

**PEQUOT LAKES PARK COMMISSION MINUTES**  
**MONDAY, September 23, 2024 - Draft**  
**City Hall**

Members Present: Commissioners Boucher, Lind, Clement, Churack and Chair Adams. Absent; Commissioner Simar

Also Present: Emily Johnson, City Clerk/Treasurer; Julie Meister, Administrative Assistant, Nick Roy, Public Works Supervisor

Location: Pequot Lakes City Hall

1. Call Meeting to Order

Chair Nancy Adams calls the meeting to order at 4:59 p.m.

2. Consider Agenda

**COMMISSIONER CLEMENT MOVES TO ACCEPT THE AGENDA.  
COMMISSIONER CHURACK SECOND THE MOTION. MOTION CARRIES 5-0.**

3. Park Commission Minutes

**COMMISSIONER CLEMENT MOVES TO APPROVE THE MINUTES FROM  
THE AUGUST 26, 2024, MEETING. COMMISSIONER LIND SECONDED THE  
MOTION. MOTION CARRIES 5-0.**

4. Holiday Decoration Update

Commissioner Kim Churack has been looking at various Holiday light displays and provides examples of what she has found with an estimate from Display Sales. Ms. Churack comments on the assembly of the objects and their durability. Discussion ensued on the two design features that are included on the provided estimate. Ms. Churack seeks input from the board for additional help with ideas. Administrative Assistant Julie Meister requests to see images of what has been displayed in years past. Ms. Churack to be providing some images to Ms. Meister via email. Discussion ensued on previous images of light displays already provided at a previous meeting. Chair Nancy Adams comments on needing \$5,000 for Holiday lights and notes we need someone to donate \$2,000 dollars.

**CHAIR ADAMS MAKES A MOTION TO ORDER THE SELECTED DESIGNS PROVIDED BY COMMISSIONER CHURACK. COMMISSIONER CLEMENT SECONDS THE MOTION.**

Ms. Churack has Public Works Supervisor Nick Roy review the selected display designs to approve if they would work. Mr. Roy agrees with anything that stays together. Mr. Roy reviews again the selected designs and feels they both should work. Discussion ensued on the funds available to purchase the new Holiday light displays listed on the Display Sales estimate. Discussion ensued on who is to order the Holiday lights and how it should be invoiced.

**THE ABOVE MOTION CARRIES 5-0.**

5. Budget Update

City Clerk/Treasurer Emily Johnson explains the Budget handout provided to the Park Commission at tonight's meeting. Ms. Johnson comments on how to read and understand how the financial sheets are put together and how they will be merged at the end of the year. Ms. Johnson provides additional instruction on how the expenses and revenues offset each other and how the breakdown appears with any additional expenses or projects already budgeted for this year. Ms. Johnson also explains the carry-over funds. Chair Nancy Adams inquires on the \$12,000 reflected and is that the budget for the year? Ms. Johnson explains that is what is designated from the franchise fees. Ms. Adams also inquires does the City provide any additional funds? Ms. Johnson references various items on the budget sheet to explain what is left from the franchise distribution and what we have used the franchise fees for. Discussion ensued on how we acquire franchise fees. Commissioner Kim Churack seeks to understand how much we have this year for Holiday Decorations. Discussion ensued on how and where funding is currently going and what is remaining for Holiday lights and light posts. Discussion ensued on when to ask council about budget and the understanding when to ask council for funding. Ms. Adams notes that the building of the Dog Park Gazebo will deflate the Park budget. Ms. Churack doesn't feel the Park Board can rely solely on franchise fees being designated to the board each year. Ms. Johnson has the members turn to the first page that shows the line items the council puts in already for the Park Board and if there's a line item that needs to be increased the Park Board will need to make that request and have reasoning behind the requested increase. Ms. Adams notes that at the October council meeting that in our update to council we will need to point out we have a real issue due to one of our goals for next year is the gazebo in the Dog Park. Public Works Supervisor Nick Roy comments on the receipt of a \$24,000 bid for the dog park project. Discussion ensued on when and how to ask council for additional funding with the carryover funds. Ms. Adams wonders and feels the Park Board

made a motion on the gazebo and concrete at the dog park. Mr. Roy notes that he makes these recommendations on carryover funds to the council and is included in his reports.

**CLEMENT MOVED AND LIND SECOND TO AUTHORIZE MR. ROY TO PROCEED WITH PREVIOUS MOTION TO BUILD GAZEBO IN DOG PARK NOT EXCEED \$25,000 AND TO BE COMPLETED AS SOON AS POSSIBLE.**

Administrative Assistant Julie Meister located after the meeting the original motion was made at the June 24, 2024 Park Board meeting.

Ms. Johnson leaves a detailed ledger with Ms. Adams to review and see what goes into each line item. Discussion ensued again on the current carry-over and where Mr. Roy's previous budgeted lighting request of \$12,000 is currently sitting.

6. Community Garden Update

Chair Nancy Adams comments on doing additional research from Master Gardener for information on how to close your garden for the season. Ms. Adams provides that she has found out that if there's any mildew or disease left on your plant then you take it out and get rid of it. Otherwise, if the plants are healthy, you can take it out and leave it in the garden. Another suggestion was to plant winter rye. Ms. Adams inquires by what date do we let the gardeners know to have their gardens cleaned out by. Administrative Assistant Julie Meister comments on having this discussion with Public Works Supervisor Nick Roy on a date in the middle of October or after our first frost. Ms. Meister provides additional remarks from a conversation she had with her garden plot neighbor who commented on if you have any acidic plants, such as peppers or tomatoes to remove them so that they don't change the soil so that you will have blite. Ms. Adams comments on reaching out to Tyler Gardner for a dumpster. Mr. Roy states to create a pile outside the garden area and place everything on the gravel in front of the water tower and Public Works staff will pick up and discard. Mr. Roy also to let Mr. Gardner know that a dumpster is no longer needed. Ms. Adams states then that gardens and plants will need to be removed by October 15, 2024. Ms. Meister to send out an email to gardeners to inform them of date. Ms. Adams next wonders when do we allow gardeners to sign up for next year? Commissioner Dave Lind recommends we open sign-up in March. Ms. Meister reviews the dates in March of 2025. The Board looks to allow the previous year's gardeners to sign-up on March 3, 2025 and if they have not signed-up by that date then sign-up is now open to everyone, starting March 10, 2025. Ms. Adams reminds members that we are having one raised bed and will have 9 plots in total for 2025. Discussion ensued on establishing a waiting list and the dimensions of the raised bed. Ms. Meister also comments on critters getting in through our fence and eating the

beets of some of our gardeners' vegetables. Ms. Meister also comments that her plot neighbor is willing to donate some chicken wire to the City to use as an additional barrier at the base inside of the fence. The City will plan to add an additional barrier around the entire internal fence wall for the 2025 growing season.

7. DNR Grant for the Park Update

Chair Nancy Adams has again reviewed the tree study grant program and is trying to understand the spending of this money. Ms. Adams states we need to look at each park. Referencing Paul Park as an example, there are two small Ash trees and, because of ash borer, we would remove those and replant with other varieties. Using the grant funds, we would hire someone to do this job. Public Works Supervisor Nick Roy wonders on when we need to start using the grant money. Ms. Adams believes we have already started using the grant money with the request of the lift truck and the end date is the end of June 2027. Ms. Adams encourages Mr. Roy to work on an equipment list that is needed as part of the relief grant. Ms. Adams suggests Mr. Roy look on spending \$10,000. The other grant is \$25,000 for trees. Discussion ensued on having someone prepare and do a management plan. Ms. Adams will contact Eric Euteneur, arborist who did the tree study, to discuss the necessary Management Plan referenced in the ReLeaf grant.

8. Community Sign Update

Administrative Assistant Julie Meister provides an update on progress in understanding the sign's software and how the designs are now displaying accurately. Ms. Meister is also to be meeting with Daryl Kirt from Scenic Sign Corp in the next few weeks to have additional one on one training. Discussion ensued on artwork that is being provided and educating customers that "Less is More." Ms. Adams next inquires on the bottom landscaping of the Community Sign. Public Works Supervisor Nick Roy has plans to have this done in the very near future.

9. Repair of the Popcorn Wagon

Chair Nancy Adams provides an update that it would be \$75 per hour plus materials if we were to repair the popcorn wagon. Commissioner Kim Churack addresses the repair would be \$10,000 dollars and then asks how much the popcorn wagon generates in funds during the summer? Ms. Adams states it's roughly \$1,000 dollars. Ms. Adams has also stated that she reached out to Linda

with the Library to see how the library would feel if there was no longer a popcorn wagon. Ms. Adams expresses that she feels people would complain or make mention of the popcorn wagon but with time it would soon be forgotten or the library will have found an alternative. Ms. Churack expresses that the \$1,000 dollars really doesn't justify the means to have it repaired. Public Works Supervisor Nick Roy makes mention of what Crosslake does for their Bands in the Park and how they use food trucks.

**CHURACK MAKES A MOTION TO NOT REPAIR THE POPCORN WAGON AND SELL THE WHEELS. COMMISSIONER LIND SECOND. MOTION CARRIES 5-0.**

Mr. Roy requests moving the rock that was housed near the popcorn wagon. Members agree to have Mr. Roy move the rock.

10. Bocce at Gildner Park

Chair Nancy Adams indicates this topic will require a lot of thought. Ms. Adams was thinking that each park should have something special to try and draw people there and she thought about bocce ball at Gildner. Discussion ensued on the game of bocce and what is required to play the game and where to store the equipment. Discussion also ensued on other games we could offer. Ms. Adams asks that we think of outdoor games we could provide. Commissioner Kim Churack also inquires on where the free little library went at Gildner park. Ms. Adams also notes while in the Cities and was walking down along the waterfront she noticed this metal cart labeled Waterworks Game Cart and it's a big metal cart with shelves on it and it's unlocked during the day and is filled with board games, throwing games, chalk and other stuff inside it. Public Works Supervisor Nick Roy makes mention to remove the chalk due to the mess it could make. Ms. Adams tables this idea for now but again encourages members to keep thinking of ideas we could bring to each park.

11. Goals for 2025

Chair Nancy Adams reviews the list of goals for 2025; **Dog Park Shelter**, **South End of Trailside Park**. Removing Splash Pad from goal list. Ms. Adams next addresses **Trailside Park Shelter** and turns our attention to while visiting Fergus Falls she observed their door locking mechanisms and various signs for bathrooms. Ms. Adams also mentions how they had donated WiFi in the park and wonders if we could have that service also in our park. Public Works

Supervisor Nick Roy expresses that WiFi will most likely not happen due to having already spent money on antennas for the camera systems this year. Mr. Roy also updates on speaking with the contractor and only talking about electronics. Mr. Roy will try to get a picture to share. Discussion ensued on table ideas for the shelter. **Sibley Lake Forest** will be tabled until early Spring but remains as one of our goals. **South End of Trailside Park** will have a committee formed to have their input on the design. This Committee will include those that utilize that end of the Park for their various events.

12. Park Board Representative to attend the October 7, 2024 City Council Meeting

Commissioner Kim Churack to attend and will provide the report to the October City Council meeting.

13. Park Vacancy

Topic was not addressed.

14. Other Business

Commissioner Dave Lind requests that the restrooms at Sibley needs to be taken down. Public Works Supervisor Nick Roy comments on an idea that we use or look at something similar to what they have at the Firetower. Mr. Roy states it's a concrete structure on top of a septic tank. Mr. Lind wonders do we use a porta potty like we have at Trailside Park?

**LIND MAKES A MOTION TO TEAR DOWN THE BATHROOM AT SIBLEY PARK. COMMISSIONER CLEMENT SECOND. MOTION CARRIES 5-0.**

Mr. Lind further continues the discussion on these vault toilets and indicates they run roughly \$30,000 when he previously researched them. Mr. Lind will look further into the vault toilet option for Sibley. Commissioner Kim Churack notes that she noticed a tree is down on the trail at Mayo Park.

Commissioner Sam Clement inquires on the evaluations from Bands in the Park from this season. Discussion ensued on the overall reports, coming back as positive. Administrative Assistant Julie Meister provides an update on already having three bands currently scheduled for 2025 and has feelers out for additional bands. Ms. Meister announces the dates for next season as June 14 thru August 23, 2025. Chair Nancy Adams expresses that we should conclude on

August 16, 2025 due to less daylight and the cooler temps at night. Ms. Meister will also reach out to Rusty Crayfish for their availability in 2025.

15. Adjournment

**THERE BEING NO FURTHER BUSINESS CHAIR NANCY ADAMS AJORNS  
MEETING AT 6:11 P.M.**

Respectfully Submitted,

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Julie Meister, Administrative Assistant