



AGENDA ITEM #10

REPORT TO CITY COUNCIL

Report Prepared by: Angie Duus

Date: August 4, 2020

Subject: Administration Report

Report: The following items are attached for Council review.

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

Council Action Requested: No Council action requested.

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

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

Members Absent: Commissioners Melby and Sjoblad

Also Present: Dawn Bittner, Zoning Specialist; Jennifer Peterson, Administrative Assistant; Mimi Swanson, Council Liaison

1. Call Meeting to Order

Chair Ronning called the meeting to order at 5:02 p.m.

2. Consider Agenda

COMMISSIONER JOHNSON MOVED TO APPROVE THE AGENDA AS AMENDED TO ADD ITEM 8, BEAN HOLE FENCE QUOTE. COMMISSIONER CHURACK SECONDED THE MOTION. THE MOTION CARRIED 5-0.

3. Park Commission Minutes

COMMISSIONER CHURACK MOVED TO APPROVE THE JUNE 11, 2020, PARK COMMISSION MINUTES AS READ. COMMISSIONER SCHWEINLER SECONDED THE MOTION. MOTION CARRIED 5-0.

4. Pickleball Court

Chair Ronning spoke with Jan Blessner regarding getting pickleball courts in the community. Chair Ronning called the school and was referred to Community Education Department. Chair Ronning spoke with Rich Spiczka regarding the project. Mr. Spiczka will speak with the school to see if it is possible to get the tennis court revamped to allow pickleball and the possibility of establishing a league. Mr. Spiczka will get back to Chair Ronning within the next two weeks.

Mr. Gorr stated that Nathan from Outdoor Specialties from Pine River, has painted several of the courts in the area.

Ms. Swanson stated, when the original plans for Trailside Park were being discussed, the City Council discussed a possibility of establishing a pickleball court on the south end of Trailside park. She said she plays in Nisswa and there is plenty of interest in pickleball leagues.

5. Dog Park

5.1 Silhouettes, Update by Bittner

Ms. Bittner stated she only found one company on the internet that carried the large silhouettes. Each silhouette is \$110 plus \$15 shipping. Ms. Bittner suggested the Park Commission use the Excel Energy Franchise fees to pay for the silhouettes.

Discussion ensued regarding how many silhouettes and which type of dogs should be ordered. The consensus of the Commission was to order 5 different dogs: Lab, Shepherd, Poodle, Golden Retriever, Bulldog and 2 bones for the Dog Park. Commissioners Boucher and Schweinler volunteered to research further on the silhouettes and get a plan to Ms. Bittner.

6. Armed Services Flag Display

6.1 Review quotes & make recommendation to Council

Ms. Bittner gave an overview of both quotes from Falls Flag Source and Coil's Flag, Flagpoles, & Custom Embroidery for the Flag Display. Discussion ensued regarding the type of poles, design, installation and estimates.

COMMISSIONER JOHNSON MOVED TO RECOMMEND THE FALLS FLAG SOURCE QUOTE TO THE CITY COUNCIL TO COMPLETE THE WORK ON THE ARMED SERVICES FLAG DISPLAY. COMMISSIONER SCHWEINLER SECONDED THE MOTION. MOTION CARRIED 5-0.

6.2 Inform Legion of Plans

Chair Ronning will contact Jack Schmidt at the American Legion regarding the recommendation to the City Council for the estimate and the City will be moving forward after Council approval.

7. Quarterly Budget Information

Chair Ronning stated we are way under our budget and he asked if there were any questions regarding the budget. Ms. Bittner requested if there are any questions with the budget, please ask either Ms. Peterson or her before the meeting so we can have the answers for the meeting. No one had any concerns on the budget that was presented.

8. Bean Hole Fence Quote

Ms. Bittner presented the Bean Hole Fence quote to improve the look of the burial area. She stated the Public Works Department plans to erect the new

fence after Bean Hole Days is done. Franchise fees will be used to purchase the materials.

Mr. Gorr stated it is perfect timing to get the approval to move forward with the plan to reconstruct a better barrier for the Bean Hole Pit.

Discussion ensued regarding the quote and fence. The Commission's consensus at the May 14, 2020 meeting was to go with the cedar fence.

COMMISSIONER CHURACK MOVED TO APPROVE THE QUOTE AND TO MOVE FORWARD WITH THE PROJECT. COMMISSIONER JOHNSON SECONDED THE MOTION. MOTION CARRIED 5-0.

9. Other Business

Chair Ronning asked the Commission if anyone would be attending the ribbon cutting ceremony on July 14, 2020 at 5:00 pm for the new bike repair station at the Chamber building. Commissioners Churack, Boucher and Schweinler will be in attendance. Ms. Bittner will post the Notice of Quorum.

Chair Ronning has received calls regarding the lighting of the Betsy Ross American Flag. Discussion ensued regarding the proper etiquette for lighting any American Flag. Mr. Gorr will get an estimate for the cost of lighting the flag and do research on the etiquette.

Chair Ronning inquired about the Art in the Park. Commissioner Churack stated there was a Facebook post of the art teacher and the owner of Red Ruby Gallery and Gifts were adding new art. Mr. Gorr stated he did see people switching out the art but was uncertain who it was and who is responsible. Discussion ensued regarding the art, who is responsible, waivers and content of the art. Ms. Bittner is going to look into the waivers and the process that was originally agreed to. Commissioner Churack is going to follow up with the art teacher at the high school regarding the pieces that have recently been placed.

Chair Ronning reiterated that there is no rain-out location for the Bands in the Park to the Commission. Ms. Peterson stated that the band will change for July 11, 2020 from Rockin' Hill to Texas Hired Hands. She also gave a kudos to Chair Ronning from Rockin' Bakken.

Chair Ronning inquired about the condition of the turf around the flag display. There are many weeds and not a whole lot of grass. Mr. Gorr explained there is no irrigation in this area, we have drought conditions this season, it does take time to grow substantial turf, he is also working within a budget and please just

have patience. Commissioner Johnson stated that at this time, grass seed will not grow and we will have to wait until fall to reseed. Discussion ensued.

Mr. Gorr stated that the Community Sign has fallen down and will be repaired as best they can and put up again. Discussion ensued regarding a possible different sign. Chair Ronning asked Ms. Bittner to put the subject on the August Park Commission Meeting agenda.

10. Adjournment

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

The meeting adjourned at 6:24 p.m.

Respectfully Submitted,

Jennifer Peterson
Administrative Assistant

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

- Members Present: Chair Lindholm; Commissioners Holly, Lelwica and Reick, attended virtually via Zoom; Commissioners Becklin and Lubke attended in person.
- Members Absent: Commissioners Crochet
- Others Present: Angie Duus, City Clerk/Treasurer; Jennifer Peterson, Administrative Assistant; Dawn Bittner Zoning Specialist; and Nancy Malecha, City Administrator attended in person; Tyler Glynn, BLAEDC; John Schommer, CWC HRA Rehab Coordinator; and Scott Pederson, Council Liaison attended virtually via Zoom.

1. Call Meeting to Order

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

2. Consider Agenda

COMMISSIONER LUBKE MOVED TO APPROVE THE AGENDA AS PRESENTED. COMMISSIONER RIECK SECONDED THE MOTION. MOTION CARRIED 5-0.

ROLL CALL: LINDHOLM – AYE; LELWICA – AYE; REICK – AYE; LUBKE – AYE; BECKLIN – AYE.

3. Approve EDC Minutes

COMMISSIONER RIECK MOVED TO APPROVE THE JUNE 16, 2020 ECONOMIC DEVELOPMENT COMMISSION MINUTES AND THE JUNE 1, 2020 SPECIAL ECONOMIC DEVELOPMENT COMMISSION MINUTES. COMMISSIONER LUBKE SECONDED THE MOTION. MOTION CARRIED 5-0.

ROLL CALL: LINDHOLM – AYE; LELWICA – AYE; REICK – AYE; LUBKE – AYE; BECKLIN – AYE.

4. Workforce Housing Study & Needs Analysis Presentation – John Schommer

Mr. Schommer presented an overview the Crow Wing County Housing Authority (HRA), their mission statement, background goals for 2019-2020, and the programs and initiatives. Crow Wing County HRA is staffed separately from the County and is run by an appointed board through Crow Wing County.

4.1. Workforce Housing Study and Needs Analysis Presentation

Mr. Schommer presented the study. He stating the HRA hired Redevelopment Resources to conduct the study and assembled a task force with community leaders. The study was completed in February 2020 and presented in March 2020.

The Workforce House Study included:

- A thorough review of the county-wide housing market, with special emphasis on middle-income or workforce housing
- Describes the current state of housing, projects future housing needs, analyzes supply versus demand, and also provides recommendations to improve availability and housing choice
- Results offer a basis for formulating community-specific workforce housing priorities, policy alternatives, and strategies
- The study recommends that City leaders should work to create opportunities for affordable workforce housing development within their communities; Crow Wing County HRA can serve as a facilitator to host conversations with leaders to discuss possible solutions
- The final study can be found on the Brainerd HRA webpage at www.brainerdhra.org

Commissioner Reick inquired about the median income of \$20,000 to \$50,000 in the study, is this a couple per household? Mr. Schommer stated that the HRA uses the HUD definition which is a four (4) person household with two (2) wage earners.

Mr. Burslie inquired why the study used a 2,800 square foot home for the construction cost example. Mr. Schommer stated that was just the size that was used in the research for data compilation.

4.2. Residential Financial Assistance Programs in CWC

Mr. Schommer presented the Crow Wing County Housing Trust:

Workforce Housing Assistance Program:

- Designed to promote home ownership in CWC
- HRA will match employer contributions up to \$5,000 towards down payment or closing costs for purchase of a home
- Low interest (equal to current US Federal Prime Rate) 5-year loan

Homebuyer Assistance Program:

- Designed to assist very low, low & moderate income families with the purchase of a home
- HRA will lend up to \$20,000 at zero interest that must be paid back upon sale, transfer, or no longer being their primary residence or expiration of the 30-year term

Rehab Assistance Program:

- Designed to help maintain existing housing so that it's decent, safe and sanitary
- Owner-occupied (must be at or below 115% Area Medium Income (AMI), primary residence and homesteaded, max \$25,000 15 –year, zero percent interest deferred loan payable upon sale or transfer of the home, no longer primary residence or mortgage is refinanced and equity take out and owner contribution based on income level)
- Rental (minimum of 51% units must be occupied by tenants at or below 115% Area Medium Income (AMI), Maximum of 80% of project costs or \$25,000 for single-family home, Multi-family sliding scale as follows: \$12,500 per unit if tenants 81%-115% AMI, \$15,000 per unit if tenants 51%-80% AMI, \$20,000 per unit if tenants 50% AMI or below)

New Construction/Development Financing Program:

- Designed to create and/or preserve affordable housing
- Rental housing development (must maintain affordability for at least 20 years, at least 60% of all units in an eligible housing project must have rents as follows: not less than forty percent (40%) of all the units must be affordable to households whose income does not exceed 115% of Area Median Income (AMI), not less than twenty percent (20%) of all the units must be affordable to households whose income does not exceed 80% of AMI, Rents on the remaining 40% of the units may be set at market value.
- Homeownership housing development (prices must be affordable to households with incomes at or below 115% AMI, maximum loan term of 55 years with simple interest rate shall be prime minus 1%, priority for first-time homebuyers, projects considered based on: benefit highest percentage of low-, very low-, and extremely low- income persons, longest periods of affordability, greatest percentage of affordable units
- Housing linked with services for families and people with special needs including homeless people, disabled people, seniors and people with HIV/AIDS
- Maximizing accessibility for persons with disabilities
- Cost effectiveness of project including cost per square foot, cost per affordable unit, leveraging of other financing, other financing commitments, projects that use program funds as a match or leveraging tool to stimulate the use of conventional and below-market resources, including tax credits, state and federal funding programs, and/or other funding sources. Projects that provide the greatest benefit per dollar for funds spent and projects that have other funding sources identified and committed.

4.3. Workforce Housing Study Recommendations

Mr. Schommer presented recommendations:

- Identify opportunity sites
- Create or enhance a down payment assistance program
- Assist with rehabbing older homes
- Amend tax-forfeited property policy

- Use the Housing Trust Fund to incent new construction
- Host Developers onsite to build interest

Policy & Regulation Recommendations

- Encourage municipalities to expedite development approval process
- Consider flexible, less restrictive zoning to allow for more (and more affordable) housing types
- Explore a premier resort tax to fund housing for seasonal workers
- Grant density bonuses for small-footprint developments

Recommendations for Programs and Incentives

- Work with employers to create a Down Payment Assistance Program to boost home ownership
- Supplement a program to support housing rehabilitation
- Encourage large seasonal employers to provide housing for employees. Encourage them to create a program for roommate and host-family pairing
- Assist small businesses with pooling resources to increase options for seasonal workers
- Incent developers who provide a mix of housing price-points within their developments

Support Development of Creative Housing Types

- Accessory dwelling units
- Pocket neighborhoods
- Co-op housing
- Campgrounds with cabins for seasonal workers
- Dormitory-style housing
- Container homes or tiny-home Villages

Commissioner Lubke inquired about the Small Cities Grants presentation Mr. Schommer gave to the Commission last year. Mr. Schommer stated the Small Cities Grant needs to demonstrate a need and interest for improvements, unfortunately in Pequot Lakes there was not enough residential interest for the grant. The primary focus has to be low income housing but can help with commercial rehab also if residential interest is high enough.

Commissioner Lelwica inquired if the City of Pequot Lakes will apply again in 2021 for the Small Cities Grant. Ms. Duus stated that the City will try again next year for the Grant. Mr. Schommer stated that the HRA would like to help the City with the process again for 2021.

5. 2021 Economic Development Preliminary Budget – Angie Duus

Ms. Duus gave the overview of the 2021 preliminary budget along with the 2020 actual, used and variance.

Commissioner Lubke inquired what the remaining \$5,000 will be used for and if not used will it just go away. Ms. Duus stated it will go back to the General Fund

if not used. Chair Lindholm stated the EDC will need to think where we can utilize the \$5,000 within the next 5 months.

Commissioner Lelwica stated she and Mark Jurchen are working on the possibility of creating a program and/or incentive for builders to come into Pequot Lakes for rehabilitation or new home builds.

6. School Update

Chair Lindholm stated plans for fall are coming together. The school has three options: in school full time, distance learning, and a hybrid model (50% capacity/distance learning). There will be a lot of communication between parents and the school within the next 3 weeks.

Commissioner Becklin inquired about athletics for fall. Chair Lindholm shared the School District hired an athletic director, Byron Westrich and the School will follow lead of governor as to what the process will be for fall sports.

Commissioner Lubke commented that the community is very lucky Mr. Lindholm is the Superintendent at the PLSD, kudos to you for all you do. Chair Lindholm stated it is a team effort with the principals and board.

7. Chamber Update

No Update

8. BLAEDC Update

Mr. Glynn needed to log off early to go to another meeting. He will provide a written update to the board later today with BLAEDC's updates and an update on CARES Act grant funding program that we are working on.

10. City of Jenkins Update

No update. Thank you for the support on my League of MN Cities Board of Directors application.

11. Other Business

Mr. Pederson stated the City has hired David Drown to start the hiring process to search for a new City Administrator and the plan is to have this person in place by the end of 2020.

11. Adjournment

There being no further business, the meeting adjourned at 9:13 a.m.

Respectfully submitted,

Jennifer Peterson
Administrative Assistant

July 21, 2020
Pequot Lakes Housing & Redevelopment Authority

Commissioners present: Robert Ritter, Pat Dullum, Bonnie Eastvold

Also present: Executive Director-Tamra Lanning, Lynn Katzenberger, Brad Moser, D. Botham,

***Call Regular Meeting to Order**

3:00p.m. Chairman Ritter called the meeting to order.

***Consider Agenda/Changes**

No Changes

***Consent Agenda/Regular Meeting**

Motion to accept the Minutes.

Moved by Dullum, Seconded by Ritter, all Ayes; motion carried.

Motion to accept the Payment of the Bills.

Moved by Eastvold, Seconded by Dullum, all Ayes; motion carried.

Motion to accept the Financials.

Moved by Dullum, Seconded by Ritter, all Ayes; motion carried.

***West Grove**

Final vacant unit is nearing completion.

***Sibley Terrace**

100% occupied. No new business.

***ParkView**

100% occupied. No new business.

***Alpine**

Property clean-up and mulching beds completed.

***Executive Director's Report**

Getting annual certifications for the PHA into all government systems.

***Maintenance Report**

Plumbing issues in Parkview I is on-going. Aging pipes and shower pans leaking. Parkview I has no access panel which then creates more maintenance repairs just to fix the initial issue.

***Other Business**

Law enforcement kicked a tenant door in on a medical call at Sibley Terrace and did extensive damage to the door, door casing, lock mechanism and surrounding walls. The law enforcement had been provided fob's and given the code to the lock box for a master key to the tenant units at Sibley Terrace years ago to avoid situations like this. We will be contacting them in regards to this matter.

***Open Forum**

No business

***Adjournment**

3:30 p.m. meeting adjourned.

Moved by Dullum, Seconded by Eastvold, All Ayes; Motion carried.

Chrm. _____

Sec. _____