



AGENDA ITEM #10.2

REPORT TO CITY COUNCIL

Report Prepared by: Angie Duus

Date: September 6, 2022

Subject: Draft Boards and Commissions Minutes

Report: The following items are attached for Council review.

- August 16, 2022, Draft EDC Meeting Minutes
- August 16, 2022, Draft HRA Meeting Minutes

Council Action Requested: No Council action requested.

**MEETING OF THE PEQUOT LAKES
ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, AUGUST 16, 2022**

Members Present: Chair Lottman; Commissioners Becklin, Holley, Lelwica, Lubke, and Rieck

Members Absent: Commissioner Hallan

Others Present: Angie Duus, City Clerk/Treasurer; Tyler Glynn, BLAEDC; Kurt Stumpf, Pequot Lakes School District Superintendent; Mark Jurchen

1. Call Meeting to Order

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

2. Consider Agenda

Commissioner Rieck added 10.1 HRA Commission Discussion to the agenda.

COMMISSIONER HOLLEY MOVED TO APPROVE THE AGENDA AS AMENDED. COMMISSIONER LELWICA SECONDED THE MOTION. MOTION CARRIED 6-0.

3. Approve EDC Minutes

COMMISSIONER LELWICA MOVED TO APPROVE THE MAY 17, 2022, ECONOMIC DEVELOPMENT COMMISSION MINUTES AS PRESENTED. COMMISSIONER HOLLEY SECONDED THE MOTION. MOTION CARRIED 6-0.

4. School Update

Kurt Stumpf informed the Council that the city will be licensing Olsen Street to the school district and they intend to create more onsite parking. He said the school is watching enrollment numbers and people coming is usually known but people going out is harder to determine. He stated it is too early to even give ballpark of enrollment numbers.

Mr. Stumpf said Safe Routes to School will be an endeavor with the district, City of Pequot Lakes, City of Breezy Point and the county as the federal government will pay about eighty percent of the bill and the entities will need to find ways to pay the remaining twenty percent. He stated they received a planning grant of \$15,000 and they will be working with Region Five. Mr. Stumpf said they will spend this year, meeting once a month with the planning group. He stated they will send out surveys to parents and students and they hope by April or May they have a final plan to submit. He stated that it is a long process and estimated it to take about four years to get the funding.

He informed the EDC Commission that they will be having six meetings in September through November about the school's facility study to work with the community to determine improvement needs and ten-year planning. It

was discussed that the plan is estimated to be ready to be presented in November and will address all pre-K through 12th grade needs.

Discussion ensued about what Safe Routes for school does for the school. Mr. Stumpf stated that it can be sidewalks, throughout the city, walking paths on the school property, or sidewalks surrounding the school property. He stated it varies from each project.

5. Chamber Update

Angie Duus read the update provided by Nichole Heinen, Pequot Lakes Chamber Director:

- Explore Pequot Lakes Meetings are going great! Next one is on August 31st at Shiloh Asst Living.
- Best turnout for both Stars and Stripes and Bean Hole Days.
- Currently working on visiting with Pequot Lakes chamber members and seeing how their business is going after the busy summer.

Chair Lottman talked about the great turnout at parade and stated that there seemed to be more people this year. He stated that if some of the potential projects are completed it would be great if the parade route could change and include those areas.

6. Workforce Housing Update

Chair Lottman informed the EDC Commission that there was a special Council meeting Monday night to discuss the apartment complex proposal to be built in the north-east corner of in the Heart of the Good Life. He stated the company that made the proposal would like approximately four acres to build a sixty-five-unit apartment complex. He explained the Council had a meeting to discuss if they want to change the zoning and remove part of the TIF district to allow the complex. The City Council asked P&Z and the EDC to provide them with their input and recommendations. Chair Lottman stated concerns were raised about the potential ball fields for the school. He discussed the need of a lift station if the ball fields were located elsewhere in the HOGTL instead of being gravity feed with the current potential ball field location. He stated the Council discussed lots one through become residential and removing that portion from the TIF district. He pointed out that there are lots for sale in Brainerd right now that are priced at on dollar an acre and they still cannot move them. Commissioner Holley presented a list of real estate for sale in the area, and she stated that the area is in desperate need of housing and for the City of Pequot Lakes to grow. She stated that the greatest need for housing is single family housing, but she believes the apartment would be of value to the city. Discussion ensued about the ball fields, rising cost of housing, communities looking at apartment complexes and tax revenue relating to a commercial facility and an apartment development. Discussion ensued about the number of garages, parking and underground parking.

COMMISSIONER HOLLEY MOVED TO RECOMMEND TO THE COUNCIL TO REZONE THE NORTHWEST SIDE OF THE PROPOSED ROAD IN THE HEART OF THE GOOD LIFE TO ALLOW THE APARTMENT COMPLEX, TO REMOVE TIF FROM THE DESIRED SECTION OF THE HOTGL, AND TO CONSIDER

**UNDERGROUND PARKING WITH THE PROJECT. COMMISSIONER RIECK
SECONDED THE METTING. MOTION CARRIED 6-0**

Mark Jurchen stated that he had been meeting with some contractors and land owners.

7. 2022 Project Goals

Chair Lottman stated they met one of their goals today by making a recommendation to the City Council. He stated the next goal may be met which is break ground on a project in the HOGTL. He also stated that they have met the goal of meeting with contractors.

8. BLAEDC Update

Tyler Glynn stated that he will be making some visits to businesses with the Chamber. He said the state chamber does look at some of the information that is collected when they meet with businesses. He said that some of the questions that will be asked are related to growth and expansion. He stated that there is an expansion project he should be able to discuss in the next month which has been occupying a lot of his time. Mr. Glynn stated that every community in the area is looking at the same thing that is being offered in Pequot right now. He said there is potentially other developers that would step up to the plate now that this offer has been presented to the city.

9. City of Jenkins Update

Jon Lubke informed the EDC that Jenkins has been working on a Broadband project with Jenkins Township, Ideal Township and they did a joint powers agreement which includes the county. He stated the City of Jenkins and the townships have made a resolution to accept one of the two proposals that were submitted to do the project and they are just waiting for the county to approve their resolution. Commissioner Lubke stated they are looking at 1,972 fiber to home sites. He stated most of the funds being used are ARPA funds.

10. Other Business

10.1 HRA Commission Discussion

Commissioner Rieck stated that she was approached about the handrails being removed in Sibley Terrace. She stated people have moved there because the complex is for accessibility, and it is set up for the elderly and disabled individuals. She said the residents would like to see the railings go back up, but the HRA has said they are not a nursing home, and the railings are not required. Discussion ensued about the levy for the HRA and agreed to inform the Mayor of the concern as he has been involved with other concerns with the HRA.

11. Adjourn

**COMMISSIONER LUBKE MOVED TO ADJORN THE MEETING.
COMMISSIONER LELWICA SECONDED THE METTING. MOTION
CARRIED 6-0.**

The meeting adjourned at 9:12 a.m.

Respectfully submitted,

Angie Duus
City Clerk/Treasurer

DRAFT

Housing & Redevelopment Authority of Pequot Lakes

August 16th, 2022

Commissioners present: Pat Dullum, Pat Dittes, Mike Ridgley, Debbie Botham, Sebastian Mesa

Also present: Executive Director- Tami Lanning, L. Katzenberger, D. DeLong, S. Ciha

* **Call Regular Meeting to Order**

3:00p.m. Chairman Dullum 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 Botham, Seconded by Ridgley, all Ayes; motion carried.

* **West Grove**

New LED carriage lights installed. 100% occupied as of 7/27/22.

* **Sibley Terrace**

Internal inspection/preventative maintenance being done on boiler system for winter. Two water heater system repairs finished.

* **ParkView**

Parkview I is 100% occupied. Contract renewal still in progress. Nagell appraisal rejected due to some changes needed and will be re-submitted.

* **Alpine**

Resident death in lower unit. Family is working on cleaning unit out. The upper unit has been re-rented.

* **Executive Director's Report**

2021-2022 Audit has started. New lease renewal for office rental effective 9/1/22.

Motion to accept new 3-year amendment to lease.

Moved by Ridgley, Seconded by Mesa, all Ayes; motion carried.

* **Maintenance Report**

Continuing in vacant units and with grounds clean-up and tree trimming.

* **Other Business**

John Deere tractor has no value left in it and needs extensive repairs. Taking it off the depreciation report and looking to sell as is.

Motion to accept selling the John Deere tractor as is.

Moved by Ridgley, Seconded by Dittes, all Ayes; motion carried.

* **Open Forum**

No Business

* **Adjournment**

3:48 p.m. meeting adjourned.

Moved by Ridgley, Seconded by Mesa, All Ayes; Motion carried.

Chrm. _____

Sec. _____