



AGENDA ITEM #10

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: March 5, 2019

Subject: Administration Report

Report: The following items are attached for Council review.

- February 13, 2019 draft Park Commission minutes
- February 19, 2019 draft EDC minutes
- February 19, 2019 HRA minutes

Council Action Requested: No Council action requested.

**PEQUOT LAKES PARK COMMISSION
WEDNESDAY, FEBRUARY 13, 2019
CITY HALL**

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

Members Absent: Commissioner Bryan

Also Present: Dawn Bittner, Zoning Specialist; Mimi Swanson, Council Liaison; Katie Wasserman, Chamber of Commerce Director; Nancy Malecha, City Administrator; Kim Churak; and Donna Wilson

1. Call Meeting to Order

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

2. Consider Agenda

COMMISSIONER SJOBLAD MOVED TO APPROVE THE AGENDA AS AMENDED. COMMISSIONER JOHNSON SECONDED THE MOTION. THE MOTION CARRIED 5-0.

3. Park Commission Minutes

COMMISSIONER JOHNSON MOVED TO APPROVE THE JANUARY 10, 2019 PARK COMMISSION MINUTES. COMMISSIONER SJOBLAD SECONDED THE MOTION. MOTION CARRIED 5-0.

4. Chamber of Commerce – Bean Hole Days/Stars and Stripes Events

Ms. Katie Wasserman gave the Commission a handout regarding the Bean Hole Days operations. Ms. Wasserman explained the Bean Hole Days committee consists of two Chairs: Cindy Hidde and Kirk Larson, Ms. Wasserman, the Hidde Family, Jeff Walden, Mike Loven/Jason Gorr, crew of about 7 or 8 for the night shift. Ms. Wasserman explained that the majority of funds come from sponsorships from Chamber members, vendor fees and some funds from the sale of mugs and t-shirts. Ms. Wasserman stated the Chamber spends the moneys for tents, chairs and tables, stage and entertainment, porta potties and washing stations, miscellaneous supplies, advertising and marketing (\$1,500 for summer events includes both radio and print media), wood for cooking the beans, also summer staff and overtime. The Bean Hole Committee has a partnership with the Chamber of Commerce and Ms. Wasserman to plan the event. Chair Ronning asked if Ms. Wasserman is in charge of the funds and if the Chamber works on a budget. Ms. Wasserman stated they try to stay within a budget/goal and all the funds go into a general fund. The expenses for events are approximately \$19,735, income from summer events is approximately

\$30,000 but additional expenses of \$10,000 - \$15,000 go to summer staff and overtime.

Chair Ronning is surprised that the Park Board and/or the City Council is not involved with \$30,000 budget/sponsorship and feels there should be more reporting responsibility and there is a committee that runs this without jurisdiction. He feels it would be nice to be informed. Ms. Wasserman stated that the Chamber is a non-profit and they are not making money off these events. Ms. Wasserman stated that the Chamber has been hosting this event since 1981 and questioned how involved the Park Commission is involved with other events in the park. Ms. Swanson stated we should trust the Chamber of Commerce and let them do their job. Ms. Malecha said she agreed with what Ms. Wasserman said regarding monitoring the Chamber; does the City/Park Board get involved with events hosted by Community Action or any other groups. As a City, we are not a non-profit/501(c)3 so we should not be monitoring these organizations or groups.

Commissioner Maher is questioning the difference of \$10,000 between expenses and revenue from events, who is drawing from the general fund.....Pequot Lakes Chamber or Brainerd Lakes Chamber of Commerce? Ms. Wasserman answered the question stating that the \$10,000 goes toward Ms. Wasserman's overtime and summer staff. Commissioner Maher is not happy that Pequot Lakes does not have its own chamber.

Discussion ensued regarding food vendors and crafters for events. Ms. Wasserman explained what the Chamber charges for each and what the process is to get these vendors and crafters.

5. Greater Pequot Lakes Community Foundation

Ms. Malecha explained why and how the Community Foundation was established. The Foundation was established in April 2018 and covers the City of Pequot Lakes, City of Jenkins, City of Breezy Point, Jenkins Township, Maple Township, Ideal Township and Loon Lake Township. Ms. Malecha asked if the Commission knows anyone who would be interested in sitting on the Advisory Board. Discussion ensued regarding how the funding works, where the funds come from, how individuals can request funds and how the funds are managed.

6. 2019 Project Priorities

Ms. Bittner created a potential new list of priorities that would set aside all Trailside Park items because that project is on hold. Ms. Malecha asked the Commission if they want to do all these priorities all in one year and are these all in the correct order of importance.

- a. Sibley Lake Park: Update the outhouse;

- b. Sibley Lake Park: Update the stairs from playground to walking path;
- c. Light the new water tower;
- d. Dog Park: add more trees;
- e. Dog Park: add silhouettes on the fence. (\$88 + \$15 shipping)

Discussion ensued regarding budgets and priorities to do in 2019. Ms. Malecha reiterated the priorities as:

- 2019 doing trees and silhouettes at the dog park;
- 2020 rebuilding Paul Bunyan's chair at the Bobber Park;
- 2020-2021 Sibley Lake Park improvements.

She will get back to the Commission once the budgeting process starts.

7. LED Cameras

Commissioner Melby updated the commission regarding the camera he brought in at the last meeting. He liked the picture quality of the camera; however, if there is going to be a live feed to the Police Department the camera does not have the option to zoom in until it is recorded. Chair Ronning spoke with John Babinski regarding using the Wi-Fi at the apartments across from the Park. Mr. Babinski gave permission to use the Wi-Fi and if a line needs to be run, it will need to be run when he is re-paving the parking lot this summer. Commissioner Melby will continue to do research on these cameras. Ms. Bittner will contact Mr. Babinski and TDS regarding the Wi-Fi usage.

8. Sibley Park

Ms. Bittner spoke with Chris from Graphic Element and he stated the sign is supposed to be installed this week.

9. Mayo Lake Park

Discussion ensued regarding possibly adding more "No Motor Vehicles" signs.

10. Bands in the Park

Ms. Bittner stated that all dates for the Bands in the Park are booked and Ms. Peterson was able to stay within budget.

11. Trailside Park Improvements

Chair Ronning stated he believes Trailside Park Improvements should move forward because the City has already received donated funds for a flag display and splash pad. Chair Ronning stated he has a hard bid for the flag display of

\$75,000 for 50 flags plus the American flag as well as the concrete and poles for the display.

Discussion ensued in regard to redefining the areas of installation of the flag display and splash pad. Commissioner Maher suggested that the splash pad should be placed in the south end of the Heart of the Good Life Development. Ms. Malecha stated that the donation for the splash pad was specifically requested to be in Trailside Park.

CHAIR RONNING MOVED TO REQUEST A TIME FRAME FROM THE CITY COUNCIL TO REDEFINE THE AREAS OF INSTALLATION FOR THE SPLASH PAD AND FLAG DISPLAY AND SECURE BIDS. COMMISSIONER MAHER SECONDED THE MOTION. MOTION CARRIED 5-0.

12. Request to Carryover Funds

Ms. Bittner stated the 2018 budget included \$1,800 to repair the steps at Sibley Lake Park. This was not included in the 2019 budget. The Park Commission can request the City Council to carryover the \$1,800 to 2019 to repair the Sibley Lake Park steps.

COMMISSIONER JOHNSON MOVED TO REQUEST TO CARRYOVER THE \$1,800 FROM 2018 BUDGET TO THE 2019 BUDGET TO REPAIR THE SIBLEY LAKE PARK STEPS. COMMISSIONER MAYER SECONDED THE MOTION. MOTION CARRIED 5-0.

13. Next Meeting

Chair Ronning asked if there are any members going to be gone for the March 14, 2019 meeting. Commissioner Sjoblad may not be at the meeting.

Commissioner Johnson stated that the lights are out on the southbound (north side of the bridge at County Road 11) bobber sign on 371.

Commissioner Melby inquired about moving the fishing pier closer to boat launch. Ms. Bittner stated that area is DNR property and the City cannot do anything with that area.

14. Other Business

Chair Ronning stated that there is a new art teacher at the Pequot Lakes High school who has requested having the student art display in Trailside Park again for 2019. Commissioner Maher asked if there was any way to do an Art Fair in the park. Discussion ensued regarding more art in the park. Ms. Malecha suggested inviting the art teacher and community education director to a future meeting.

15. Adjournment

There being no further business, **COMMISSIONER JOHNSON MOVED TO ADJOURN THE MEETING. COMMISSIONER SJOBLAD SECONDED THE MOTION. THE MOTION CARRIED 5-0.** The meeting adjourned at 6:44 p.m.

Respectfully Submitted,

Jennifer Peterson
Administrative Assistant

**MEETING OF THE PEQUOT LAKES
ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, FEBRUARY 19, 2019**

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

Others Present: Jennifer Peterson, Administrative Assistant; Sheila Haverkamp, BLAEDC; Tyler Glynn, BLAEDC; Scott Pederson, City Council Liaison; Katie Wassermann, Pequot Chamber of Commerce; Marque Loeschen, Physical Therapy Student; Mark Jurchen

1. Call Meeting to Order

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

2. Approve EDC Minutes

COMMISSIONER LUBKE MOVED TO APPROVE THE JANUARY 15, 2019 ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER REICK SECONDED THE MOTION. MOTION CARRIED 7-0.

3. Work with the HRA on Housing Issues

Mr. Jurchen presented a list of implications and objectives in working with the HRA on housing for our community.

4. Business Park Infill

Mr. Jurchen presented a list of possibilities on how to promote the business park infill.

5. Heart of the Good Life Development

Mr. Jurchen presented a list of possible marketing objectives for the Heart of the Good Life Development.

COMMISSIONER HOLLEY MOVED TO ENDORSE MARK JURCHEN TO WORK ON THE BEHALF OF THE EDC WITH RESEARCH FOR CERTAIN PROJECTS. COMMISSIONER CROCHET SECONDED THE MOTION. MOTION CARRIED 6-0. (Commissioner Clement left early.)

6. Ballpark Levy Impact Analysis

Chair Lindholm stated the discussion regarding making the southern end of Heart of the Good Life Development be recreational field area has been going on for 2-3 years. Chair Lindholm stated the EDC was asked to do an analysis to research the cost of construction, operational costs and tax impact to the Pequot Lakes School District vs. City of Pequot Lakes taking on this project.

Discussion ensued regarding the impact of this project will have on the Pequot Lakes area as well as financing and different options to get the project completed.

Commissioner Lelwica did some research and she inquired about the option of the city owning but renting the property to the school. Commissioner Lelwica has asked different contractors and/or business owners to donate or assist with the work. She suggested the project be completed with community volunteers, grant moneys, and possibly work with Sourcewell.

Chair Lindholm explained the difference between levy and bonding for the school district vs city funding. He stated that the School district financing would be separate for the construction/building vs operating costs. Building costs would come from a bond referendum, operating cost would come from a levy.

Commissioner Lubke gave a general breakdown what it cost for one baseball field within the City of Jenkins. Also, breakdown of the park cost with community assistance with initial construction. Maintenance cost is where most of the cost is. Hard cost of getting field started is very hard.

COMMISSIONER LELWICA MOVED TO RECOMMEND THE SCHOOL WORK WITH THE CITY TO DO A SURVEY TO BE SENT TO THE ENTIRE SCHOOL DISTRICT REGARDING COMMUNITY OPINION FOR THIS PROJECT. HOLLEY SECONDED. MOTION CARRIED 7-0.

7. School Update

Chair Lindholm stated there is no update for the school.

8. Chamber Update

Ms. Wasserman said the visitor guides are complete and have been delivered. Two Blue Ox Success Series are coming soon first on March 7th at Pequot Tool is Producing Conflict and then on March 14th at Breezy Point Resort which is the Five Keys of Professional Success.

9. BLAEDC Update

Ms. Haverkamp stated that the BLAEDC Annual meeting is on Monday February 25, 2019.

10. City of Jenkins Update

Commissioner Lubke stated the City Clerk is resigning March 1, 2019. Currently looking.

11. Other Business

Chair Lindholm gave a description of the Greater Pequot Lakes Community Foundation.

Chair Lindholm also stated the Region Five Children's Museum is currently looking for properties possibly within the Pequot Lakes area.

12. Adjournment

There being no further business, **COMISSIONER REICK MOVED TO ADJOURN THE MEETING. COMISSIONER CROCHET SECONDED THE MOTION. THE MOTION CARRIED 6-0.** The meeting adjourned at 9:15 a.m.

Respectfully submitted,

Jennifer Peterson
Administrative Assistant

February 19, 2019
Pequot Lakes Housing & Redevelopment Authority

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

Also present: Executive Director-Tamra Lanning, Brad Moser, Lynn Katzenberger, D. Rager, D. Botham, L. Youngberg, L. Dewes, T. Morris, B. Coady, C. Heuberger, E. Watson

***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 Nelson, All Ayes; Motion carried

***West Grove**

One Vacant

***Sibley Terrace**

No Business

***ParkView**

No Business

***Alpine**

No Business

***Executive Director's Report**

Motion to accept new Mission Statement dated 2/19/19

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

West Grove rental requirements changed to adults with no 55 age requirement restriction.

***Maintenance Engineer's Report**

REAC inspection on Parkview I & II is still scheduled for 2-20-19

Frozen waste lines at West Grove

Unblocked furnace vent pipes

***Other Business**

None

***Open Forum**

Sibley Terrace tenant noted that she believes the charge for extra chest freezer is too high.

Sibley Terrace tenant addressed Community Room issues are still going on.

Sibley Terrace tenant asked how efficient the Boilers are. They were tested a year ago and have a 70% efficiency.

***Adjournment**

6:10 p.m. meeting adjourned.

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

Chrm. _____

Sec. _____