



AGENDA ITEM #10

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: February 4, 2020

Subject: Administration Report

Report: The following items are attached for Council review.

- January 9, 2020 draft Park Commission minutes
- January 21, 2020 draft EDC minutes
- January 21, 2020 HRA minutes

Council Action Requested: No Council action requested.

**PEQUOT LAKES PARK COMMISSION
THURSDAY, JANUARY 9, 2020
CITY HALL**

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

Members Absent: none

Also Present: Dawn Bittner, Zoning Specialist; Jack Schmidt, guest; and Nancy Malecha, City Administrator

1. Call Meeting to Order

Chair Ronning called the meeting to order at 5:01 p.m.

2. Elect Chair and Vice Chair

Commissioner Churack nominated Dan Ronning for Chair and Commissioner Sjoblad nominated Kent Johnson for Vice Chair.

3. Consider Agenda

COMMISSIONER JOHNSON MOVED TO APPROVE THE AGENDA AS AMENDED. COMMISSIONER MELBY SECONDED THE MOTION. THE MOTION CARRIED 7-0.

4. Park Commission Minutes

COMMISSIONER SJOBLAD MOVED TO APPROVE THE NOVEMBER 14, 2019, PARK COMMISSION MINUTES AS READ. COMMISSIONER CHURACK SECONDED THE MOTION. MOTION CARRIED 7-0.

5. Trailside Park Veterans Memorial Walkway – Update

Chair Ronning gave a history of the possibility of extending the walkway to the Paul Bunyan Trail. The DNR has been contacted and they did respond with a few options for the walkway that does not connect to the Paul Bunyan Trail. Chair Ronning presented the options to the Commission.

Discussion ensued regarding the options for a purposeful design, adding new flags, economic value, accessibility from Paul Bunyan Trail, and what can be done in the trail right-of-way.

6. Project Priorities / Capital Improvement Plan / Budget

Ms. Malecha presented the project priorities for the Park Commission. Discussion ensued regarding options and finalizing the project priorities for 2020.

1. Trailside Park
 - a. Install splash pad on north side
 - b. Work with the Bean Hole Days Committee to improve the Bean Hole pot area
 - c. Install electrical outlets along Government Drive for holiday decorating
 - d. Improve the parking lot by the playground
2. Dog Park
 - a. Add silhouettes
 - b. Add trees

7. Splash Pad

Chair Ronning gave a history, possible design and price of a splash pad. Ms. Malecha stated she and Jason Gorr visited the Deerwood splash pad in September so they could see how it worked. Discussion ensued regarding moving forward with building the splash pad. General consensus is to move forward with plans for the splash pad.

8. American Flag Light

Chair Ronning gave a background on the light for the American Flag in the Trailside Park flag display. Ms. Bittner stated the Planning & Zoning Commission is discussing a possible amendment for allowing upward lighting in the Public Property at their next meeting on January 16, 2020. Discussion ensued regarding upward lighting and the lighting of the American Flag. Park Commission members will attend the Planning & Zoning commission meeting.

9. Santa's Bobbin into Town Parade Float – Recap

Chair Ronning stated the parade float won first place. First place received a trophy and \$100. Discussion ensued regarding decorating the float, improvements, and/or changes for next year.

10. Quarterly Budget Information

Ms. Malecha gave an overview of the budget for the 4th quarter of 2019. Ms. Malecha also gave an overview of the 2020 budget. Ms. Malecha explained the City Council earmarked \$11,000 from the Excel Energy Franchise fees to the Park Board in 2020.

11. Next Meeting

Chair Ronning asked the commission for attendance for the February 13, 2020 meeting. All members present will attend.

12. Other Business

Ms. Bittner stated that Park Board received 2 donations in memory of Sal Peterson and 1 from Community Action.

Discussion ensued regarding when the lights in Trailside Park should be turned off. Consensus was lights should be in conjunction with the City lights.

Chair Ronning stated that Katie Wasserman from the Chamber has benches that can be placed in the "bump" out areas of the flag display at Trailside Park.

Chair Ronning would like to see an official lighting ceremony for the Trailside Park lights in 2020.

13. Adjournment

There being no further business, **COMMISSIONER JOHNSON MOVED TO ADJOURN THE MEETING. COMMISSIONER CHURACK SECONDED THE MOTION. THE MOTION CARRIED 7-0.**

The meeting adjourned at 6:24 p.m.

Respectfully Submitted,

Jennifer Peterson
Administrative Assistant

**MEETING OF THE PEQUOT LAKES
ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, JANUARY 21, 2020**

Members Present: Chair Lindholm; Commissioners Becklin, Crochet, Lelwica, Lubke and Rieck

Members Absent: Commissioner Holley

Others Present: Nancy Malecha, City Administrator; Jennifer Peterson, Administrative Assistant; Tyler Glynn, BLAEDC; Scott Pederson, City Council Liaison; Katie Wassermann, Pequot Chamber of Commerce; and Mark Jurchen

1. Call Meeting to Order

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

a. Introduction of Members

2. Elect Chair & Vice Chair for 2020

Chair Lindholm asked for nominations for Chair and Vice Chair positions.

COMMISSIONER REICK MOVED TO ELECT CHRIS LINDHOLM FOR EDC CHAIR. COMMISSIONER CROCHET SECONDED THE MOTION. MOTION CARRIED 6-0.

COMMISSIONER LELWICA MOVED TO ELECT COMMISSIONER RIECK FOR VICE CHAIR. COMMISSIONER LUBKE SECONDED THE MOTION. MOTION CARRIED 6-0.

3. Consider Agenda

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

4. Approve EDC Minutes

COMMISSIONER CROCHET MOVED TO APPROVE THE DECEMBER 17, 2019 ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER RIECK SECONDED THE MOTION. MOTION CARRIED 6-0.

5. Lego League Project Heart of the Good Life Presentation – Pamela Johnson

James Johnson, Avery Gorr, and Braden Wallin, 6th graders from Pequot Lakes Middle School Lego League team gave their presentation on a Solar Panel Power Source in the Heart of the Good Life Development.

Mr. Lindholm inquired about the pricing and energy production on the project. The initial cost of the project would be \$576,000 and will pay for itself in 15 years and net \$1,000,000 in savings and energy costs. These numbers were calculated by REAL in Pine River. One acre of solar panels are estimated to produce 375,000 kilowatt hours of energy per year.

Council member Lelwica asked if the panels could go on a building or roof of a structure if there is one in that area. Ms. Johnson stated that the ground panels produce more energy, due to possible snow cover and angle they are placed, than roof panels.

6. Welcoming Community Advocacy Group Update

Ms. Malecha stated Sourcewell has agreed to fund an eighteen month program, with quarterly meetings, facilitated by Region Five, IDI assessment opportunities, plus \$10,000 to use toward a community project to assist Pequot Lakes in becoming a Welcoming Community. The group would consist of 5-10 people from local government, business owners, students, school board, and non-profit.

Discussion ensued whether to move forward with the Welcoming Community Advocacy Group as well as how the City of Pequot Lakes can become a more welcoming community.

COMMISSIONER RIECK MOTIONED TO MAKE THE WELCOMING COMMUNITY ADVOCACY GROUP BE PART OF OUR 2020 PROJECT PRIORITIES. COMMISSIONER CROCHET SECONDED THE MOTION. MOTION CARRIED 6-0.

7. Define Work Plan and Timeline for 2020 Project Priorities

a. Workforce Housing

Ms. Malecha stated we are currently waiting for further information on the Workforce Housing from Crow Wing County HRA.

b. Pequot Lakes Incentive Program – 6-1-20 deadline

c. Marketing of the Heart of the Good Life Development

Ms. Malecha asked how the Commission would like the City to move forward on marketing the Heart of the Good Life Development aside from the flags to be displayed in the spring.

Discussion ensued regarding marketing, existing business park infill and funding for these projects. Mr. Jurchen gave an update on the existing business park infill. Mr. Jurchen met with business owners within the park and explained how the infill worked and the owners were very responsive to the information and some were not aware of the actual process.

COMMISSIONER LELWICA MOVED TO RENAME THE BUDGET ITEM FROM HOUSING REDEVELOPMENT & MARKETING TO REDEVELOPMENT & MARKETING FOR \$10,700. COMMISSIONER LUBKE SECONDED THE MOTION. MOTION CARRIED 6-0.

Mr. Pedersen inquired that we should look at listing the Heart of the Good Life Development lots with a realtor. Discussion ensued regarding contacting a realtor such as Close Converse in order to start the process to market the pieces of property in the Heart of the Good Life Development as well as pricing for lots and commission to a possible realtor.

d. Investment in Recreational Space in the Heart of the Good Life Development

Commissioner Lubke inquired on where we are at with the Heart of the Good Life "sports complex". Discussion ensued regarding the recreational space including cost, space/area and support of the possible project. No decisions have been made in regards to this area.

8. School Update

Chair Lindholm stated the school district is negotiating with the Echo Journal to purchase the property/building adjacent to the school for classroom space. The school added 5.5 FTEs for teaching in the High School in 2020, which means there are no empty classrooms available to expand for growing enrollment.

9. Chamber Update

Ms. Wasserman stated Stars & Stripes Days planning has begun.

Ms. Wasserman is working with a new group/coalition, which is a mixture of chamber/non-chamber business owners to establish monthly events for businesses in Pequot Lakes.

Brainerd Lakes Chamber's Executive Board annual meeting will be held February 7th at 9:00 am at the Cole Memorial Building. Ms. Wasserman requested an EDC member at the meeting to present the details of what the EDC is working on currently.

10. BLAEDC Update

Mr. Glynn stated that BLAEDC held a meet & greet to select the new executive director. Tyler Glynn was selected as the Economic Development Director for BLAEDC. Mr. Glynn gave an explanation on how the position was selected.

11. City of Jenkins Update

No update was given.

12. Other Business

There was no other business.

13. Adjournment

There being no further business, the meeting adjourned at 9:08 a.m.

Respectfully submitted,

Jennifer Peterson
Administrative Assistant

January 21, 2020
Pequot Lakes Housing & Redevelopment Authority

Commissioners present: Robert Ritter, Bob Peterson, Pat Dittes, Edith Watson

Also present: Executive Director-Tamra Lanning, Lynn Katzenberger, Jake Moser, D. Botham, G. Larson

***Call Public Meeting to Order**

5:15 p.m. Chairman Ritter called Public Hearing to order.

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

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

5:22 p.m. Chairman Ritter closed Public Hearing.

***Call Regular Meeting to Order**

5:22 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 Dittes, Seconded by Watson, all Ayes; motion carried.

***West Grove**

No Business

***Sibley Terrace**

No Business

***ParkView**

No Business

***Alpine**

No Business

***Executive Director's Report**

No Business

***Maintenance Report**

Brad on vacation. Continue with snow removal.

***Other Business**

Pet Policy reviewed.

***Open Forum**

Sibley resident discussed snow removal on property.

***Adjournment**

6:08 p.m. meeting adjourned.

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

Chrm. _____

Sec. _____