



AGENDA ITEM #10

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: February 5, 2019

Subject: Administration Report

Report: The following items are attached for Council review.

- January 10, 2019 draft Park Commission minutes
- January 15, 2019 draft EDC minutes
- January 15, 2019 HRA minutes

Council Action Requested: No Council action requested.

**PEQUOT LAKES PARK COMMISSION
THURSDAY, JANUARY 10, 2019
CITY HALL**

Members Present: Chair Ronning, Commissioners Johnson, Maher, Melby, and Sjoblad

Members Absent: Commissioner Bryan

Also Present: Dawn Bittner, Zoning Specialist

1. Call Meeting to Order

Chair Ronning called the meeting to order at 5:00 p.m. Chair Ronning welcomed new Commissioner Maher to the Park Commission.

2. Elect A Chair and Vice Chair

COMMISSIONER MELBY NOMINATED DAN RONNING FOR PARK COMMISSION CHAIR. COMMISSIONER SJOBLAD SECONDED THE MOTION. THE MOTION CARRIED 5-0.

CHAIR RONNING NOMINATED KENT JOHNSON FOR PARK COMMISSION VICE CHAIR. COMMISSIONER MELBY SECONDED THE MOTION. THE MOTION CARRIED 5-0.

3. Consider Agenda

COMMISSIONER MELBY MOVED TO APPROVE THE AGENDA. COMMISSIONER SJOBLAD SECONDED THE MOTION. THE MOTION CARRIED 5-0.

4. Park Commission Minutes

COMMISSIONER RONNING MOVED TO APPROVE THE DECEMBER 13, 2018 PARK COMMISSION MINUTES. COMMISSIONER JOHNSON SECONDED THE MOTION. MOTION CARRIED 5-0.

5. LED Camera Pricing

Commissioner Melby described the cameras he has purchased to test for Sibley Lake Park surveillance. Sergeant Chad Turcotte did research on a few different camera options for the park. Sergeant Turcotte stated that the smart cameras will send a signal to a cell phone which will alert an officer to any movement in the park. The option to record off your phone if there is some illegal activity. Internet services will be required for these cameras to work properly. Sergeant Turcotte suggested talking with Babinski Properties for a possible joint effort to get this system up and running. Sergeant Turcotte suggested budgeting \$500 for

cameras in order to get good quality video. Discussion ensued regarding different options to how the video surveillance can work and the cost to the city for having cameras, internet, and/or possibly adding more street lights.

6. 2019 Project Priorities

Ms. Bittner and Chair Ronning stated that the Park Commission is going to develop a Capital Improvement Plan to fund improvements prioritized to existing parks.

- a. Trailside Park: Building a Bathroom on the north side;
- b. Trailside Park: Install splash pad and flag display;
- c. Trailside Park: work with the Bean Hole Committee to improve the Bean Hole pot area;
- d. Sibley Lake Park: Update the Outhouse;
- e. Sibley Lake Park: Update stairs to Lake from playground to walking path;
- f. Trailside Park: update electrical outlets in southwest corner of north half for tree decorations and adding new light poles;
- g. Getting new lighting at the new water tower;
- h. Dog Park: add more trees;
- i. Dog Park: add silhouettes on the fence.

Discussion ensued regarding the Bean Hole Committee. Ms. Bittner stated we just found out that there is a Bean Hole Committee. Chair Ronning wants the Park Commission to meet with the Bean Hole Committee and collaborate with each other on improving the area and Bean Hole Days as a whole. Concerns the Park Commission had were: who gets the money from the vendors, where is the money spent, what do they spend the money on, where does the Bean Hole Committee get funds from, who is all involved in putting on Bean Hole Days, who does the Bean Hole Committee report to.

Ms. Bittner said that the Park Commission needs to wait to see if the City Council is going to move forward with the Park Improvement Plan. If the Council does not go forward with the Park Improvement Plan then we will need to have the discussion to install another public restroom. If the Council decides to proceed with a Park Improvement Plan, there will be an amenities building included within that plan. Commissioner Melby suggested that if there is a building we need to consider security like at Sibley Lake Park.

Chair Ronning stated that he will be presenting the list of priorities at the Special City Council meeting on January 22, 2019.

Commissioner Maher asked about the Heart of the Good Life Development. Discussion ensued regarding the plan that it is a long term plan.

Ms. Bittner presented the quarterly Park Department budget and stated the information is the preliminary year end budget. She explained that no final numbers will be presented until after the audit is performed in March. Chair Ronning went over the materials with the Commission. Chair Ronning asked about the interfund transfer and the 2019 budget versus the ending balance in 2018. Discussion ensued regarding the budgets and Ms. Bittner explained how the budget process works and what the funds are for but also stated that Nancy Malecha is the individual that we need to discuss the budget with.

7. Sibley Park

Ms. Bittner stated that Jason Gorr and Chris Holmes from Graphic Element had spoken with John Babinski regarding the signage. John Babinski would like the sign to stay as is, however, Chris will reinforce the weld and make the sign out of stainless steel and the sign will be installed the week of January 21, 2019.

8. Skate Park

Chair Ronning gave an abbreviated version of history on the skate park to allow Commissioner Maher an idea of where the process is. Consensus of the Skate Park Committee is that the skate park is on hold until either some land becomes available and/or there is more interest in the skate park.

9. Next Meeting

Discussion ensued regarding moving the February 14, 2019 meeting to February 7, 2019. Commissioner Sjoblad will not be available for the meeting on February 7, 2019.

Chair Ronning stated that the Park Commission will have one vacancy in 2019, however, he may have an individual to fill the position.

10. Other Business

Commissioner Johnson inquired if Mayo Lake Park is a "no motorized" vehicle zone. There is no signage to indicate "no snowmobiling and or no motorized vehicle". People do snowshoe through the trails. Ms. Bittner will check with the Public Works Department regarding the signage and rules/regulations for this park.

Chair Ronning asked if Molly Zins and Janet Hennies, who were working with University of MN Morris on an Outdoor Recreational Survey, had gotten any information back to the City.

Chair Ronning inquired about the where we were with booking the bands in the park. Ms. Bittner stated that Jenny Peterson is currently working on getting the bands booked for the summer season.

11. Adjournment

There being no further business, **COMISSIONER MELBY MOVED TO ADJOURN THE MEETING. COMISSIONER MAHER SECONDED THE MOTION. THE MOTION CARRIED 5-0.** The meeting adjourned at 6:41 p.m.

Respectfully Submitted,

Jennifer Peterson
Administrative Assistant

**MEETING OF THE PEQUOT LAKES
ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, JANUARY 15, 2019**

Members Present: Commissioners Clement, Crochet, Holley, Lelwica, Lindholm, Lubke, and Rieck,

Others Present: Nancy Malecha, City Administrator; Jennifer Peterson, Administrative Assistant; Sheila Haverkamp, BLAEDC; Katie Wassermann, Pequot Chamber of Commerce; Tim Houle, WSN; Bob Perkins, TDS Telecom

1. Call Meeting to Order

The meeting was called to order by Commissioner Rieck at 8:02 a.m.

2. Elect Chair & Vice Chair for 2019

Vice Chair Rieck asked for nominations for Chair and Vice Chair positions. Mr. Perkins recommended Commissioner Lindholm. Commissioner Lindholm stated that he would like to hold off for a couple of years. Commissioner Holley suggested Commissioner Lubke, however, he would like to decline. Discussion ensued regarding responsibilities of the EDC Chair.

COMMISSIONER HOLLEY MOVED TO ELECT COMMISSIONER LINDHOLM FOR EDC CHAIR. COMMISSIONER RIECK SECONDED THE MOTION. MOTION CARRIED 7-0.

COMMISSIONER LUBKE MOVED TO ELECT COMMISSIONER RIECK FOR VICE CHAIR. COMMISSIONER HOLLEY SECONDED THE MOTION. MOTION CARRIED 7-0.

3. Approve EDC Minutes

COMMISSIONER LUBKE MOVED TO APPROVE THE DECEMBER 18, 2018 ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER HOLLEY SECONDED THE MOTION. MOTION CARRIED 7-0.

4. 2019 Project Priorities Work Plan

Chair Lindholm asked Nancy Malecha to give the Commission the 2019 EDC budget amounts. Ms. Malecha gave a breakdown of what the budget consists of. Chair Lindholm explained that the budget is already allocated

so if the Commission would like to do anything above what has already been budgeted, there would have to be a request made to the City Council.

Ms. Malecha stated that in November the items below were designated as 2019 project priorities for the EDC.

a. Work with the HRA on Housing Issues -

Ms Malecha stated she will meet with the HRA Executive Director and the Brainerd and Crow Wing County HRAs in May to begin the application process for a Small Cities Redevelopment Grant which is used in a targeted neighborhood that needs improvement/redevelopments. The pre-application deadline is February 2020 and the funding application deadline is July 2020.

Commissioner Lubke asked what the HRA levy is from the City in order to manage the property. Ms. Malecha stated the City levies \$38,250 per year for the HRA. Discussion ensued as to what the HRA's responsibility would be going forward. Ms. Haverkamp stated she has been involved with housing with BLAEDC in the past and there are many different strategies with housing needs.

b. Business Park Infill –

Chair Lindholm explained that we have opportunities with infill in the City's current business park. Most properties are privately owned, however, they have the availability to subdivide.

c. Fiber Optics –

Chair Lindholm asked Bob Perkins where we are with fiber optics in the business park. Mr. Perkins stated TDS has made progress in the business park for fiber installation; however, there are several places within the City that do not have high speed availability.

d. Intercultural Development Inventory (IDI) –

Chair Lindholm explained the IDI data results from EDC members who participated in the assessment. The reasoning for this inventory assessment was so we as a community could determine how to attract and be a welcoming community to a diverse populations and workforces.

Commissioner Rieck stated that Dawn Espe from Region 5 just received funding to engage communities in the developmental inventory. These communities would find five different groups such as school boards, city councils, etc. to continue the work on the IDI.

Ms. Malecha stated she received an email from Ms. Epse with an option for the City of Pequot Lakes to establish a Welcoming Communities Advocacy Group.

e. Marketing of the Heart of the Good Life Development -

Chair Lindholm asked Sheila Haverkamp for suggestions on how the City of Pequot Lakes attracts a workforce and new businesses to the community. Ms. Haverkamp suggested the City of Pequot Lakes establish an entrepreneurial development strategy, business retention and expansion strategy, and attraction strategy to market the Heart of the Good Life Development. A consensus of the Commission agreed that at the March 19, 2019 meeting, they will work on getting a proposal from BLAEDC to implement strategies to start marketing the Development.

Chair Lindholm stated we need to get the video out on various community websites as the first step toward promoting this Development.

5. Heart of the Good Life Development

Nancy Malecha gave a recap of the City Council's decisions at their January 8, 2019 meeting regarding the Heart of the Good Life Development.

- a. Price per Acre: City Council approved price of \$65,000 per acre.
- b. Marketing Packet: City Council approved and agreed to proceed with the marketing packet as presented.
- c. Marketing Video: City Council did not want to add anything at this time and agreed to proceed with the video as planned. Mr. Houle stated the City Council approved \$15,000 for the production of the video.
- d. Architectural, Landscaping, and Zoning Requirements: Ms. Malecha stated the site is now a shovel ready certified site as of January 11, 2019. Ms. Malecha stated the City Council gave a directive to the Planning Commission and City Planner to start defining the zoning regulations for this Development.

- e. **Marketing Outreach:** Discussion ensued regarding how we are going to get the marketing packet and video out to the public.

Mr. Perkins asked about the new employees coming into our community and if employers are going to think about how they will get employees. He also suggested looking into housing for potential new employees.

6. Community Center Idea

Nancy Malecha stated that at the December 2018 meeting a gentleman suggested an idea of a community center on the south half of the Heart of the Good Life Development. Chair Lindholm explained that this was an idea brought up with a potential ice arena concept.

7. School Update

Chair Lindholm stated the school gained two new school board members.

February 26, 2019 is the annual Career Fair at the High School and they are looking for volunteers to assist with conducting interviews with the students.

The School District will be hiring four new teacher positions this spring and with a few retirements this number could increase to 7 to 8 licensed teaching positions for hire.

8. Chamber Update

Katie Wasserman stated seven vendors have already been in contact with her for summer events. The next business showcase will be in the 2nd week in April and will highlight a Nisswa business. The Brainerd Everything Expo will be held in March.

9. BLAEDC Update

Sheila Haverkamp asked that on Feb 19th Commission members please stay an extra hour after the EDC meeting for the BLAEDC presentation. February 24, 2019 is the BLAEDC Annual Luncheon meeting from 11:30 a.m. to 1:00 p.m.

10. City of Jenkins Update

No update provided.

11. Other Business

There was no other business.

12. Adjournment

The meeting adjourned at 9:12 a.m.

Respectfully submitted,

Jennifer Peterson
Administrative Assistant

January 15, 2019
Pequot Lakes Housing & Redevelopment Authority

Commissioners present: Robert Ritter, Bob Peterson, Pat Dittes,
Also present: Executive Director-Tamra Lanning, Brad Moser, Lynn Katzenberger, D. Rager, D. Botham, J. Swanstrom

***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 Dittes, All Ayes; Motion carried

***West Grove**

No Business

***Sibley Terrace**

Unit has been rented.

***ParkView**

No Business

***Alpine**

No Business

***Executive Director's Report**

Doing a monthly property newsletter, have got many great feedbacks.

Looking into doing carpet and painting upgrades to Parkview I & II

Reviewing over the Community Room Policy

***Maintenance Engineer's Report**

REAC inspection on Parkview I & II is scheduled for 2-20-19 however with Government shut down it may be delayed.

Getting an estimate on an Intercom System for Parkview I & II with Birchdale.

***Other Business**

Motion to accept HRA to cover increase for Health Insurance Premiums as part of employee benefit package.

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

***Open Forum**

Tenant noted that she has been helping getting the community room closets more organized.

***Adjournment**

5:25 p.m. meeting adjourned.

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

Chrm. _____

Sec. _____