



REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 7/1/2024
Agenda Section: Consent Agenda

Department: Administration

Agenda Item: Approve Boards and Commissions Minutes from June 2024

Approval Required: Simple Majority Vote

BACKGROUND

The meeting minutes from the June 2024 Boards and Commissions have been prepared.

- June 18, 2024, EDC Meeting
- June 24, 2024, Planning and Zoning Commission
- June 24, 2024, Park Commission

FINANCIAL IMPLICATIONS

STAFF RECOMMENDATIONS

Staff recommends the City Council approve the meeting minutes.

COUNCIL ACTION REQUESTED

Motion to approve the Boards and Commission Minutes from June 2024.

**MEETING OF THE PEQUOT LAKES
ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, JUNE 18, 2024 (DRAFT)**

Members Present: Chair Lottman; Commission Members Hallan, Becklin, Holley and Lewica

Members Absent: NA

Others Present: Traci Pederson, Zoning Administrator; Scott Pederson, City Council Liaison; Tyler Glynn (virtually at 8:01am)

1. Call Meeting to Order

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

2. Consider Agenda

COMMISSION HALLAN MOVED TO ADD 6B, BLAEDC UNIFIED FLYER, TO THE AGENDA, COMMISSION HOLLEY SECONDED THE MOTION. MOTION CARRIED 5-0.

COMMISSION LEWICA MOVED TO ADD 9B, APPLICATION FOR HOTGL TRADEMARK, TO THE AGENDA, COMMISSION HALLAN SECONDED THE MOTION. MOTION CARRIED 5-0.

3. Approve EDC Minutes

COMMISSION HALLAN MOTIONED TO MOVE THE APPROVAL OF THE EDC MINUTES FOR MAY 21, 2024 TO NEXT MONTH, COMMISSION LEWICA SECONDED THE MOTION. MOTION CARRIED 5-0.

4. School Update

Kurt Stumpf not present today. Commission Hallan stated we have a new Athletic Director. Commission members talked about how well the school teams did throughout the school year, very proud of them all.

5. Workforce Housing Update

Mark Jurchen not present to provide any updates this month.

Commission Lewica stated that a builder reached out to her inquiring about the process to gain starter funds to start building in the area. She wondered when getting these calls who is the right person to send them to for guidance. It was stated to have them connect with local lenders/loan officers and Tyler Glynn from BLAEDC.

6. BLAEDC Update

Commission Lewica would like to have the ability to see how many 'clicks/hits' the new EDC website is getting, track what's being looked at vs. not, what links are working/showing interest, how often etc. Where is the website traffic coming from – locally or from out-of-town travelers, businesses etc.

Tyler Glynn stated they have preliminary designs and themes for the website. Regarding color schemes, the Commission stated they'd like to be consistent with the city and the Heart of the Good Life (HOTGL) Logo and colors, but maybe have more blue (promoting the lakes) than red.

Tyler and Hailey will be attending the July EDC meeting to present what they have built for the new EDC website, this is still a working version, not yet live. The site is coming along well. During this meeting they can make any suggested changes etc.

Unified Fund flyer 2024 is out and will be on the website soon, including the new EDC site. This was all created in 2017 with many partners. This is a GAP funder, and GAP funder only – this means the Unified Fund cannot be the 1st lending source, but if one doesn't get all the needed funds from their lender/bank, the BLAEDC/Unified Fund can be a 2nd source. Companies can reach out to Tyler, he'll guide and connect them with a local lender first – and if needed he could be available as a second lending source, if available and applicable. BLAEDC will be highlighting this program more this fall with local lenders to be more aware of. This is through CWC only. This is a good lending program and resource.

7. EDC Goals

Chair Lottman and EDC members worked through the remainder of the goals worksheet. The final document will be shared and ready for approval in July.

The concern continues regarding all the empty buildings/businesses downtown. EDC and the City needs to market the downtown area better and note the places for sale.

We need an updated list of all businesses on our City website and the new EDC website. Tyler Glynn has this list; he'll share it with the City staff.

Cost of utilities for businesses with water usage – it was brought up by Council Liaison, Scott Pederson, that there's an option for a separate meter for outdoor water usage only. We'll try to get additional information from Andy Schwartz, City Water/Wastewater Operations Manager, regarding this process at the July EDC meeting for everyone to have a better understanding of a second meter and the reasons to have or not to have it (residential and/or commercial use, etc.).

How do we keep businesses in Pequot vs. them moving to the next town over, keeping the tax revenue here – this is something we need to work through. What

perks/discounts can we provide to entice businesses to stay.

8. City Council Update

Commission Lewica recapped the June 3rd Council meeting.

The Council asked the EDC if they could work through a potential Community Shuttle - how to get one going, potential volunteers, the start-up, daily process etc. The city sent a survey out with utility billing, these are starting to come in. Traci Pederson will provide an update of the survey results at the July EDC meeting so the EDC can see what the possible next steps are/need to be.

Commission Holley will be at the July 1st Council meeting as EDC representative.

9. Other Business

EDC members worked through Council meeting attendance by month, now set through Sept.

Traci and Mark Jurchen completed and filed for the continuation of the Section 8 HOTGL Trademark Logo. This is \$225 every 7 years.

10. Adjourn

THERE BEING NO FURTHER BUSINESS, COMMISSION HOLLEY MOVED TO ADJOURN THE EDC MEETING, COMMISSION LEWICA SECONDED THE MOTION. MOTION CARRIED 5-0.

The meeting was adjourned at 9:03 a.m.

Respectfully submitted,

Traci Pederson
Zoning Administrator

**MEETING OF THE PEQUOT LAKES PLANNING COMMISSION
MONDAY, JUNE 24, 2024
PEQUOT LAKES CITY HALL**

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

Members Absent: Commission Nathan Norton

Staff Present: Thomas Roloff, City Planner; Traci Pederson, Zoning Administrator; Laura Larson, City Council Liaison

Others Present: Charlie Spanier, Dale Carlson, Tammy Larson

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. Consider Agenda

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

3. Public Hearing(s)

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

Public Hearing opened at 6:01 p.m.

3.1 Ordinance Amendments

City Planner Roloff, opened the hearing in providing staff findings on accessory structure sizes and the keeping of chickens on property, both in the Urban Residential zones, all based on previous discussions held.

Regarding the maximum accessory structure size restrictions and the keeping of chickens, Roloff provided a red line version for the Urban Residential zone which included strikethroughs and additional verbiage explaining the updates to the ordinance.

Accessory structure size in UR zone was a maximum cumulative of 1280 sq ft – we’re looking to strike this as well as under performance standards, strike the two items pertaining to Dwelling, Guest Quarters “shall be located along with the principal structure on the smallest lot...” and “minimum of 400 sq ft and max. of 600 sq ft., not to exceed 15 ft in height.” Then we’d add in the proposed red lines of, “Guest quarters within accessory structures are limited to 900 sq ft of living space.” And “Guest cottages are limited to a 900 sq ft of footprint & maximum building height of 15’.” This verbiage is meant to differentiate the difference

between Guest Cottage (a free standing solo independent unit) and Guest Quarters (leans more towards an accessory dwelling unit standard). This also gives more restriction in this zone for the secondary dwelling size to keep it more as a 'secondary dwelling". Making these changes does give more flexibility in total sq ft.

Next part is adding to the performance standards section for the keeping of chickens in the UR zone. The summary/red line provided is a blended version from what we had looked at with both Nisswa and Dassel's ordinances.

These proposals are meant for the Urban Residential zones, where currently, things are most restrictive.

Commission Luger asked what the difference is between Guest Quarters and Guest Cottages and what is the reason for naming them both in this zone?

Roloff stated these are defined in our code as:

Guest Cottage: A structure used as a dwelling unit that may contain sleeping spaces and kitchen and bathroom facilities in addition to those provided in the primary dwelling unit on a lot. (secondary dwelling unit on a parcel of record)

Guest Quarters: A room or rooms located with a detached accessory structure, used as a dwelling unit, that may contain sleeping spaces and kitchen and bathroom facilities in addition to those provided in the primary dwelling unit on a lot. (Like an accessory dwelling unit)

COMMISSION MEMBER E.LARSON MOVED TO MAKE A RECOMMENDATION TO APPROVE BOTH ORDINANCE AMENDMENTS BASED ON THE STAFF FINDINGS. COMMISSION MEMBER JOHNSON SECONDED THE MOTION. MOTION CARRIED 6-0

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

Public Hearing closed at 6:11 p.m.

4. Open Forum

Nothing tonight.

5. New Business

5.1 BOA Appeal Letter: Lawns and 'No mow May'

Zoning Administrator, Pederson, shared a lawn violation letter (and photos) that went out to a resident. That resident sent a Board of Appeal Letter requesting for his lawn to be exempt from the lawn ordinance the city has in place due to his attempt to create a wildflower meadow, and his failing health/finances.

Commission members discussed the appeal letter, some had driven by the home and noted this appeared to be more of a neglected lawn in a neighborhood where all other neighbors have manicured lawns. Commission members stated

we have the lawn ordinance in place for a reason, this lawn needs to be mowed and taken care of.

COMMISSION MEMBER SEILS MOVED TO DENY THE APPEAL LETTER, STATING THEY MUST MOW AND TAKE CARE OF THE LAWN AS STATED IN OUR ORDINANCE. COMMISSION MEMBER E.LARSON SECONDED THE MOTION. MOTION CARRIED 6-0. Pederson to send an updated violation letter out to this individual letting him know of the decision made by Planning Commission.

Regarding complaints coming in for lawns during May, “No Mow May”, commission stated this should be case-by-case. If the lawn in question is habitual with lawn violations, then a lawn letter can go out in May with a normal 10-day deadline. If the property is not habitual, they stated to still send the letter acknowledging the potential No Mow May, and then ask for the lawn to be taken care of by June 1.

5.2 Sketch Plan Review, Food Shelf Business Sign/CUP

Dale Carlson and Tammy Larson were both in attendance from the local Food Shelf to speak to the Planning Commission regarding their need for a business sign on the property and working through the process of a CUP. They asked if it were possible to bypass the CUP application process and fees so that they may get their sign placed ASAP so that people may find them easier. Spending over \$500 for this process takes a large amount of their budget away from funds to spend on food/product for those in need.

They're located on the same property as Grace United Methodist Church, they lease the land and have for 30 years now. Their lease includes a metes and bounds survey – which is for the lease agreement itself and is not recorded with CWC. They are a 501c3 and a different entity than the Church, they have a separate address. The food shelf continues to grow with more and more families stopping in. The building as it sits today is very hard to find, many drive by without knowing they've missed it. A sign is needed. If this were two separate parcels, Dale stated he's certain that the sign would be allowed. They're asking for the Commission to allow the sign sooner than later to help others find them now, therefore bypassing the CUP process and allowing the sign permit itself.

Roloff read through the sign ordinance, which states this sign being requested requires a CUP application with a sign concept plan. The Planning Commission decides on the CUP being approved or not, the Council would need to approve any fee waivers.

The Commission would like to work with the Food Shelf as much as possible, without deviating from our code/ordinance. They realize this doesn't help them with getting their sign up right away. Commission stated this recommendation wouldn't be the norm, they see that with the Food Shelf being established for 30 years in the same location where the business is solely to help our community and those in need it's an easier decision. This isn't/wouldn't be entertained for a new business coming in with this kind of request etc.

COMMISSION MEMBER LANG MOVED TO MAKE A RECOMMENDATION TO THE COUNCIL TO CONSIDER WAIVING THE CUP FEES FOR THE FOOD SHELF SIGN. COMMISSION MEMBER LUGER SECONDED THE MOTION. MOTION CARRIED 6-0.

5.2 Sketch Plan Review, Lakes Tavern Business Sign/CUP

Charlie Spanier, owner/operator of Lakes Tavern, provided a plan for the Planning Commission with his proposed rooftop sign for Lakes Tavern. He stated business without a sign has no business, he's in need of another sign to capture business/traffic that goes by, be more visibility and exposure.

The Commission was in favor of him having another sign, stated to move forward with the CUP application.

6. Old Business

Nothing tonight.

7. Approval of Minutes

COMMISSION MEMBER LANG MOVED TO ACCEPT AND APPROVE THE MAY 20, 2024 MINUTES AS IS. COMMISSION MEMBER E.LARSON SECONDED THE MOTION. MOTION CARRIED 6-0.

8. 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.

9. Adjournment

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

The meeting of the Planning Commission adjourned at 6:48 p.m.

Respectfully submitted,

Traci Pederson
Zoning Administrator

PEQUOT LAKES PARK COMMISSION MINUTES
MONDAY, June 24, 2024 - Draft
City Hall

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

Also Present: Angie Duus, City Administrator; Julie Meister, Administrative Assistant, Nick Roy, Public Works Supervisor

Location: Pequot Lakes City Hall

1. Call Meeting to Order

Chair Nancy Adams calls the meeting to order at 5:00 p.m.

2. Consider Agenda

AGENDA ACCEPTED BY CONCENSEOUS OF THE PARK COMMISSION.

3. Park Commission Minutes

COMMISSIONER SIMAR MOVES TO APPROVE THE MINUTES FROM THE MAY 20, 2024 MEETING. COMMISSIONER LIND SECONDED THE MOTION. MOTION CARRIES 5-0.

4. Holiday Decoration Update

Commissioner Kim Churack does not have any update. Expresses working on other projects that are taking priority with Community Action. Ms. Churack also states there's currently too many requests for money being asked right now.

5. Bands in the Park

Commissioner Keith Simar updates the night he was attending that he received a call deciding if the band will still be playing due to the weather. Mr. Simar made the decision to have the band still play and said about 30-45 people were in attendance. Chair Nancy Adams comments that we can tell how well Bands in the Park did based on how much money the popcorn wagon makes. Ms. Adams

questions how the process is going on receiving the check and getting the check to the Band. Commissioner Churack inquires on the process. Administrative Assistant Julie Meister explains that our City Treasurer prints a check and the volunteer or Park Board member attending that Saturday's performance comes to the City Hall Office, on either Thursday or Friday to pick up the check and then present the check to the Band shortly before they start. Mr. Simar stated that is what he did, and it worked out just fine. Mr. Simar wonders if there's a rain out do we pay or not pay the band. Ms. Meister states if the band shows up, sets up and has started, payment will be made. If the Band themselves cancels, then no payment will be made. Ms. Meister makes a comment on the weather and how it may impact Bands in the Park, that as to rain and there's no thunder or lightning, then it can be at your discretion, but states that people appear willing to stay.

6. Community Garden Update

Administrative Assistant Julie Meister provides an update that all the plots have been sold and currently there are plants in each of the plots. Ms. Meister shows the board an example of a sign to hang on the gate of the Community Garden to indicate to the public what it is. Chair Nancy Adams expresses working with Dave Dallman Sign Company to make the sign. Discussion ensued on what material the sign would be made of. Park Commission agrees by consensus to put the \$200 dollars from the sale of the eight plots towards Public Works Supervisor Nick Roy's costs for building the garden.

**COMMISSIONER CHURACK MOVES TO APPROVE \$200 DOLLARS GOES TOWARDS COSTS OF MAKING THE COMMUNITY GARDEN.
COMMISSIONER LIND SECONDED THE MOTION. MOTION CARRIES 5-0.**

7. DNR Grant for the Park Update

City Administrator Angie Duus announces we have just signed the paperwork for the grant, and it is now officially awarded. She also states we should also be able to get approval for a bid at the July Council Meeting. Ms. Duus adds with the approved bid we can then start getting materials ordered and the groundwork started. Discussion ensued on the expected delays with getting materials.

8. Community Sign Update

Public Works Supervisor Nick Roy provides brief update that nothing will start until August and after Bean Hole Days when electricity will be updated.

9. Splash Pad Update

Public Works Supervisor Nick Roy speaks of his conversation with Jenny Gonzi and she stated that she spoke with the company 11 days ago and was promised the pieces will be here. Commissioner Kim Churack also has spoken with Ms. Gonzi and indicates that one of the company's representatives is now not returning her calls. Chair Nancy Adams inquires again on the name of the company. Mr. Roy provides that CRS is the name of the company. Ms. Adams states we have worked long enough with the reps and now it's time to go higher up in the company. Mr. Roy also states some issues with the bucket feature. Ms. Adams requests the assistance of Administrative Assistant Julie Meister and City Administrator Angie Duus to find out further information needed to work a bit more aggressively with this company.

10. Other Business

10.1 Park Vacancy –one vacancy remains.

10.2 State & City Flag Update – Public Works Supervisor Nick Roy comments flags have been delivered. Chair Nancy Adams also inquires if an invoice has been provided by Jeanie Harum. Ms. Adams states they are \$75 apiece and the invoice should be \$150. Discussion ensued as Ms. Adams explains why the flag is not two-sided and the flying location of the Pequot Flag. It will be placed to fly at Pequot City Hall. Further discussion on flag etiquette.

10.3 Examples for Sibley Lake Walking Path – Ms. Meister provides examples of the walking path sign designs. Discussion ensued on placement of the walking path signs and references measuring the Babinski sign. Commissioner Keith Simar questions if an additional sign is needed to show the end of the City's property line; due to a trail that leads down by the water and goes to the South end. Mr. Simar suggests that he and Mr. Roy go down and walk the path down the South end of the property line to see where a sign could be placed.

PARK COMMISON HAS CONSENSOUS ON WALKING PATH SIGN DESIGN.

10.4 Update on Sibley Lake Hill- Ms. Adams to reach out to Commissioner Sam Clement and his troop to arrange a workday clean-up on the hill.

10.5 Update on Sibley Lake Wall- Commissioner Dave Lind passes phone around the table to show the progress of the clean up of the wall. Most of the graffiti has been removed by using a wire brush on a grinder. Mr. Lind also states

that he brushed out all the overgrowth. Mr. Lind notes that there is still a little bit left to address. He further states how nice it looks now from the lake. The Park Commission would like to thank Mr. Lind for his hard work and efforts in cleaning up the Sibley Lake Wall.

10.6 Popcorn Wagon – Ms. Adams explains the popcorn wagon is owned by the City and Friends of the Pequot Lakes Library run it. The wagon was given to us as a donation by Harry Olson approximately 15 years ago. Ms. Adams expresses how it's falling apart and is in dire need of repair. Ms. Adams notes it's an iconic piece that someone expressed to her as a start to the activities in the park for the summer. Ms. Adams wonders if there might be someone who could possibly repair it. Mr. Simar suggests reaching out to the Amish Community to see if they would be willing to do the repairs. He notes of where he previously lived that he could reach out and inquire. Mr. Lind also volunteers that he could also possibly help in restoring and repairing the popcorn wagon over the winter. Ms. Adams wants to add this to the agenda to see whom we can find to help fix the structure damage of the popcorn wagon.

10.7 Cement under the benches at the Dog Park / Gazebo – Ms. Adams when at the Community Garden she spoke with three gentlemen who were sitting on the benches in the dog park, they expressed how nice it would be to put up a gazebo. Ms. Adams stated that we could locate it on the South side of the dog park. Mr. Roy notes it would be a simple four or six posts with a roof over the top, tables and side concrete. Mr. Roy also notes we could also place cement under the benches at the dog park at the same time. Mr. Roy states it could happen during the next budget cycle in 2025. Mr. Simar shows an example of a gazebo he built previously. Mr. Simar used measurements from the gazebo from the A-Pine but he screened his gazebo in. Mr. Roy notes we won't put walls around it but will put a picnic table in the center for seating. Mr. Roy also indicates he went and looked at Crosslake's dog park and comments on their structure.

**CHAIR ADAMS MOVES TO APPROVE A GAZEBO IN THE DOG PARK.
COMMISSIONER CHURACK SECONDED THE MOTION. MOTION CARRIES
5-0.**

10.8 Park Commission Member at July City Council – Ms. Churack will be in attendance. Ms. Adams will provide notes for Ms. Churack.

10.9 Cameras at Trailside Park Update – Mr. Roy updates the cameras will be up on Wednesday, June 26, 2024 and express there was a delay due to damage to the black fence by the playground, It was kicked and ripped it in half with 13-14 rungs were bent. Mr. Roy wonders who the vendor was for that fence. Mr.

Boucher states it was Dakota Fence out of Fargo. Discussion ensued on placement of the new camera system.

10.10 Minnesota Power Pole – Ms. Adams announces that she wrote a letter to the Chairman of Minnesota Power and after three months finally heard something. She wanted to get power for the poles for Christmas Decorations along the street. Ms. Adams is not sure we want to go this route since Minnesota Power will charge \$20 per pole plus electricity per the contract received. Ms. Adams wanted to note to the Park Commission she finally heard back and appears Minnesota Power has new rules for cities around the Holiday season.

11. Adjournment

THERE BEING NO FURTHER BUSINESS COMMISSIONER LIND MOVES TO ADJOURN MEETING AT 5:39 PM. COMMISSIONER SIMAR SECONDED THE MOTION. MOTION CARRIES 5-0

Respectfully Submitted,

Julie Meister, Administrative Assistant