



**AGENDA ITEM #10**

**REPORT TO CITY COUNCIL**

**Report Prepared by: Nancy Malecha**

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**Date:** May 7, 2019

**Subject:** Administration Report

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

- March 19, 2019 HRA minutes
- April 9, 2019 draft EDC minutes
- April 16, 2019 HRA minutes
- April 23, 2019 draft Park Commission minutes

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

March 19, 2019  
**Pequot Lakes Housing & Redevelopment Authority**

Commissioners present: Robert Ritter, Bob Peterson, Pat Dullum, Clara Nelson, P. Dittes  
Also present: Executive Director-Tamra Lanning, Brad Moser, Lynn Katzenberger, D. Rager, D. Botham,  
L. Youngberg, T. Morris, E. Watson, C. Mikulak, B. Coady

**\*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 Dullum, all Ayes; motion carried.**

**\*West Grove**

Budget for FY ending 3/31/20 was reviewed.

Motion to approve 2020 budget for West Grove, Resolution 2019-05.

**Moved by Dittes, seconded by Nelson, all Ayes; motion carried.**

**\*Sibley Terrace**

Budget for FY ending 3/31/20 was reviewed.

Motion to approve 2020 budget for Sibley Terrace, Resolution 2019-52574

**Moved by Dullum, seconded by Peterson, all Ayes; motion carried.**

**\*ParkView**

Budget for FY ending 3/31/20 was reviewed.

Motion to approve 2020 budget for Parkview, Resolution 2019-03

**Moved by Peterson, seconded by Nelson, all Ayes; motion carried.**

**\*Alpine**

Budget for FY ending 3/31/20 was reviewed.

Motion to approve 2020 budget for Alpine, Resolution 2019-04

**Moved by Dittes, seconded by Ritter, all Ayes; motion carried.**

**\*Executive Director's Report**

Motion for 3% wage increase for Maintenance position and 11% wage increase for Assistant Director.

Motion to approve increase.

**Moved by Dittes, seconded by Dullum, all Ayes; motion carried**

Motion to change charge for extra appliance to \$4.00 for small, and \$5.00 for large freezer.

Motion to approve decrease.

**Moved by Peterson, seconded by Nelson, all Ayes; motion carried.**

Motion and Resolution 2019-01 removing Carpet Direct, MN lighting as vendors.

**Moved by Dullum, seconded by Peterson, all Ayes; motion carried.**

Motion and Resolution 2019-02 removing front load washer and Whirlpool dryer from inventory.

**Moved by Peterson, seconded by Dullum, all Ayes; motion carried.**

Motion and Resolution 2019-06 removing Speed Queen dryer from inventory.

**Moved by Dittes, seconded by Ritter, all Ayes; motion carried.**

Reviewed contracting part-time maintenance help and outsourcing taxes and payroll to J Clasen.

**\*Maintenance Report**

Extreme flooding in parking lots throughout property. City was here for several hours to push snow into yards. Peterson will talk to city engineer regarding removing some of the piles of snow.

**\*Other Business**

None

**\*Open Forum**

Resident from Sibley Terrace stated that she doesn't feel welcome in the Community room when the same people are always present. She stated further that the people in the room are rude and derogatory a majority of the time and make her feel very uncomfortable and that she was confronted about the pet policy with regard to her new puppy. Same resident said she has been picking up after her neighbor's dog when outside.

Another resident stated that she thought everyone was enjoying community room.

**\*Adjournment**

6:15 p.m. meeting adjourned.

**Moved by Dullum, Seconded by Nelson, All Ayes; Motion carried.**

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

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

**MEETING OF THE PEQUOT LAKES  
ECONOMIC DEVELOPMENT COMMISSION  
TUESDAY, APRIL 9, 2019**

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

Members Absent: Chair Lindholm

Others Present: Dawn Bittner, Zoning Specialist; Nancy Malecha, City Administrator; Sheila Haverkamp, BLAEDC; Katie Wassermann, Pequot Chamber of Commerce; Scott Pederson, City Council Liaison.

1. Call Meeting to Order

The meeting was called to order by Vice Chair Rieck at 8:00 a.m.

2. Approve EDC Minutes

**COMMISSIONER CROCHET MOVED TO APPROVE THE MARCH 19, 2019 ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER LELWICA SECONDED THE MOTION. MOTION CARRIED 6-0.**

3. Region 5 Children's Museum RFP Update

Vice Chair Rieck stated that Mark Jurchen is writing the Narrative for the Region 5 Children's Museum's RFP. Ms. Malecha presented some exhibit examples for the museum such as a lake/water feature, agricultural/garden (food to market) and small version of a fire tower. She also named a list of different entities/individuals in which she has reached out to regarding letters of support. Ms. Malecha also stated we are going to pitch all three sites: Patriot Ave/Sibley Lake (privately owned), Heart of the Good Life Property, and Fire Tower Property. The deadline for the letters of support is April 26, 2019 the RFP deadline is May 3, 2019.

Ms. Haverkamp spoke regarding the establishment of Region 5 and the Museum, and where the funds are coming from.

Discussion ensued regarding benefits of the site options and other entities entering their bids.

4. Heart of the Good Life Development

a. Marketing Strategies

- i. Billboard sign – Dawn
- ii. Flags messaging – Dawn
- iii. One page handout – Nancy

Ms. Bittner stated that we need to look at the sign as a real estate sign vs a billboard sign due to zoning restrictions. A variance is required to have a sign larger than 9 square feet and flags. Ms. Haverkamp spoke regarding different options for flags and signs. Discussion ensued regarding cost of the sign and flags, where the funding will come from and different options for signage and/or flags. The cost of the existing billboard on 371 was \$13,000 for a two sided billboard. Advertising flags would be an estimated cost of \$500 each (4 or 5 suggested). Commissioner Crochet suggested having a billboard south of Brainerd on Highway 10 near Rice/Royalton/Little Falls and put the flags on the Heart of the Good Life property to advertise. Consensus of the Commission was to have Ms. Malecha and Ms. Wasserman establish the vision or message for the advertising before we start with contacting companies regarding the billboards or flags.

Ms. Malecha handed out the one page document that Widseth Smith Nolting created for the City to handout for the Shovel-Ready Sites. Discussion ensued regarding possibly updating the handout once we get our message completed, possibly contact a marketing firm to get a cost analysis for marketing the Heart of the Good Life and what are the options for 2019 and future.

b. Draft Architectural & Landscaping Standards – Dawn

Ms. Bittner presented the changes to the architectural design standards and landscaping standards. The consensus of the Commission was for the Planning & Zoning Committee to move forward with the currently updated plan.

5. School Update

Speaking on behalf of Chair Lindholm, Vice Chair Rieck stated the solar system is now working and will save the school district approximately \$10,000 per year. The school has filled 5 of the 6 teaching positions and will have an estimated 40 new students in the high school in each of the next 2 years.

6. Chamber Update

Ms. Wasserman stated she just posted to hire a summer tourism event staff member. Summer events are in full swing.

7. BLAEDC Update

Ms. Haverkamp stated BLAEDC has updated their major employer list on their website. She also mentioned that there are 3 large employers in the Pequot Lakes Area: Breezy Point Resort, Pequot Lakes School District and Landis Gyr.

8. City of Jenkins Update

No update

9. Other Business

Vice Chair Rieck stated that Ms. Malecha, Commissioners Crochet, Holley, Rieck and Chair Lindholm attended the Regional EDA Meeting in Crosslake last week. She stated that the topics of concern for EDC are Housing (includes skilled workforce and diversified community), Infrastructure, telling our story (Heart of the Good Life) and funding sources.

Commissioner Lelwica inquired about where the school is with the ballfield project. Ms. Malecha stated that the understanding of the Council was the School would be in control of this, however, at this time the School Board does not want to proceed. Mr. Pedersen stated the piece of land is valuable to the City. Vice Chair Rieck stated that Chair Lindholm asked Mr. Houle how much the project would cost (estimated \$5 million) she also read minutes from the March 12, 2019 meeting. Commissioner Lelwica suggested the City be responsible for the fields and have a contract with the school to rent the fields. Discussion ensued regarding who should take responsibility and incur the cost of this project, also does the project make financial sense for the City to incur the cost. Included in the discussion were options for applying for grants through the Twins Baseball Fund and Cal Ripkin Fund. Also generating revenue through the school rental fees, weekend tournaments, Legion Baseball, etc.

10. Adjournment

There being no further business, **COMMISSIONER LELWICA MOVED TO ADJOURN THE MEETING. COMMISSIONER LUBKE SECONDED THE**

**MOTION. THE MOTION CARRIED 6-0.** The meeting adjourned at 9:18  
a.m.

Respectfully submitted,

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Jennifer Peterson  
Administrative Assistant

April 16, 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,  
T. Morris, E. Watson, E. Hanneman, R. Decker, L. Dewes, G. Larson

**\*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 Dullum, Seconded by Nelson, all Ayes; motion carried.**

**\*West Grove**

No Business

**\*Sibley Terrace**

No Business

**\*ParkView**

Utility study rent increase approved from HUD for Parkview I & II

**\*Alpine**

No Business

**\*Executive Director's Report**

Parkview I & II MOR inspection scheduled for June 3<sup>rd</sup>.

Part time maintenance and cleaning crew in place as of 4/1/19

**\*Maintenance Report**

Painting interior of Sibley Terrace then Parkview I

**\*Other Business**

None

**\*Open Forum**

Tenants discussed the drop of the Cable Contract with Spectrum. Tenants will now be in control of their cable service as the Housing Authority's budget cannot sustain paying the remainder of the bill. Tenants asked about DISH, the board advised them that would not be an option.

**\*Adjournment**

5:55 p.m. meeting adjourned.

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

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

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

**PEQUOT LAKES PARK COMMISSION  
TUESDAY, APRIL 23, 2019  
CITY HALL**

Members Present: Chair Ronning, Commissioners Kim Churak, Johnson, Melby and Sjoblad

Members Absent: Commissioners Pat Churak, and Maher

Also Present: Nancy Malecha, City Administrator; Mimi Swanson, Council Liaison; Scott Pederson, Council Member; and Dawn Bittner, Zoning Specialist; Jason Gorr, Public Works Director

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. COMMISSIONER SJOBLAD SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

3. Park Commission Minutes

Chair Ronning stated that under page 2-3, the head of the flag subcommittee has changed from Commissioner Maher to Chair Ronning.

**COMMISSIONER JOHNSON MOVED TO APPROVE THE MARCH 14, 2019, PARK COMMISSION MINUTES AS READ. COMMISSIONER K. CHURACK SECONDED THE MOTION. MOTION CARRIED 5-0.**

4. Trailside Park Improvements

- a. Update by Chair Ronning and Vice-Chair Johnson
- b. Review New Design
- c. Infrastructure Considerations
- d. Timeline / Scope of Work

Chair Ronning stated that there have been a few meetings in regards to locations and options for the flag display and splash pad with Jason Gorr, Public Works Director; Tim Houle, City Engineer with WSN; and Andy Schwartz, Pine River Area Sanitation District. Scott Pederson met with Justin Burslie, City Planner. We are looking at doing a 58 post flag display at Trailside Park; we have a couple options on the table. Chair Ronning and Council Member Pedersen presented four options for the splash pad, flag display and Patriot Avenue parking. Mr.

Pedersen described the layout of the tactical urbanism idea for Patriot Avenue and park. Chair Ronning described the poles, bases, cords, truck (round ball with swivel to prevent flags from wrapping around pole), distance between each flag (7 to 8 feet apart), height and different options for the flag display. Discussion ensued regarding the different options and concerns with each option. With the project, Mr. Gorr has concerns about utilities, oak trees, possible drainage issues, storm sewer, maintenance practicality, constricted traffic and restricted sight lines. Chair Ronning spoke regarding the direction from the City Council was to design a plan for the flag display and the splash pad and he suggests we stick to this task and not the traffic flow and road reconstruction. Council Member Swanson suggested another option of having the flag display run along the path on the north side of the park and continue on the south side of the park with a new path. Commissioner Melby suggested the flag display run along Main Street on both sides of the street then turning to go north and south along Patriot Avenue. Consensus of the Commission is locating the flag display along Main Street and Patriot Avenue.

**COMMISSIONER JOHNSON MOVED TO SUBMIT A PROPOSAL TO THE CITY COUNCIL FOR THE PLACEMENT OF THE FLAG DISPLAY ALONG MAIN STREET AND PATRIOT AVENUE NORTH AND SOUTH ALONG TRAILSIDE PARK AND APPROXIMATE SITE FOR THE SPLASH PAD. COMMISSIONER MELBY SECONDED THE MOTION. MOTION CARRIED 5-0.**

5. Sibley Lake Park Outhouse

Council Member Swanson feels the current outhouse, the way it is, is not environmentally safe and thinks portable outhouses are a better option. She suggests taking down the building all together. Discussion ensued regarding options for replacing or repairing the current outhouse. Chair Ronning asked Mr. Gorr to investigate the current situation and get a recommendation to remedy this issue. Mr. Gorr will look into the options and bring his results back to the May meeting.

Chair Ronning inquired about a bid for the replacement of the steps at Sibley Lake Park. Mr. Gorr will get quotes on replacement/repair of the steps and bring to the May meeting.

6. Community Action Donation

Commissioner Churack stated that Community Action gave a \$400 donation to the Park Commission. The initial donation was for a plaque for a permanent bench in the park as well as extra moneys for the Park Commission to do as they see fit.

7. Quarterly Budget Information

The quarterly budget information was given to the Commission. Ms. Malecha stated there may be funds in the operating supplies account to use in the future.

8. Bands in the Park

Ms. Bittner stated that Muddy Water Band is ok with changing their time to 5 pm – 7 pm on August 3, 2019.

9. Art in the Park

Commissioner Churack stated Community Action made a \$100 donation to the High School Art Department to help with the Art in the Park project. Chair Ronning spoke with Dan Devine regarding the Art in the Park to make sure both sides of the displays are painted and the process for the displays.

10. Next Meeting

Chair Ronning asked if anyone would be absent from the May 9, 2019 meeting. All members in attendance will be at the May 9, 2019 meeting.

11. Other Business

Chair Ronning stated that Donna Wilson has a contact for the silhouettes for the Dog Park. Ms. Bittner stated the price she found online for the silhouettes are \$110 each plus shipping.

Ms. Bittner stated that an individual who uses the dog park has offered to purchase either one or two new benches depending on cost.

Commissioner Churack suggested having projections at the meetings when there are presentations.

10. Adjournment

There being no further business, **COMMISSIONER K. CHURACK MOVED TO ADJOURN THE MEETING. COMMISSIONER SJOBLAD SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

The meeting adjourned at 6:23 p.m.

Respectfully Submitted,

Jennifer Peterson  
Administrative Assistant

