



AGENDA ITEM #10

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: February 29, 2016

Subject: Administration – General Information

Report: The following items are attached for Council review.

- February 16, 2016 Draft EDC Minutes
- February 16, 2016 HRA Minutes

Council Action Requested: No Council action requested.

**ECONOMIC DEVELOPMENT COMMISSION
FEBRUARY 16, 2016 MEETING MINUTES**

Members Present: Chair Jurchen, Commissioners Lindholm, Rieck, and Stroot

Members Absent: Commissioner Roggenkamp

Others Present: David Sjoblad, Mayor; Nancy Malecha, City Administrator/Clerk; Dawn Bittner, Zoning Specialist; Sheila Haverkamp, BLAEDC; Gunther Wolff, Student Intern at Pequot Lakes Physical Therapy; and Jon Lubke, Mayor for City of Jenkins

1. Call Meeting to Order

The meeting was called to order by Chair Jurchen at 8:01 a.m. Chair Jurchen congratulated Chris Lindholm on his recent appointment to the Economic Development Commission.

2. Approve EDC Minutes

COMMISSIONER RIECK MOVED TO APPROVE THE JANUARY 19, 2016 ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER STROOT SECONDED THE MOTION. MOTION CARRIED 4-0.

3. Increased Number of Members on EDC

Chair Jurchen thanked the Pequot Lakes City Council for their approval to increase the number of members on the Economic Development Commission from five to seven.

Discussion ensued on prospects to serve on the Commission. It was noted that an application from Jon Lubke has been received and will be on the next City Council agenda for approval. The consensus of the Commission directed Nancy Malecha to contact the following individuals for possible interest in serving on the EDC.

- Representative from Pequot Tool & Manufacturing
- Kirk Larson from First National Bank
- Cami Haberman from First National Bank
- Amy Sjoblad from Mid-Minnesota Federal Credit Union
- Representative from TDS Telecom

Chair Jurchen stated that he will contact Bob Perkins on the TDS Telecom representative.

4. Broadband Update

Chair Jurchen reviewed with the Commission the map he received from TDS Telecom on the capable down speeds for the Pequot Lakes area. He noted that an overlay map consisting of

TDS Telecom's services along with Charter Communications' services detailing download and upload speeds would be beneficial. Chair Jurchen noted that he will work on this with these companies.

The following discussion ensued on the broadband services in the Pequot Lakes area.

- Project developers tend to put infrastructure technology in their development documents; therefore, the necessity to pre-build the infrastructure may not be warranted.
- It was noted that early on, cities who installed fiber have gone bankrupt because it is extremely expensive to put in this infrastructure.
- Broadband upgrades should be a joint venture process between the fiber optic companies and project developers.
- Community-wide broadband footprints and infrastructure upgrades can receive funding allocated to DEED through an application process with a 50/50 funding split.
- Government subsidy systems could help the broadband needs in rural areas.
- Partnerships between stakeholders such as the Blandin Foundation and Region 5 is key as the broadband issues are not a specific city issue but a regional issue.
- Wireless companies should not be overlooked when addressing broadband issues as the black holes could be filled with their services.
- Broadband infrastructure is becoming a combination of larger density areas within a city and smaller onsite areas. This is similar in concept of a city wastewater system and individual septic systems.
- The Commission's goal is to prepare the City to be tech ready and provide information to prospective developers that entails download and upload speed capabilities and the comparability cost for these tech services.
- The concept of mini towers on existing light poles or structures to increase coverage may be something for the Planning Commission and the City Council to consider as to what is allowable for poles and towers within the City in regard to height restrictions and variances.
- Strategic gathering places within the City that offer optimal WiFi services should be determined.

Chair Jurchen will gather further information from TDS, Charter, and the Planning Commission to continue this discussion at the next meeting.

5. Breezy Point Resort – Guest Services Directory Book Update

Nancy Malecha informed the Commission that Jenna Crawford is currently working with their marketing designer on the ad for the Breezy Point Resort Guest Services Directory and a proof will be sent to Commission members as soon as it becomes available.

6. School Update

Chris Lindholm noted that the Pequot Lakes School will be hosting a Career Fair on March 15th and if anyone is interested in participating, they should contact Chip Rankin at the School.

7. Chamber Update

No update received.

8. BLAEDC Update

Sheila Haverkamp distributed BLAEDC's 2015 Annual Report. She noted that BLAEDC continues to move forward with strategies to be tech ready.

Ms. Haverkamp stated that a hack-a-thon will be held locally with support from the Blandin Foundation and Central Lakes College. Teams will work on coding dilemmas for companies and offer solutions and apps to fit their needs.

9. Goals and Objectives Update

Chair Jurchen noted that the City Council will be setting directives on the development vision and strategy for the 100 acres of MnDOT land turnback and the Commission will not need to address this unless instructed to do so by the Council.

10. Familiarity of Pequot Lakes Downtown Plan

Chair Jurchen asked that the Commission become familiar with the City's Downtown Plan as it contains valuable information for the Commission to consider.

11. Other Business

Chair Jurchen noted that the next agenda will consist of the following.

- Downtown Plan
- Broadband Update
- EDC Vacancy

Nancy Malecha informed the Commission that the City will be hosting a Trailside Park Master Planning Meeting on March 9th at 5:00 p.m. at City Hall to gather stakeholder input on amenities within the Trailside Park.

12. Adjourn

There being no further business the meeting adjourned at 9:15 a.m.

Respectfully submitted,

Nancy Malecha
City Administrator/Clerk

February 16, 2016

Pequot Lakes Housing & Redevelopment Authority

Commissioners present: Robert Ritter, Bob Peterson, Clara Nelson, Tamra Lanning

Also present: Executive Director-Barb Carlson, Assistant Director-Deb Hays, Maintenance Engineer-Brad Moser

***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 Ritter, Seconded by Lanning, All Ayes; Motion carried

***West Grove**

No Business

***Sibley Terrace**

Director Carlson discussed increasing the cable charge to \$20.00 per month from \$15.00 per month.

Motion to accept increasing the cable charge.

Moved by Nelson, Seconded by Lanning, All Ayes; Motion carried

Director Carlson informed the board of the 2016 HUD CFP money of \$20,539.00, slated for carpeting.

Motion to accept CFP funding.

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

***ParkView**

No Business

***Alpine**

No Business

***Executive Director's Report**

No Business

***Maintenance Engineer's Report**

No Business.

***Other Business**

No Business

***Open Forum**

No Business.

***Adjournment**

5:30 p.m. meeting adjourned.

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

Chrm. _____

Sec. _____