Areas – Administrative Staff:

The weakest area is the Administration Office. The MMUA Safety Instructor had sent a Workplace Security Checklist for review. Each Safety Committee member was directed to complete for the next Safety Committee meeting. Once the Safety Committee has determined specific needs, those needs will be sent to the Building Committee.

4. Mock OSHA Inspection:

The Safety Committee reviewed each item on the report. Each supervisor will report at the next meeting how the violation was remedied.

5. MMUA Safety Instructor, Janet Aultman:

There were no specific complaints. It was noted when she points out problems at the various safety trainings, it would be helpful if she would provide solutions.

6. Work Place Safety and Health/Work Place Injury Review:

A squad car hit a deer; it was unpreventable.

7. Other Business:

Birchdale will need to be contacted for quotes for fire alarms in the garage area.

8. Adjourn:

There being no further business, the meeting was adjourned at 9:40 AM.

Respectfully submitted,

Dawn Bittner  
Safety Program Administrator

**PEQUOT LAKES PARK COMMISSION  
THURSDAY, DECEMBER 13, 2018  
CITY HALL**

Members Present: Chair Ronning, Commissioners Johnson, Bryan, Nagel and Jurchen

Members Absent: Commissioners Melby and Sjoblad

Also Present: Dawn Bittner, Zoning Specialist; Two students from the Pequot Lakes High School Civics Class

1. Call Meeting to Order

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

2. Consider Agenda

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

3. Park Commission Minutes

**COMMISSIONER JOHNSON MOVED TO APPROVE THE NOVEMBER 8, 2018 PARK COMMISSION MINUTES. COMMISSIONER NAGEL SECONDED THE MOTION. MOTION CARRIED 5-0.**

4. LED Camera Pricing

Postponed to next meeting due to Sgt. Chad Turcotte and Commissioner Melby absent from meeting.

5. 2019 Project Priorities

Discussion ensued regarding prioritizing the Park needs and the following are the finalized list:

1. Trailside Park: Build a bathroom on the north side;
2. Trailside Park: Install splash pad and flag display;
3. Trailside Park: Improve Bean Hole pot area with flowers, bobber tanks, etc.;
4. Sibley Lake Park: Update the Outhouse;
5. Sibley Lake Park: Update stairs from playground to walking path;
6. Trailside Park: Update electrical outlets in southwest corner of north half for tree decorations and new light poles;
7. Light the new water tower;
8. Dog Park: Add more trees;
9. Dog Park: Add silhouettes on the fence.

Also discussed was budgeting for replacing the Paul Bunyan chair at the Bobber Park in 2020.

6. Sibley Park

Ms. Bittner stated we have received the estimate for the Babinski Playground sign, however, Jason Gorr, Public Works Director will meet with Chris Holmes from Graphic Element on December 14, 2018 to discuss the sign. Mr. Gorr will relay the information at the January 2019 meeting.

7. Next Meeting

Chair Ronning stated that the Park Commission will have 2 vacancies in 2019 because Commissioner Jurchen and Commissioner Nagel will be resigning as of December 31, 2018. Chair Ronning asked the Commission members to try to think of people to join.

Chair Ronning thanked Commissioners Nagel and Jurchen for their service on the Park Commission.

Commissioner Bryan will not be available for the meeting on January 10, 2019.

8. Other Business

Chair Ronning stated there was an issue with the Christmas lights in the park. Ms. Bittner stated that Mr. Gorr was working on getting the timers corrected to ensure the lights are on during the correct hours.

Chair Ronning asked how the Outdoor Recreation Survey was going. Ms. Bittner stated she sent all the information to Janet Hennies and has not heard any feedback.

Chair Ronning asked there be better planning in 2019 for the parade and the Park Commission should have a float.

9. Adjournment

There being no further business, **COMMISSIONER JOHNSON MOVED TO ADJOURN THE MEETING. COMMISSIONER NAGEL SECONDED THE MOTION. THE MOTION CARRIED 5-0.** The meeting adjourned at 5:52 p.m.

Respectfully Submitted,

Jennifer Peterson  
Administrative Assistant

**MEETING OF THE PEQUOT LAKES  
ECONOMIC DEVELOPMENT COMMISSION  
TUESDAY, DECEMBER 18, 2018**

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

Members Absent: Commissioner Clement

Others Present: Nancy Malecha, City Administrator; Jennifer Peterson, Administrative Assistant; Sheila Haverkamp, BLAEDC; Tim Houle, WSN; Katie Wasserman, Pequot Lakes Chamber; Tom Paulbeck; Bill Brekken; Trent Carr; Preston Peters; Siri Scott

1. Call Meeting to Order

The meeting was called to order by Chair Jurchen at 8:01 a.m.

2. Approve EDC Minutes

**COMMISSIONER HOLLEY MOVED TO APPROVE THE NOVEMBER 20, 2018 ECONOMIC DEVELOPMENT COMMISSION MINUTES AND DECEMBER 6, 2018 SPECIAL ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER SJOBLAD SECONDED THE MOTION. MOTION CARRIED 6-0.**

3. Intercultural Development Inventory Update

Discussion ensued on the balance and perception on diversity as well as taking action toward improvement and figure out how we welcome other cultures into our community.

4. Broadband/Fiber Optic Update

No update given

5. Business Park Infill Educational Plan Update

No update given

6. Heart of the Good Life Development

- a. Price per Acre: Chair Jurchen made a recommendation for the market value price to be \$65,000 per acre.

**COMMISSIONER REICK MOVED TO GIVE THE PRICE RECOMMENDATION OF \$65,000 PER ACRE TO THE CITY COUNCIL. COMMISSIONER HOLLEY SECONDED THE MOTION. MOTION CARRIED 6-0.**

b. Marketing Packet: Need to find a more definite for population for summer residents.

c. Marketing Video: Mr. Houle spoke that Brady is trying to get the contact information more readily available. Ms. Malecha would like to present the video to the City Council in January.

d. Architectural, Landscaping, and Zoning Requirements : Discussion ensued regarding a separate zoning classification for the expansion. As well as show Justin Burslie the video so he can start the process of zoning the expansion. Mr. Lindholm had concerns regarding screening/planting vegetation (aka hide from public). Mr. Houle suggested using landscaping to accentuate instead of screening for verbiage in the city code. Mr. Peters asked about restrictions on cost and location and what you are requiring for buildings (certain colors/style of buildings) in certain locations. Mr. Peters stated that some business owners will pay to have the research on cost of a Community Center with pool, workout center, meeting rooms, etc.

e. Marketing Outreach: Chair Jurchen stated we need to rely on face to face meetings and networking.

7. School Update

Commissioner Lindholm shared that the Initiative Foundation emailed him stating that the Patriot Foundation received an anonymous donation of \$100,000. In January, the School Board will have a couple new board members.

8. Chamber Update

Katie Wasserman stated the Chamber started a You Tube channel called Pequot Lakes Minnesota. Emily is the new hire for the partnership position between the chamber, school and City of Pequot Lakes. She has already filmed and posted the first video, which features the City's Public Works Department and is working on the next video.

9. BLAEDC Update

Sheila Haverkamp stated BLAEDC would like to host an information series on Tuesday, February 19<sup>th</sup> from 9:30 – 10:30 for EDC members and council members in Pequot Lakes. Monday, February 25<sup>th</sup> 11:30 – 1:00 at Arrowwood Lodge is the annual BLAEDC luncheon meeting with former Duluth Mayor Don Ness as the guest speaker.

10. City of Jenkins Update

Commissioner Lubke stated we are fine in Jenkins.

11. Other Business

Chair Jurchen congratulated Mr. Bill Brekken on his win for County Commissioner. Mr. Brekken noted he looks forward to working with different committees.

Ms. Malecha thanked Chair Jurchen and Commissioner Sjoblad for their service on the EDC and their commitment to the community.

12. Adjournment

The meeting was adjourned at 8:54 a.m.

Respectfully submitted,

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Jennifer Peterson  
Administrative Assistant

December 18, 2018  
**Pequot Lakes Housing & Redevelopment Authority**

Commissioners present: Robert Ritter, Bob Peterson, Pat Dittes, Clara Nelson

Also present: Executive Director-Tamra Lanning, Brad Moser, Lynn Katzenberger, T. Morris, D. Botham

**\*Call Public Meeting to Order**

5:15 p.m. Chairman Ritter called Public Hearing to order, no comments. 5:15 p.m. Chairman Ritter closed Public Hearing.

**\*Call Regular Meeting to Order**

5:15 p.m. 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 Ritter, All Ayes; Motion carried**

**\*West Grove**

No Business

**\*Sibley Terrace**

Resolution passed to approve 5-year CFP and Annual CFP Plans

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

Community Room becoming disruptive among tenants and the office. Meeting scheduled for next week with tenants to discuss resolution.

**\*ParkView**

Vacant unit has been rented in Parkview I

**\*Alpine**

No Business

**\*Executive Director's Report**

Pat Dittes nominated for Secretary. Motion to accept Pat Dittes as Secretary.

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

New Security locks were put on in Parkview I

**\*Maintenance Engineer's Report**

Been getting little projects completed

**\*Other Business**

No other business.

**\*Open Forum**

No business

**\*Adjournment**

5:36 p.m. meeting adjourned.

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

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

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