



AGENDA ITEM #3.6

REPORT TO CITY COUNCIL

Report Prepared by: Emily Johnson

Date: June 3, 2024

Subject: Boards and Commissions Minutes

Report: The following items are attached for Council review.

- May 21, 2024, HRA Meeting Minutes
- May 21, EDC Meeting Minutes
- May 20, 2024, Park Board Minutes
- May 20, 2024, Planning Commission Meeting Minutes

Council Action Requested: No Council action is requested.

Housing & Redevelopment Authority of Pequot Lakes

May 21, 2024

Commissioners present: M. Ridgely, P. Dittes, S. Pederson, D. Ronning

Also present: B. Eastvold, P. Tweed, J. Schouveller, G. Larson, B. Robinson, D. Botham, L. Katzenberger, E. Hubbard, T. Lanning & E. Charpentier

1. Call Board Meeting to Order

10:00 a.m. by M. Ridgely

2. Review & Approve Agenda

Motion to accept the agenda as presented. D. Ronning requested to add discussion about tour at City Hall. T. Lanning requested to add discussion on shower door at West Grove.

Moved by P. Dittes, Seconded by K. Ronning, All Ayes; Motion carried.

3. Consent of Minutes, Payment of Bills & Financials

Motion to accept the Minutes, Payment of bills & Financials as presented. D. Ronning requested for the financials to be sent to the board 96 (business) hours instead of the required 72 hours prior to the meeting.

Moved by P. Dittes, Second by D. Ronning, all Ayes; motion carried.

4. Open Forum

Parkview I resident asked if maintenance will be pressure washing the buildings this year. Reassured resident that they will be and that Parkview I was started this week .

Sibley Terrace resident stated their concern about two (2) board members only seeing what's best for the City and not the HRA as a whole. Resident reminded Board that the HRA is an autonomous agency.

5. Alpine

Team Lead for Rural Development has changed again. Applications have been sent to residents by Rural Development to start the voucher process.

6. Parkview I & II

Pressure washing will continue weather permitting. Shopping for patio furniture for patio area at Parkview I. Also, shopping for interior bench and package table.

Motion to accept removal of Parkview I clothesline and Parkview II sand lot.

Moved by D. Ronning, Second by P. Dittes, all Ayes; motion carried.

7. Sibley Terrace

The smoking area has been moved to the north end of parking area away from front entry. Sidewalks have been completed and look fantastic.

8. West Grove

CWC Executive Director answered levy questions the board had regarding vacancy percentage for West Grove. Furnace filters changed in all units.

Ground treatment has begun for weeds. A resident had asked to have bathroom shower door removed for medical reasons. Maintenance will be able to alter it at little cost and the shower door can be placed back at a later date.

9. Office Report

Staff will be attending a webinar class on “Medical Marijuana vs Recreational Marijuana in Public Housing” on 6/5/24.

10. Other Business

HRA office staff and one board member went to City Hall and looked at the space for potential office rent. Inputs were said and will continue to discuss. Starting Timesheet Tracking with maintenance was discussed and will be an ongoing discussion.

11. Adjournment

10:53 am **Moved by S. Pederson, seconded by P. Dittes, All Ayes; Motion carried.**

Chrm. _____

Sec. _____

**MEETING OF THE PEQUOT LAKES
ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, MAY 21, 2024 **DRAFT****

Members Present: Chair Lottman; Commission Members Hallan and Lewica

Members Virtually: NA

Members Absent: Commission Members Becklin and Holley

Others Present: Angie Duus, City Administrator; Traci Pederson, Zoning Administrator; Scott Pederson, City Council Liaison; Nick Roy, Public Works Supervisor; Pete Clement, City Council Member; Mark Jurchen, and Kurt Stumpf

1. Call Meeting to Order

The meeting was called to order by Chair Lottman at 8:04 a.m.

2. Consider Agenda

COMMISSION LEWICA MOVED TO APPROVE THE AGENDA AS IS, COMMISSION HALLAN SECONDED THE MOTION. MOTION CARRIED 3-0.

3. Approve EDC Minutes

COMMISSION LEWICA MOVED TO APPROVE THE EDC MINUTES FOR APRIL 2024, COMMISSION HALLAN SECONDED THE MOTION. MOTION CARRIED 3-0.

4. School Update

Kurt Stumpf stated he didn't have too much for today. He provided everyone with the May monthly newsletter. He thanked the community for supporting their students. He stated the School Board will look at options in June for another referendum, with no voting until 2025 sometime – and all TBD on when and what they'll be voting on. These answers will be based on those elected in the next School Board elections as well as the survey results.

Chair Lottman asked if the EDC can help with the Day of Caring event going forward to ensure all groups are getting a full day of volunteering in. Commission Lewica asked how this is advertised to the community, she'd like to see it more visible and known by more that this opportunity is available.

5. Workforce Housing Update

Mark Jurchen said nothing too much to report on this month.

6. BLAEDC Update

Tyler not in attendance, but had provided an update via email: The domain has been purchased and work on the website has started, more to come in June where he'll provide screen shots.

7. Marketing and Branding

Mark Jurchen went over the history of how the logo and trademark for the city became. Heart of the Good Life is not just for development that we all know of today, it was meant for the city as a whole. Mark will work with Traci and Angie on the current Trademark/Logo and the application for any payments due. The city needs to decide if we use this as it's already set up or move forward with something else. Michelle would like to build off this for the EDC logo – maybe not trademark it but use it as a starting point – it's a good baseline. If the city wants to make changes, we could amend what we have. We need to keep this on the radar and execute the plan.

8. EDC Goals

Chair Lottman and EDC members worked through the goals worksheet from last year. We'll continue and complete this goals worksheet next month, sharing a final document when complete.

9. City Council Update

Chair Lottman recapped the May 6th Council meeting. Commission Lewica will be at the June 3rd Council meeting as EDC representative.

10. Other Business

Trailside Estates Monthly Update: Purchase Agreement is close to being completed/signed. Special Council meeting will be held later tonight on the negotiables presented by the developer. The city still working through the process of the recording of the final plat, things are in motion.

11. Adjourn

The meeting was adjourned at 9:28 a.m.

Respectfully submitted,

Traci Pederson
Zoning Administrator

PEQUOT LAKES PARK COMMISSION MINUTES
MONDAY, May 20, 2024 - Draft
Sibley Park

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

Also Present: Angie Duus, City Administrator; Julie Meister, Administrative Assistant, Nick Roy, Public Works Supervisor, Member of the community; Whitney Magee

Location: Sibley Park, Picnic Shelter

1. Call Meeting to Order

Chair Nancy Adams calls the meeting to order at 4:55 p.m.

2. Consider Agenda

COMMISSIONER CLEMENT MOVES TO ACCEPT THE AGENDA. CHAIR ADAMS SECOND THE MOTION. MOTION CARRIES 4-0.

3. Park Commission Minutes

COMMISSIONER LIND MOVES TO APPROVE THE MINUTES FROM THE APRIL 22, 2024 MEETING. COMMISSIONER CLEMENT SECONDED THE MOTION. MOTION CARRIES 4-0.

4. Tree Study Update

Commissioner Keith Simar offers members to guess the age of a red pine tree based off the core sample he shows the members. Members provide their individual guesses. Mr. Simar states this sample shows the age of this tree at 115-years-old. Members are now invited to take a walk to the tree line at Sibley Lake Park. Mr. Simar points out that a tree's diameter is really related to tree spacing and possibly thinning out seedlings to ease the overcrowding of the forest line. Mr. Simar also comments on being a good neighbor and adding No Trespassing signs on the two ends of the property line where the walking trail follows the lake. Mr. Simar shows what is ladder fuel. As an example, if someone were to be playing with fire down by the lake, ladder fuel is very quick to catch on fire and would with little effort spread up the hill. Mr. Simar suggests with

supervision a Scout group could assist in thinning out the seedlings with handsaws. Mr. Simar points out the different trees already established in the park and the process of forest succession and developing the forest over time and how some trees are more shade tolerant than other trees. Chair Nancy Adams comments on keeping the White Pine and Maple Trees. Members continue to walk further along the tree line and Mr. Simar points out erosion and how the trees provide stability to the structure. Mr. Simar takes members to a trail by the opening to view the lake. Discussion ensued on what has been removed or steps taken to help with the erosion at this location. Members walk down the hill to the base of the trail by the sitting bench. Mr. Simar continues to express the importance of tree spacing. If you want large trees, you will want about thirty feet of space to keep the branches from intertwining. Mr. Simar also suggests the removal of the deciduous ash trees would allow the red and white pine to continue to grow. Mr. Simar states we could consider getting some tree work done. Mr. Simar notes it would be expensive, but we could get a contractor such as Mike's Tree Service to assist with a future project. Mr. Simar makes a recommendation of placing wood duck houses in the trees along the lake. Wood ducks will naturally nest in hollow trees and are common to find along rivers and streams, typically they are not near open bodies of water. Mr. Simar would still like to try adding wood duck houses. Public Works Supervisor Nick Roy wonders if by clearing the trees, now would make them more susceptible to heavy snow and wind? Mr. Simar even says when doing a commercial harvest, they typically will not do more than 1/3rd of the trees selectively being removed at one time. Ms. Adams asks, would it be best as a starting point to start thinning out on the hill to give space? Discussion ensued when Mr. Simar questioned Commissioner Sam Clement on whether his troop would be available to assist in thinning out the young samplings on the top of the hill. Mr. Simar next shows members another access point to the road and wonders if it would be a benefit of placing a Welcome Sign to lead people to come down the trail this way versus having them come down on the potential erosion trail like this one.

Members return to the Picnic Shelter at Sibley Lake Park for continuation of the meeting.

Keith Simar leaves the meeting at 5:28pm.

Ms. Adams notices the 2024 priorities on front of her file folder and Sibley Lake Park Forest is listed as number three. Ms. Adams looks to Mr. Roy for suggestions. Mr. Roy states needing volunteers to help thin out the hill. Ms. Adams asks Mr. Clement to speak with his Boy Scout Troop. Mr. Clement has a Scout meeting tonight and will ask his partner but questions what is it he would like for them to do? Ms. Adams wants a group of young people to work at Sibley Lake Park to thin trees on the hill toward the lake.

COMMISSIONER LIND MOVES TO WORK ON THE HILL WITH VOLUNTEERS. COMMISSIONER CLEMENT SECONDED THE MOTION. MOTION CARRIES 4-0.

Ms. Adams will have Mr. Simar present to supervise and Mr. Roy will not be expected to be in attendance. Ms. Adams also includes Park Board members to join in the hill project.

5. Holiday Decorations Update

Chair Nancy Adams notes the only thing provided by Commissioner Kim Churack was that she was provided a poster located in Crosslake at the Dam, advertising a brat and hot dog sale. Ms. Adams notes they were able to raise almost \$3,000 for Christmas lights. Ms. Adams states that Ms. Churack is wondering if we would be interested in having something like that? Ms. Adams notes we need to get money for the Park Board. Commissioner Sam Clement offers to possibly visit again the SUPERVALU sign up for a Summer Gig. Ms. Adams and possibly Ms. Churack will look further into having a brat sale.

6. Bands in the Park

Chair Nancy Adams states there's no update.

7. Community Garden Update

Chair Nancy Adams shows a beautiful picture to the members on the progress by Public Works Supervisor Nick Roy and his team. Ms. Adams inquires if we have had anyone sign up? Administrative Assistant Julie Meister provides update on the individual that has signed up and the potential of another applicant to also sign up.

8. DNR Grant for the Park Update

Public Works Supervisor Nick Roy provides update from his meeting with City Engineer Tim Houle and City of Pequot Water/Wastewater Operations Manager Andy Schwartz. Mr. Roy states the bathroom shelter will be in the same location as previously stated. Mr. Roy further updates that the water cannons have been delivered and the water should be turned on the evening of May 23rd. Mr. Roy

updates on the design of the bathroom shelter; adding lights in the soffits, will be unisex on both sides; debating on doing textured block or a flat block, orientated picnic area is to the East, and the bathroom doors are to be West towards the Cole Building because of the cameras going up will cover both exits. Sewer and water to come from East Sibley Street and will go up in between Patriot and playground fence. A few trees will have to be removed along with some bushes on the West side by the playground fence. Chair Nancy Adams wonders when it will start? Mr. Roy states it's currently going out for bids. City Administrator Angie Duus comments will be looking at designs tomorrow and then by June 3rd to have the bid information to us. Ms. Duus also comments that we don't have the grant money quite yet, however we could start and pay ourselves back. Ms. Adams comments on that we do have a second tree grant that gives us trees; we could state that some of the Ash trees that are being removed, we could then use that tree's money to buy new trees. Mr. Roy comments on the big Pine Tree behind the Splash Pad must be removed do to being damaged.

9. Paul Circle Sign Update

Chair Nancy Adams expresses gratitude to Mary Boucher for completing the sign and provides copies of pictures to pass to members in attendance. Commissioner Jeff Boucher updates that Mary has about 14 hours into making the signs and that these have been donated.

10. Community Sign Update

Public Works Supervisor Nick Roy updates the sign should be here in August.

11. Splash Pad Update

Chair Nancy Adams requests Public Works Supervisor Nick Roy to please give her a call when the cannons are installed so that she can take photos for the paper.

12. Other Business

Commissioner Sam Clement updates on Park Board Vacancy on a potential individual that might be interested in joining. Administrator Angie Duus provides verbal update, on this individual has not quite yet moved into the area but is a landowner. Chair Nancy Adams will further check into this.

Ms. Adams raises the topic of flying the State Flag and requests additional information on the topic. City Administrator Angie Duus updates this will be going to Council on June 3rd to see if they want to fly the new State Flag due to the controversy surrounding the design and looks to the Park Board for a recommendation. We have had someone contact us and is willing to donate money to buy the new flag. Ms. Adams questions what the controversy surrounding it. Discussion ensued. Ms. Adams comments that instead we could fly the Pequot Flag.

CHAIR ADAMS MAKES A MOTION TO CITY COUNCIL THAT THE PARK BOARD WOULD PREFER TO FLY THE PEQUOT FLAG RATHER THAN THE STATE FLAG COMMISSIONER CLEMENT SECONDED THE MOTION. MOTION CARRIES 4-0.

Ms. Adams will be present at the June 3, 2024, City Council meeting to provide the verbal Park Board update.

Mr. Clement wonders when do we need to sign up for dates for Bands in the Park? Ms. Adams notes that she is also still working on the schedule for the Popcorn Wagon. Ms. Duus suggests that Administrative Assistant Julie Meister prepare a sign-up sheet and email the board.

Mr. Clement also inquires on the date of the June Park Board meeting. Ms. Meister states it's June 24, 2024. Mr. Clement will be absent from this meeting along with potentially Commissioner Jeff Boucher could still be out of town.

Ms. Adams states that Commissioner Dave Lind will speak with Mike Jackson on park board vacancy.

13. Adjournment

THERE BEING NO FURTHER BUSINESS CHAIR NANCY ADAMS AJORNS MEETING AT 5:49 P.M.

Respectfully Submitted,

Julie Meister, Administrative Assistant

MEETING OF THE PEQUOT LAKES PLANNING COMMISSION
MONDAY, MAY 20, 2024 (DRAFT)
PEQUOT LAKES CITY HALL

Members Present: Commission Chair, Andrew Ellering; Commission Members Kent Johnson, Eric Larson, Paula Lang, Nathan Norton, and Paul Luger

Members Absent: All present

Staff Present: Thomas Roloff, City Planner; Traci Pederson, Zoning Administrator; Angie Duus, City Administrator (at 6:02pm); Laura Larson, City Council Liaison, Nick Roy, Public Works Supervisor (at 6:02pm)

Others Present: Chan Johnson, Mike Jackson, Cindi Jackson, David Kennedy, Christine Kennedy, Lisa Urseth, and Travis Grimler

1. Call Meeting to Order

Commission Chair Ellering, called the meeting of the Pequot Lakes City Planning Commission to order at 6:00 p.m.

2. Resignation Letter

Chair Ellering acknowledged and thanked Commission Member Jenni Gonczy for her time on the Planning Commission. We'll be looking to fill the remainder of her term which goes through 12/31/2024.

3. Consider Agenda

COMMISSION MEMBER E.LARSON MOVED TO APPROVE THE AGENDA AS IS, COMMISSION MEMBER NORTON SECONDED THE MOTION. MOTION CARRIED 6-0.

4. Public Hearing(s)

COMMISSION MEMBER JOHNSON MOVED TO OPEN THE PUBLIC HEARING. COMMISSION MEMBER E.LARSON SECONDED THE MOTION. MOTION CARRIED 6-0.

Public Hearing opened at 6:01 p.m.

Chair Ellering made a statement to all in the room that the hearing is to discuss the rezone only and asked for all to refrain from discussing the other parcels nearby.

4.1 PLAID LLC

Rezone 11.09 acres from Forest Management to Commercial, PID 29110540. This was first brought into discussion at the March 25, 2024 Planning Commission meeting, it was tabled that night. Tabled again at the April 22, 2024

meeting to allow additional time for the developer to bring additional information to the Planning Commission. Tonight, a recommendation to approve or deny the rezone of this parcel will be made from the Planning Commission to the City Council, for the Council's June 3rd meeting.

City Planner, Thomas Roloff, presented the application and staff findings for the rezone. Thomas stated the findings from the original packet #1-11 remain the same, over the last two months he's added some additional material on findings. Thomas read over the updated suggested findings for reasons to approve or deny the rezone request. At the end of the staff report, the staff recommendation was noted that the subject property meets the minimum size in dimensional requirements of the commercial zone and it is adjacent to other property zone commercial, however the suggested finding for denial demonstrate merit for the continuity of the Forest Management zone on the parcel as intended by the Future Land Use Map. If the Planning Commission recommends approval, staff does not have any recommended conditions.

At this time, there were no questions from the Planning Commission.

Chan Johnson, the co-developer and applicant for the rezone approached the table. He provided the Planning Commission with a draft of his plan for the development, which was asked of the Planning Commission during the April 22nd Planning Commission meeting. This draft/visual included at minimum a 50ft buffer of trees at the shortest distance near the current residential areas.

Chair Ellering opened it up for public comment.

David Kennedy approached the table and talked about the current Comp Plan and how the parcel shouldn't be rezoned. He stated Pequot isn't suffering from stagnation, he's not sure that growth is necessary for the sake of growth. If this is rezoned, he'd think about rezoning his own neighboring property to commercial, it will all be a domino effect.

Lisa Urseth stated she's against the rezone. She brought in copies of the Comp Plan and the Future Use Plan for all to have and reference. She says losing the buffer of trees would be detrimental to the value of her home. If we can't count on the Comprehensive Plan, Downtown Plan and Future Land Use Map, what can we count on – what is the purpose of having them if they aren't followed or true.

There was an email sent by Dayne Gottsch in opposition of the rezone earlier in the day. Traci Pederson provided the email to the Planning Commission for their review.

Planning Commission member E.Larson reiterated at a previous meeting it was stated the developer could apply for a clear cut on the property which could create an eye sore for the community and the tree buffer could be gone completely, for years. He sees the rezone as an opportunity to help with business and the town as a whole.

Commission Norton asked if rezoned, could we add verbiage in the Developers Agreement regarding buffers etc. City Planner Roloff stated that in the commercial zone there are screening and performance standards in place within our ordinance. With that said if a use is allowed in a zone, there'd be no 'conditions' the Commission would be able to require. If a Conditional Use Permit needs to be applied for, then the Planning Commission could add in specific additional performance standards and conditions. Administratively if the use is permitted, the amount of detail would be based on the current performance standards.

Commission Norton stated while a gas station may or may not bring business to the downtown area, some of the other proposed commercial businesses would/could bring a lot of business to the downtown area, therefore he tends to be in favor of the rezone.

Thomas reiterated there are no conditions on this zoning change. We are not looking at the uses, just the purpose of, or to rezone the land. The task tonight by the Commission is to make a recommendation to the Council on the rezone itself.

Commission Johnson asked what happened to the idea back in March of splitting the parcel into two zones, commercial and something else so we could keep all the trees, current buffer, etc. The developer had stated awhile back this was no longer of interest based on the potential businesses that have expressed interest in the land. He will keep a buffer and is very willing to work with keeping as many trees as possible in the area.

COMMISSION MEMBER E.LARSON MOVED TO MAKE A RECOMMENDATION TO APPROVE THE REZONE BASED ON THE STAFF FINDINGS. COMMISSION MEMBER NORTON SECONDED THE MOTION. Roll call vote was taken on this rezone vote:

**Kent Johnson: No
Eric Larson: Yes
Paula Lang: Yes
Nathan Norton: Yes
Paul Luger: Yes
Andy Ellering: Yes**

MOTION CARRIED 5-1

COMMISSION MEMBER E.LARSON MOVED TO CLOSE THE PUBLIC HEARING. COMMISSION MEMBER LANG SECONDED THE MOTION. MOTION CARRIED 6-0.

Public Hearing closed at 6:30 p.m.

5. Open Forum

Nothing tonight.

6. New Business

6.1 Mike and Cindi Jackson: Metes and Bounds <10 acres subdivision, PID 29270774.

Thomas went over the staff report. Staff recommendation noted that the proposed parcels meet the minimum requirements of the Shoreline Residential Zone. Staff recommends the application be approved with the following condition: "Sale Tract" must be consolidated with the property located at 3602 W Mayo Lane (PID 29270774) as described in the Proposed Boundary Descriptions provided in the Certificate of Survey at the time of recording at Crow Wing County offices. Need approval for final recording at Crow Wing County.

The applicant was present and stated he had needed the additional land for a septic system for new construction of a dwelling.

COMMISSION MEMBER E.LARSON MOVED TO APPROVE THE APPLICATION WITH THE CONDITION NOTED IN THE STAFF REPORT. COMMISSION MEMBER JOHNSON SECONDED THE MOTION. MOTION CARRIED 6-0.

6.2 Ordinance Amendment discussions

A) Guest Cottage/Accessory Dwelling maximum sizes

Thomas went over the report prepared focusing on Urban Residential zone as this zone is more restrictive with performance standards. Aiming to strike a few things out of the UR zone at this point regarding Accessory Dwelling Units (ADUs).

Commission Johnson stated having the maximum impervious coverage of 40% will still assist with keeping additional buildings on the parcels a decent size.

Commission ELarson stated he likes the consistency of 900 sq ft as Crow Wing County has.

If the Commission would like to motion to make an ordinance amendment, we'll begin the process of a public hearing.

COMMISSION MEMBER LANG MOVED TO GO FORWARD WITH AN ORDINANCE AMENDMENT AND PUBLIC HEARING REGARDING THE UR ZONE'S CURRENT MAXIMUM SIZES FOR ADUs AND GUEST QUARTERS. COMMISSION MEMBER JOHNSON SECONDED THE MOTION. MOTION CARRIED 6-0.

B) Chickens on property

Animal units are not listed in the UR Zone, which is where the request came in to have chickens on the property. Thomas went over the staff report, including documents from the University of MN and MN Department of Health. He went on to state different findings from Nisswa and Dassel MN. Both towns prohibit

roosters. He also noted that having a maximum number of chickens allowed vs. going by animal units would help with ease in the process.

Commission Johnson questioned if there should be a minimum amount of acreage to have chickens on the property allowed – neighboring cities have .5 acres or at least 1 acre as minimum.

The Commission would like to have performance standards noted within the code, like Dassel's, the requirement of having a license or permit will be left up to the City Council.

COMMISSION MEMBER ELARSON MOVED TO GO FORWARD WITH AN ORDINANCE AMENDMENT AND PUBLIC HEARING REGARDING CHICKENS IN THE RESIDENTIAL ZONES. COMMISSION MEMBER JOHNSON SECONDED THE MOTION. MOTION CARRIED 5-0.

COMMISSION NORTON RECUSED HIMSELF FROM VOTING FOR PERSONAL REASONS.

7. Old Business

Nothing tonight.

8. Approval of Minutes

COMMISSION MEMBER ELARSON MOVED TO ACCEPT AND APPROVE THE APRIL 22, 2024 MINUTES AS IS. COMMISSION MEMBER LANG SECONDED THE MOTION. MOTION CARRIED 6-0.

9. Planning & Zoning Administrator's Updates

Zoning Administrator, Traci Pederson, went over the monthly report, which included permits issued and applied for along with ordinance violations and notification letters sent within the community.

10. Adjournment

THERE BEING NO FURTHER BUSINESS, COMMISSION MEMBER E.LARSON MOVED TO ADJOURN. COMMISSION MEMBER NORTON SECONDED THE MOTION. MOTION CARRIED 6-0.

The meeting of the Planning Commission adjourned at 6:50 p.m.

Respectfully submitted,

Traci Pederson
Zoning Administrator