



AGENDA ITEM #3.6

REPORT TO CITY COUNCIL

Report Prepared by: Angie Duus

Date: October 2, 2023

Subject: Boards and Commissions Minutes

Report: The following items are attached for Council review.

- September 15, 2023 HRA Meeting Minutes
- August 15, 2023 Park Commission Meeting Minutes

Council Action Requested: No Council action requested.

Housing & Redevelopment Authority of Pequot Lakes

September 15th, 2023

Commissioners present: P. Dullum, P. Dittes, M. Ridgley, K. Daniels

Also present: T. Lanning, L. Katzenberger, D. Botham

1. Call Regular Meeting to Order

3:58 p.m. by Chair Dullum

2. Consent of Agenda

Motion to accept agenda.

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

3. Consent of Minutes, Payment of bills & Financials

Motion to accept the Minutes, Payment of bills and Financials.

Moved by Ridgley, Second by Daniels, all Ayes; motion carried.

4. Sibley Terrace

100% Occupied.

5. Parkview I & II

Dumpster enclosure is finished and cameras for the enclosure have been ordered.

6. Alpine

Mortgage satisfaction is set for Feb. 1, 2024. Residents will have 10 months after Feb 1st to apply for voucher program.

7. West Grove

Furnace filter change scheduled. Calling Thelen to schedule the annual furnace check. Resident in a handicap accessible requested ADA walk in shower. Board discussed and suggested grab bars as a possibility and requested more information on costs.

8. HRA Staff Report

Annual unit inspections of all properties completed. 2022-2023 audit begins. Auditor stated they were very happy, and our financials look good. Parkview will have a balloon payment in 2030. Bank CD accounts were discussed to move to a different CD with higher interest rates.

9. Maintenance Report

Turnovers near complete.

10. Other Business

Board meeting date and time change discussed.

Motion to move board meeting to 3rd Tuesday of the month at 2:00pm.

Moved by Ridgely, seconded by Daniels, All Ayes; Motion carried.

Change to the Agenda form discussed.

Motion to remove Maintenance Report from the agenda. Maintenance information will be included in individual building reports.
Moved by Dittes, seconded by Ridgley, All Ayes; Motion carried.

11. Open Forum

No Business

12. Adjournment

4:45pm **Moved by Ridgley, seconded by Daniels, All Ayes; Motion carried.**

Chrm. _____

Sec. _____

**MEETING OF THE PEQUOT LAKES
ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, AUGUST 15, 2023**

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

Members Absent: Commissioner Hallan

Others Present: Angie Duus, City Clerk/Treasurer; Scott Pederson, City Council Liaison; 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 LELWICA MOVED TO APPROVE THE AGENDA AS PRESENTED. COMMISSIONER HOLLEY SECONDED THE MOTION. MOTION CARRIED 4-0.

3. Approve EDC Minutes

COMMISSIONER HOLLEY MOVED TO APPROVE THE JULY 18, 2023, ECONOMIC DEVELOPMENT COMMISSION MINUTES AS PRESENTED. COMMISSIONER BECKLIN SECONDED THE MOTION. MOTION CARRIED 4-0.

4. City Council Update

Commissioner Holley said the City Council appreciates the EDC is coming to the meetings and how good it is to see all of them working together. She said the Council of Real Estate Executives Commission met at the City and sat down with different groups of people to find out about small town development and what kind of help is needed.

Commissioner Lelwica reminded the members of the City Council schedule.

5. School Update

Kurt Stumpf said they are watching enrollment as always. He said the Patriot Academy is a popular choice for parents and said there are about 16 families choosing the program. He said they will have an enrollment increase again.

He said the Safe Routes to School Program has been submitted and Region 5 will review it. He said they will work with the County to write a grant for Eagle View to study traffic and come up with recommendations to fix the problems.

Mr. Stumpf stated they are fully staffed and they have great bus drivers. He said they keep getting people that would like to be substitute bus drivers.

He stated Brenda Helmicks used to be their part-time Career Internship

Counselor and now it is Joanna O'Neil. He said it is now a full-time position. Mr. Stumpf said they have a new Career and Technical Education teacher in the welding shop. He said the teacher has experience technical welding at the college and some good real life experience.

He reminded the EDC of the special election in November and that there will be two questions on the ballot.

Chair Lottman said Joanna had reached out to him which is great. He said if the school needs any help just to reach out to the EDC. He asked what the school needs to know about the HOTGL. Mr. Stumpf said they are still looking at the ball field and ideally it may be a cloverleaf but may not be able to do the layout. He said Rich Spiczka and Director of Buildings and Grounds toured with the architects. Mr. Stumpf would want the best use of land. He explained the bonding again that is included in the project and the referendum questions.

Commissioner Holley stated how the community came together and organized the funeral for Jake Wallin was great. She said the City and School did a wonderful job. Mr. Stumpf said they dropped everything and got on it and the food service got food together quickly and did a great job as well.

6. Chamber Update

Nichole Heinen stated she went to City work session and said they are looking at getting an electric sign to replace the old sign. She said this is exciting for the town and it is a good way to show more events.

She said the 4th of July was a great turnout even with the rainy weather. She said Bean Hole Days had great weather. She stated they need a water bottle station and there are grants for that. She said the Chamber will pay up front and grant will reimburse. She said there is a new furniture shop that will open in September and The Hive, Amanda Larson, will be moving to a smaller spot in town. She said the MN State Chamber is now offering health insurance to small businesses and said if you are a member of the Chamber it is a great benefit. She said to reach out if interested. Ms. Heinen also said they are taking nominations for Volunteer of the year, Citizen, School staff and will be accepting them for 2 ½ months.

7. Marketing Discussion

Chair Lottman stated Brad Raymond, Hubbard, ITeam Creative, and Keith with ITeam Creative are working with the City for marketing. He is inviting all of them for proposals for next month. He stated the City is looking for a comprehensive plan and have someone changing the hwy sign out every 3 months.

8. CR 11 Development

Chair Lottman said to remove from agenda next month.

9. Business Directory

Tyler Glynn has an intern through the U of M and received a grant, covering half and BLAEDC covers half. He expects her to have it done by the end of the week. He said they are looking at vacant properties in Pequot Lakes. Chair Lottman said he would like to work with the Chamber but Nichole said if they are not a part of the Chamber they would not know. Tyler Glynn for a business owner to receive a grant they need to register every year.

10. Workforce Housing

Discussion ensued about everything moving forward nicely with the HOTGL projects.

11. EDC Goals

Chair Lottman said they are moving forward with recommendations to the City Council. He said they will continue to look at signage and marketing.

12. BLAEDC Update

Tyler Glynn said he met with the Counselors of Real Estate and they had a bus take them around the area. He said he expects good feedback and the primary feedback is they need them more involved. He said the shift is that housing is one of the largest economic drivers today. He said in the last fifteen years BLAEDC's job has been to help businesses grow and expand the employment base here. He said we can't do that without housing anymore. He said they need to continue to work on getting funding help to the communities with infrastructure needs. He said they are doing good things by bringing some larger developers to our communities and with them building apartment complexes because at this point they see that as the most affordable route with the increase of building costs. He stated that multiple groups need to work together to make an impact. Discussion ensued about recent projects in the area.

13. Other Business

No other business.

14. Adjourn

**COMMISSIONER HOLLEY MOVED TO ADJORN THE MEETING.
COMMISSIONER LELWICA SECONDED THE METTING. MOTION CARRIED
4-0.**

The meeting adjourned at 9:09 a.m.

Respectfully submitted,

Angie Duus
City Clerk/Treasurer

DRAFT