

Zoning Administrator's Report

A. August Permits: The following permits were issued over the last month by the Zoning Department:

1. Steven L. Melby, 4206 Langenbau Road, Accessory Structure;
2. Daniel & Kathie Harman, 3888 Davis Street, Deck;
3. Alan J. Brown, 27713 Janco Lane, Shoreline Alteration;
4. Jerry Akerson, 4712 Akerson Road, Timber Harvesting;
5. James Akerson, 5146 Akerson Road, Timber Harvesting;
6. Crow Wing Auto Body, 29313 Patriot Avenue, Fence;
7. Martin Nelson, 5826 Lund Road, Additions.

B. Correspondence: Your Staff sent the following correspondence since the last meeting:

1. August 8 letter to Gary & Jacqueline K. Galle regarding Extended Land Use Permit Violation;
2. August 8 letter to John R. & Barbara J. Derksen regarding waived Fence Permit Fee;
3. August 22 letter to Michael & Stacy Lippert regarding demolition bag along S. Sluetter Rd;
4. August 22 letter to Douglas Boschee regarding resolving the issue;
5. September 9 letter to Michael and Stacy Lippert resolving issue;
6. September 9 letter to Gary and Jacqueline Galle resolving the issue;
7. September 9 letter to Nathan Walberg requesting appointment to document floor drain and holding tank installation;
8. September 10 letter to Kelsey, David and Michelle Foy regarding personal property on City-owned property.

C. Council Meeting Notes:

An excerpt of the draft September 3 Council Minutes is included:

5.1. Cooperative Community Enhancement Project

Jeff Schiltz and Nathan Norton from ICS Consulting presented the attached Project Planning and Implementation Agreement to the Council. Mr. Schiltz explained the project background, ideas, process timeline, and who ICS consulting. Mr. Schiltz stated that they have been contacted by many the City's community members and that there has been many ideas talked about. He explained the positive impact this project can have in the community with a few being; opportunities hosting large tournaments, bringing in funds for the community, and community wellness. Mr. Schiltz explained how funding can happen. He stated that they partner with Sourcewell and they have been involved with meetings relating to the project. He said funding can also come from school districts, state bonding, donations, and sales tax revenue.

Mr. Schiltz stated that the project needs a process and they need to listen to what community envisions. He explained the process and timeline which ICS Consulting put together. He said it would start in September with listening to the Community, City, and School. Mr. Schiltz said with that input they would then put a community steering company together. He then explained in October they would determine funding and communications outreach. Then in November get feedback and create options. Then in December they would have the final plan approved. Mr. Schiltz stated that Nathan Norton said he will donate his time which is valued at \$7,000 and Sourcewell will give \$3,000. Phase 2 implement plan.

Discussion on how much land the project will take and that about half of Heart of the Good Life will be left for future businesses. Discussion ensued about the School being involved and WSN promoting area. Council Member Pederson asked if they continue with the plan will they work hand in hand with WSN and Mr. Schiltz said yes and they will build off what has already been done. Council Member Pederson talked about community outreach to ensure the community understands that the project is underway and what is involved. Mr. Schiltz explained that community outreach can be helped with website development, two way communications and listening sessions will be going to keep people informed. He explained that there would be a microsite to the City website, surveys, and newsletters. Discussion ensued about not using taxpayer money and that the tax issue is huge for some residents. Nancy Malecha recommended using \$16,500 from the Business Park Fund and \$3,500 from the EDC fund.

COUNCIL MEMBER SWANSON MOVED TO APPROVE THE PROJECT PLANNING AND IMPLEMENTATION AGREEMENT WITH ICS CONSULTING INC. IN THE AMOUNT OF \$20,000 REGARDING A SPORTS FIELD COMPLEX AND COMMUNITY USE FACILITY IN THE HEART OF THE GOOD LIFE DEVELOPMENT. COUNCIL MEMBER SEILS SECONDED THE MOTION.

Council Member Pederson said he would like to see the money come out of business park fund only.

COUNCIL MEMBER SWANSON MOVED TO AMEND THE PREVIOUS MOTION TO APPROVE THE PROJECT PLANNING AND IMPLEMENTATION AGREEMENT WITH ICS CONSULTING WITH THE FUNDING BEING UTILIZED FROM THE BUSINESS PARK FUND IN THE AMOUNT OF \$20,000 REGARDING A SPORTS FIELD COMPLEX AND COMMUNITY USE FACILITY IN THE HEART OF THE GOOD LIFE DEVELOPMENT. COUNCIL MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 4-0.

9.2. Traffic Study Report

Tim Houle stated that they looking for approval of the Traffic Study which he explained would be acknowledgment that the work was done with interaction by the Committee and that the general concepts in the Report are in alignment with the present outlook of the Council. Mr. Houle said as previously approved and directed by the City Council, we have prepared the attached Traffic Study Report for several intersections within the core downtown area of Pequot Lakes. Discussion ensued

about if the Patriot signal light and the need for it. Mr. Houle reviewed several pages from the Report regarding recommendations for the various intersections with the understanding that any approval from the Council will not be setting final designs for each intersection. Discussion ensued about changes that could be made including roundabouts and temporary options. Mr. Houle said should specific improvements at the various intersections move forward in the future, the Council would have an opportunity at that time to approve, or not, those specific designs.

COUNCIL MEMBER SEILS MOVED TO ACCEPT THE TRAFFIC STUDY REPORT FROM SPACK CONSULTING AND WIDSETH SMITH NOLTING. MAYOR TAYLOE SECONDED THE MOTION. MOTION CARRIED 4-0.

9.3. 2020 Road Improvement Projects Update

Tim Houle updated the Council on the 2020 Road Improvements Projects which included S. Washington and Rasmussen Road and they are in the process of surveying. Mr. Houle said that one thing they will probably talk internally to City Staff is going from the study phase into the preliminary design phase on storm drainage. He said it looks like they may need to do discussions with adjacent property owners on Rasmussen Road to find some storm drainage infiltration basin locations and they will come back to staff with more detail and if there is an expenditure of funds involved it would go to the City Council.

9.4. North Sluetter Road Improvement Discussion

Nancy Malecha stated that at the August 6th City Council Meeting, the Council moved to provide numbers for North Sluetter Road pavement costs to Jason Murray with David Drown Associates to analyze as part of the City's capital improvement plan. Jason Gorr contacted Anderson Brothers and they provided a Rural Road would cost approximately \$288,419 and a Rustic Road around \$162,384. A couple of things that are not included in the pricing culverts, clearing and grubbing, ditch work, topsoil, potential utility relocations, mailboxes and potential striping.

Anderson Brothers strongly encourage the City to get in contact with an engineer to have this project designed as some of the above mentioned items cannot be completed without proper GPS work and design that we simply do not have the capabilities to perform. The rural road classification in Anderson Brothers opinion would need to be designed before we put actual numbers in place and the rustic road is borderline needing that as well.

Ms. Malecha said per Jason Murray the above amounts will impact the City's capital improvement plan by approximately \$36,300 and \$20,500 per year respectively to cover debt payments and would increase the City's preliminary levy by 2% and 1% respectively.

Discussion ensued about the definition of rustic and rural roads and the amount of travel on North Sluetter Road.

COUNCIL MEMBER PEDERSON MOVED TO APPROVE PAVEMENT OF N SLUETTER ROAD WITH THE RUSTIC ROAD DEFINITION. COUNCIL MEMBER SWANSON SECONDED THE MOTION. MOTION CARRIED 3-1. COUNCIL MEMBER SEILS OPPOSED.

COUNCIL MEMBER PEDERSON MOVED TO APPROVE THE RESOLUTION DETERMINING THE LEGALITY OF A PETITION FOR LOCAL IMPROVEMENTS WITH A STRICKOUT OF #2. COUNCIL MEMBER SWANSON SECONDED THE MOTION. MOTION CARRIED 4-0.

9.5. Assessment Procedures & Policy Discussion

Nancy Malecha stated that at the August 6th Special City Council Meeting, a consensus of the Council agreed to look into the City's special assessment policy and put it on a future Council agenda for discussion. Attached is the City's current Assessment Procedures & Policy that was adopted in 2006 with assistance from Widseth Smith Nolting (WSN). Ms. Malecha said in an effort to update the City's Policy, she would like to create a Committee consisting of herself, Tim Houle, Jason Gorr, Dawn Bittner, and a Council Member to draft a revised policy for Council consideration.

COUNCIL MEMBER PEDERSON MOVED TO APPOINT AN ASSESSMENT POLICY COMMITTEE CONSISTING OF NANCY MALECHA, TIM HOULE, JASON GORR, DAWN BITTNER, AND COUNCIL MEMBER SWANSON. COUNCIL MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 4-0.

COUNCIL MEMBER SEILS MOVED TO ACCEPT THE QUOTE FROM WIDSETH SMITH NOLTING IN THE AMOUNT OF \$2,500 TO ASSEST WITH AN ASSESSMENT POLICY REVISION TO BE PAID FROM THE GENERAL FUND – ADMINISTRATION (50%) AND ROADS AND STREETS (50%) BUDGETS. COUNCIL MEMBER SWANSON SECONDED THE MOTION. MOTION CARRIED 4-0.

Ms. Malecha asked if the Council is looking to assess for the current road projects in order to help determine how often the Assessment Policy Committee will need to meet. Mr. Houle gave estimated time frames to assess for the Council and said it could push project to late 2020 or early 2021. The Council would like draft policy at the November Council meeting.

D. Potential Violations/Enforcement Actions: The City Staff is currently working on the following potential violations/enforcement actions. We will report on each of these each month until they are resolved to the satisfaction of the Planning Commission.

- John and Barbara Derksen – Exterior storage. The City Council, at their August 6, 2019 meeting, unanimously agreed to waive the permit fee of \$50 for the fence permit if there are no verified complaints received in the next 12 months. (5/13)

- Robert Swenson – The City Council declared this property a public nuisance in 2017. Staff has issued 5 Administrative Citations. (6/16)
- Timothy & Kristi Crist – Exterior Storage and Lawn. Staff will continue to monitor and meet with Mr. Crist. (4/17)
- David & Christine Kennedy – Maintenance. Staff has issued 4 Administrative Citations. (5/17)
- Gary Galle – Stormwater and Incomplete Construction. Mr. Galle’s permit was extended 6 months. Landscaping has been stabilized with straw blanket. On 8/21/19 only a small portion on the front of dwelling needed to be sided. (6/18)
- Lee Moren – Maintenance, Exterior Storage & Lawn. Exterior storage has been removed and a Lawn Letter was recently sent. (8/18)
- Scott Pederson – Exterior Storage. Property owner has removed some items and claims to be compliant. Storage is not visible from public right-of-way. (6/18)
- Nathan Walberg – Staff is monitoring. (3/19)
- Wesley T. Johnson – Maintenance. Staff is monitoring his mowing and yard maintenance. (9/18)
- Michael & Stacy Lippert – Demolition bag along S. Sluetter Road. (8/19)



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August 8, 2019

Gary and Jacqueline K. Galle
104 – 2nd Street W.
Jordan, MN 55352

**RE: City of Pequot Lakes
Potential City Code Violation
PIN: 291090010220009
31340 Lakeside Avenue**

Dear Mr. and Mrs. Galle:

We issued Land Use Permit #18-52 July 27, 2018 which extended Land Use Permit #16-45 to February 8, 2019. Land Use Permit #18-52 stated the siding on the dwelling was to be complete by October 8, 2018. A recent inspection noted the siding remains incomplete.

Please provide a written timeframe by August 22, 2019 for your plans to complete the siding. This written timeframe, if acceptable, will prevent you from being in violation of the City Code.

If you have any questions, please feel free to contact me at dbittner@pequotlakes-mn.gov or at 218-568-6699. Thank you.

Sincerely,

Dawn Bittner
Zoning Specialist

C: Planning Commission



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August 8, 2019

John R. and Barbara J. Derksen
31116 Ash Street
Pequot Lakes, MN 56472

RE: City of Pequot Lakes
PIN: 291050040230009 and 291050040240009
31116 Ash Street

Dear Mr. and Mrs. Derksen:

At their August 6, 2019 meeting, the City Council waived the \$50 Fence Permit Fee if there are no complaints received against your property for the next twelve (12) months. Upon the expiration of this timeframe and upon receiving no further violation complaints, the City will send you a letter resolving this issue.

Please complete the enclosed land use permit application so we have information on file regarding the installation of your fence and return this to me at your earliest convenience.

If you have any questions, please contact me at 218-568-6699 or at dbittner@pequotlakes-mn.gov.

Sincerely,

Dawn Bittner
Zoning Specialist

Enc.

C: Planning Commission



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August 22, 2019

Michael and Stacy Lippert
8316 County Road 39 NE
Monticello, MN 55362

**RE: City of Pequot Lakes
Potential City Code Violation
3608 Paradise Cove
PIN: 290272207DA0009**

Dear Mr. and Mrs. Lippert:

It has come to my attention through a complaint that you have placed a demolition bag with debris along South Sluetter Road and that said demolition bag has remained in this location for several weeks. Please have this demolition bag removed from South Sluetter Road by no later than August 30, 2019. Failure to do so will prompt the City to initiate administrative action that would include citation(s) and administrative penalties in the amount of \$100.00 per day for each day the violation continues.

Please feel free to contact me with any questions at dbittner@pequotlakes-mn.gov or at 218-568-6699.

Sincerely,

Dawn Bittner
Zoning Specialist

Enc. - Photograph



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August 22, 2019

Douglas Boschee
8332 Needham Avenue NE
Otsego, MN 55330-1120

RE: City of Pequot Lakes
City Code Violation
PIN: 2912800000130009
27306 W. Twin Lake Drive

Dear Mr. Boschee:

The City of Pequot Lakes would like to thank you for your efforts to bring the above-captioned property into compliance regarding Grading and Dirt Moving activities. We would like to take this opportunity to thank you for your assistance in remedying this situation.

We consider this matter resolved.

Sincerely,

Dawn Bittner
Zoning Specialist

C: Planning Commission



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September 9, 2019

Michael and Stacy Lippert
8316 County Road 39 NE
Monticello, MN 55362

**RE: City of Pequot Lakes
Potential City Code Violation
3608 Paradise Cove
PIN: 290272207DA0009**

Dear Mr. and Mrs. Lippert:

The City of Pequot Lakes would like to thank you for your efforts to bring the above-captioned property into compliance regarding the removal of the demolition bag. We would like to take this opportunity to thank you for your assistance in remedying this situation.

We consider this matter resolved.

Sincerely,

Dawn Bittner
Zoning Specialist

C: Planning Commission



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September 9, 2019

Gary and Jacqueline K. Galle
104 – 2nd Street W.
Jordan, MN 55352

**RE: City of Pequot Lakes
Potential City Code Violation
PIN: 291090010220009
31340 Lakeside Avenue**

Dear Mr. and Mrs. Galle:

The City of Pequot Lakes would like to thank you for your efforts to bring the above-captioned property into compliance regarding completion of the exterior of your dwelling. We would like to take this opportunity to thank you for your assistance in remedying this situation.

We consider this matter resolved.

Sincerely,

Dawn Bittner
Zoning Specialist

C: Planning Commission



September 9, 2019

Nathan Walberg
29349 Patriot Avenue
Pequot Lakes, MN 56472

Dear Mr. Walberg:

Two of the conditions of approval of your Conditional Use Permit expansion were:

- A floor drain/sediment trap shall be installed in the auto repair area in accordance with MDH's best management practices. The floor drain shall be connected to a holding tank and pumped regularly. The holding tank system shall be designed by a licensed SSTS designer or licensed plumber. A copy of a maintenance/pumping contract shall be submitted to the city. The floor drain/holding tank system shall be installed by August 30, 2019; and
- A 6' – 7' high wooden privacy fence shall be constructed along the south property line. The fence shall commence at the rear of the front building and run west to the front of the rear building. The fence shall be a minimum of 3 feet from the south property line. The fence shall be installed by August 30, 2019.

I have documented with photographs that the fence has been installed. Please contact me at 218-568-6699 or dbittner@pequotlakes-mn.gov to schedule a time when I can document that the holding tank and floor drain have been installed. Please feel free to contact me with questions. Thank you.

Sincerely,

Dawn Bittner
Zoning Specialist



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September 10, 2019

Kelsey, David and Michelle Foy
31013 Honeysuckle Street
Pequot Lakes, MN 56472

**RE: City of Pequot Lakes
City Code Violation
Cease and Desist/Corrective Action Order
PIN: 2911000000B0009**

Dear Kelsey, David and Michelle Foy:

The City of Pequot Lakes would like to take this opportunity to thank you for your efforts in removing the dock and other personal items from the city-owned property on Sibley Lake. Recent photos indicate a paddle boat remains. This boat will need to be permanently removed as well.

The walkway/path and beach area must be allowed to revegetate; there shall be no more weed-whipping or trimming along the shoreline and walkway/path.

Please feel free to contact me with any questions at dbittner@pequotlakes-mn.gov or at 218-568-6699.

Sincerely,

Dawn Bittner
Zoning Specialist

Enc. – Photographs

C: Nancy Malecha, City Administrator
Jason Gorr, Public Works Director
Planning Commission