



REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 12/02/2024
Agenda Section: Consent Agenda

Department: Administration

Agenda Item: Approve Boards and Commissions Minutes from November 2024

Approval Required: Simple Majority Vote

BACKGROUND

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

- October 15, 2024, EDC Meeting
- October 28, 2024, Park Commission
- October 28, 2024, Planning and Zoning 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 October 2024.

**MEETING OF THE PEQUOT LAKES
ECONOMIC DEVELOPMENT COMMISSION
TUESDAY, NOVEMBER 19, 2024 (DRAFT)**

Members Present: Commission Chair Matt Lottman; Commission Members Bradley Becklin, and Michelle Lelwica (virtual)

Members Absent: Commission Members Mark Hallan, and Sheila Holley

Others Present: Traci Pederson: Zoning Administrator, Scott Pederson: EDC Council Liaison, Mark Jurchen, Kurt Stumpf, Tyler Glynn, Colleen Faacks, and Nick Roy: Public Works Supervisor

1. Call Meeting to Order

The meeting was called to order by Chair Lottman at 8:01 a.m.

2. Consider Agenda

No changes.

**COMMISSION BECKLIN MOTIONED TO APPROVE THE AGENDA AS IS.
COMMISSION LELWICA SECONDED THE MOTION. MOTION CARRIED 3-0.**

3. Approve EDC Minutes

**COMMISSION BECKLIN MOTIONED TO APPROVE THE EDC MINUTES
FROM OCTOBER 15, 2024. COMMISSION LELWICA SECONDED THE
MOTION. MOTION CARRIED 3-0.**

4. Public Works: Snow Removal Discussion

Public Works Supervisor, Nick Roy, was present for the discussion. He started by stating the reason our Public Works department doesn't currently remove the snow on business sidewalks is that it's currently in our city code that the local downtown businesses will take care of their sidewalks. If this process were to change with Council direction, the cost for the city to take this on would be approximately \$96,000. This cost includes the hiring of a full-time/year-round person, equipment, maintenance on the equipment, etc. This cost doesn't include extra salt. Commission Lelwica asked if the city needs another full-time public works employee. Nick stated he cannot justify another person at this time, but that is ultimately a Council decision.

Scott Pederson brought up the idea of a part-time employee or to hire this out. Nick will provide Commission Lelwica with a map to show what businesses are taken care of by the city currently vs. which ones oversee their own sidewalk snow removal. He'll provide her with specifics needed so she can relay that information to get the most accurate bids. Lelwica stated she will reach out to a few local snow removal contractors for a cost for them to do an initial pass in the mornings of snow on said sidewalks. She'll report back with her findings at the December EDC meeting where further discussion will continue.

5. School Update

Kurt Stumpf provided the November Patriot Connections newsletter, which provided some highlights over the last few months. He talked about a recent federal grant they've received; this is all geared for safety purposes and trainings. The district is looking to apply for other grants – Safe Routes to School Grant and a Transportation Alternative Grant to name a few. The School Board continues to move forward with facility planning, which is the first part of the process if they choose to go out for an election in April. The discussions are to improve their current facilities and not for any expansion in HOTGL.

6. Chamber Update

Colleen Faacks stated she's still getting acquainted and acclimated with the city. She'll plan to bring new business names and/or new Chamber member names to the EDC meetings going forward.

7. Workforce Housing Update

Mark Jurchen clarified the difference between 'vertical and horizontal growth' regarding the Pequot Lakes tax base. Ultimately, adding new homes to the community is best for our tax base, this is considered 'horizontal'.

Tyler Glynn reminded everyone that both housing and commercial development takes time and patience to happen, it can take years in some cases.

8. BLAEDC Update

Tyler Glynn stated the EDC members will see the analytics from the new website later today, these will show what pages are being looked at and for how long, etc. The EDC Mission Statement has been updated since the last meeting.

Other updates from BLAEDC:

Tyler met with the Mayor of Pequot recently about the look and plans of the downtown area. What kind of ideas and funds can we access for Economic Development and job creation, applications to apply for, what is the plan or should be the plan. Mark Jurchen asked the question of how one finds the right person to come into town to build a business that already has the funds to move on some of these projects. Tyler said an idea could be getting permission from current business owners for the EDC to promote their specific building that's currently sitting vacant – this could help bring a new business to the area that isn't aware of the building even available for purchase. Tyler is open to ideas for promoting downtown vacant lots and buildings. Once you start promoting and showing progress, others will naturally start coming to the area.

9. EDC Goals

Commission Chair Lottman asked that we add 'Master Downtown Plan' as a topic of conversation for next month.

10. City Council Update

Commission Hallen attended the November 4 Council meeting, he provided a recap for Chair Lottman to read through.

11. Other Business

- a. Community Shuttle Update/Public Transportation
 - a. Michelle Lelwica and Traci Pederson reached out to CWC for additional information on their process, they've not heard back yet.
- b. Cannabis Ordinance discussion
 - a. A second Subcommittee meeting is set for tonight, more information to come.

12. Adjourn

THERE BEING NO FURTHER BUSINESS, COMMISSION BECKLIN MOVED TO ADJOURN THE EDC MEETING. COMMISSION LELWICA SECONDED THE MOTION. MOTION CARRIED 3-0.

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Traci Pederson
Zoning Administrator

PEQUOT LAKES PARK COMMISSION MINUTES
MONDAY, November 18, 2024 - Draft
City Hall

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

Also Present: Julie Meister, Administrative Assistant and 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

Chair Nancy Adams requests the addition of:
11.2 Decorating the float and 11.3 Equipment on tandem trailer.

PARK COMMISSION ACCEPTS THE AGENDA.

3. Park Commission Minutes

COMMISSIONER LIND MOVES TO APPROVE THE MINUTES FROM THE OCTOBER 28, 2024, MEETING. COMMISSIONER CLEMENT SECONDED THE MOTION. MOTION CARRIES 3-0.

4. Holiday Decoration Update

Public Works Supervisor Nick Roy provided an update, stating that everything is set up, and the new displays have been installed with the help of the recently acquired lift truck. A discussion took place regarding the use of a tandem trailer. He mentioned the necessity of purchasing additional strands of lights, which will be illuminated on the Monday after Thanksgiving.

5. DNR Grant for the Park Update

Public Works Supervisor Nick Roy provided an update, indicating that they are currently awaiting the delivery of materials. He noted that due to the mild weather, the crew was able to continue with the concrete work, allowing construction of the building to progress through the winter. Mr. Roy mentioned that in the spring, the focus will be on finishing touches, such as the mechanical room and fixtures. The most significant task remaining is the wiring for the path. Chair Nancy Adams asked for clarification regarding the paths. Mr. Roy explained the new path will be in the same location as the current path and that it's the path that goes by the splashpad, picnic shelters, playground and new bathrooms. He also mentioned that all the wiring underneath would be redone. Additionally, there was a discussion about the new paved parking lot and when Mr. Roy plans to hydroseed.

6. Recommendation from the Planning Commission

Administrative Assistant Julie Meister proposed an idea from the Planning Commission regarding the installation of signs in the park to prohibit the use of alcohol, tobacco, and cannabis. A discussion followed, but ultimately, the Park Board raised concerns about who would fund the signs and how many parks would need to have them installed.

7. Goals for 2025

7.1 Dog Park Shelter – Public Works Supervisor Nick Roy updates that it still could be done prior to Spring.

7.2 South End of Trailside Park - Committee – Chair Nancy Adams provided an update on a recent discovery while going through a storage box from City Hall. She found a map outlining a pathway that connects Woodman to the school, running along the parking lot by the Chamber building and leading up to Government Drive and Main Street, with alternating flags along the route. Ms. Adams has compiled a list of individuals she believes should be involved in the committee and has emailed this list to Mayor Tyler Gardner; however, she has not yet received a response. She plans to follow up on this matter after the holidays. The discussion continued regarding water and grass conditions on the south end of the park. Ms. Adams expressed the desire for Mr. Gardner to clarify his vision for that part of the park. Further conversation revolved around the path's placement, Safe Routes to School, and the need for sidewalks.

7.3 Trailside Park Shelter – This topic was discussed earlier in the meeting.

7.4 Sibley Lake Bathroom – Public Works Supervisor Nick Roy called today to discuss a bid and has been in communication with City Administrator Angie Duus. He confirmed that he will not be able to proceed with the project in 2025. However, he can remove the bathrooms and fill in the area so that it appears as if they were never there. Chair Nancy Adams noted that this project will be moved to the goals list for 2026. There was a discussion about whether the Sibley Lake Association or the Lake Improvement District would be interested in advancing this project.

7.5 Landscaping at Band Shelter – Public Works Supervisor Nick Roy provided an update regarding the path renovation. The new path needs to be ADA-compliant, with access leading to the Band Shell on one side. It's essential to ensure that the slope percentages are accurate. There may be grass on one side of the path. A discussion followed about potential landscaping options and whether assistance is needed for Mr. Roy in establishing the design. Additionally, there was further conversation about the possibility of using trees from the tree grant for this project.

8. Park Board Representative to attend the December 2, 2024 City Council Meeting

Chair Nancy Adams will attend and provide the report to the December City Council meeting.

9. Park Vacancy / Term Expiration 12/31/24

Chair Nancy Adams will call Sarah Savino.

10. 2025 Park Commission Meeting Dates

**COMMISSION LIND MOVES TO ACCEPT THE CALENDAR FOR 2025
COMMISSIONER CLEMENT SECONDED THE MOTION.
MOTION CARRIES 3-0**

11. Other Business

11.1 – Tree Study- Management Plan - Chair Nancy Adams reported that she and Commissioner Keith Simar have met to establish an Urban Forest

Management Plan. Below are summaries and goals outlined in their discussion. Ms. Adams also provided examples of trees that would be considered acceptable and those that would be deemed unacceptable. Ms. Adams emphasized the need to reference the tree study to determine the percentage of trees in each category, in order to comply with regulations stating that no more than 20% of trees can belong to a single species. Once this list is finalized, it will be submitted to the Department of Natural Resources (DNR) for approval. After receiving approval, we will be permitted to make necessary changes without having to resubmit the plan. Additionally, Ms. Adams noted that we cannot have more than 10% of trees in a single genus. Public Works Supervisor Nick Roy inquired about the size of the trees that are allowed for planting. Ms. Adams responded that staff will confirm that the planted tree stock will be between $\frac{3}{4}$ inch and 2 inches in caliper, either bareroot or in container class size #20 or smaller. She indicated that we cannot order larger trees and recommended establishing a three-year plan to complete this project. The initial request is to remove dead or poor-quality trees, based on the findings of the tree study. Mr. Roy mentioned that this project would be helpful for his irrigation plans on the west side of the path at Trailside Park next year, as it would be beneficial to complete that corridor.

11.2 – Decorating the Float - Chair Nancy Adams requests that the trailers be delivered on December 10th or 11th to ensure they are warm for decorating. There was a discussion about who participated on the float last year. Commissioner Dave Lind will walk alongside the float, while Commissioner Sam Clement will ride on it. Both will be handing out candy.

11.3 – Equipment List / Tandem Trailer - Chair Nancy addressed Public Works Supervisor Nick Roy for an update on his equipment list and expressed her thoughts on the tandem trailer, which has the capacity to hold a 250-gallon tank. This trailer could be used for the required maintenance and care of the trees. A discussion followed regarding what City Staff currently uses for watering maintenance and the possibility of a water trailer as an option. Mr. Roy mentioned that he could use a pole saw and two electric saws as part of the equipment list, which totals \$969.97. The conversation shifted again to the idea of a mobile watering station and the potential for acquiring a chipper. Ms. Adams suggested that Mr. Roy order the equipment now to include it in the quarterly report to the DNR, indicating that progress has been made on the plan. Commissioner Dave Lind provided an idea for a mobile watering station: a 6x6 plastic crate placed in the back of a pickup truck, using a garden hose to water the new trees at Sibley Park. Ms. Adams noted that each piece of equipment must remain under the \$5,000 limit. She will send a message to Commissioner Keith Simar to gather additional ideas he might have for Mr. Roy. Mr. Roy inquired whether funds could be allocated for hiring part-time staff to assist with the maintenance of the newly planted trees. In response, Ms. Adams agreed to

review the grant once more and will attempt to contact someone at the DNR to address some of these questions.

12. Adjournment

THERE BEING NO FURTHER BUSINESS CHAIR NANCY ADAMS AJORNS MEETING AT 5:40 P.M.

Respectfully Submitted,

Julie Meister, Administrative Assistant

MEETING OF THE PEQUOT LAKES PLANNING COMMISSION
MONDAY, NOVEMBER 25, 2024 DRAFT
PEQUOT LAKES CITY HALL

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

Members Absent: Commission Member Greg Seils

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

Others Known Presence: Anthony Cole

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 ACCEPT THE AGENDA AS IS. COMMISSION MEMBER JOHNSON SECONDED THE MOTION. MOTION CARRIED 6-0.

3. Public Hearing(s)

Nothing tonight.

4. Open Forum

Nothing tonight.

5. New Business

- a. Sign Concept Plan. Request for additional signs on property, exceeding the allowed amount without Planning Commission approval. Backyard Reflections, PID 29230509, located at 29276 Patriot Ave., zoned Commercial.

Thomas went over his staff report and included information that was provided by the applicant and Business Owner, Anthony Cole, who was also present at the meeting. The PC will make the decision tonight if the additional signage is approved or denied. If approved, the applicant will provide a complete application for permits. There's currently a 'V-shape' sign on the property off Patriot Ave., which he'll continue to use, changing the sign to his logo.

The applicant is proposing to add a 'sign on the building above the door similar to what the previous owner had: 4'x8' 32 sq ft will be on the building flush with the gable end of the wall' as the first additional sign. He would also like to place a

second free-standing on-premise identification signage, 16'x8' 128 sq ft sign. Thomas stated if the PC approves the request, that two conditions be noted.

1. There shall be no more signage beyond what has been provided in this application place on this parcel without amending the Sign Concept Plan and obtaining approval from the Planning Commission.
2. All setbacks shall be met for the placement of the proposed sign and property lines must be verified by the owner prior to the approval of a Land Use Permit for the proposed signs.

Anthony provided comment and the reason for his request, which is for visibility from 371. The location and visibility of the business is great from Patriot, but nobody can see their business off 371 while going northbound. The signs will not be visible when driving southbound. The signs on the building would be used to help direct which building customers should walk into. Lights on the sign will be facing downward, abiding by the standards noted in Pequot's sign ordinance.

COMMISSION MEMBER LANG MOVED TO APPROVE THE ADDITIONAL SIGNS REQUESTED WITH THE TWO CONDITIONS NOTED. COMMISSION MEMBER E.LARSON SECONDED THE MOTION. MOTION CARRIED 6-0.

b. Impervious surfaces discussion

In going over Thomas' staff report and findings, the Commission was thankful for the report showing information in Pequot's Code and then those from the surrounding areas. Items such as impervious definitions, maximum percentages, pervious paver credits, and impervious relief mechanisms were all noted.

Commission E.Larson stated the idea is to adopt the right code and language that fits. Pervious pavers are allowed and not counted against impervious % in other counties, he'd like to see this the case in Pequot to be consistent. Larson talked about what pervious pavers are and how they work. Thomas noted if they're maintained properly, they can work. City Engineer, Tim Houle, provided comment on the topic (via email and phone conversation) reiterating they can work IF maintained properly (properly is key) and not just covered/paving them later when they start to 'fail'. If they're not maintained properly, they 'silt in', and they become relatively impervious. Larson noted those using and paying for this product have maintenance teams in place to ensure they're taken care of properly.

In looking at impervious percentages, the DNR will allow up to 25% impervious in SR. We have 20 with the ability to go to 25% with a CUP approval. Commission would like to see us strike the 20% and CUP language and streamline it to the 25%. Roloff asked if we're looking to move other zones/percentages all done in one amendment. The commission would like us to look at the following for impervious percentages at the January meeting:

RR = 15% to 20%

UR = Leave as is, including the CUP language – these are generally smaller lots

TR = Leave as is

SR = 20% to 25% in GD Riparian, and drop the CUP language

Can we look at the NE going from 10% to 20%

DMU = Leave as is

SC = Leave as is, but scratch the 2:1 removal/construction language

Comm = Leave as is

LI = Leave as is

FM = Leave as is

AG = Leave as is

PD = Leave as is

Public and Recreation = Leave as is

Keeping stormwater language as is. Commission is looking to provide a little more percentage for less variance requests.

Thomas stated gravel is noted as impervious in all areas he's looked at. Are we changing the definition of impervious or adding just adding language to zones stating 'permeable pavers are allowed in' – the Commission stated they'd like for all zones to be included with this option of pavers. Keeping the language that a professional must be used to design the permeable pavers, and they must be maintained. Larger projects may need to have our City Engineer involved (at the cost of the applicant). These pavers would not be allowed in the bluff areas.

Larson asked if we could look into the NE (Natural Environment Lake) percent, moving towards what CWC has noted (75, 100, 150), going from 200 to 150 feet (10%-20%).

Impervious, Natural Environment setbacks would be noticed for a public hearing as a catch all for the possible ordinance amendment.

c. Cannabis Ordinance discussion

Chair Ellering recapped the Nov. 19 Cannabis subcommittee meeting. He'll provide the recap at the next Council meeting. Pequot Lakes draft/proposed ordinance will go to the City Attorney for edits/approval. It will then be brought to the Council for their edits/approval process. Planning Commission plans to hold their public hearing in January regarding Chapter 17 Cannabis additions to the ordinance. There's much work to be done with OCM yet. Holding this public hearing in January will still give us time to provide an answer of the zone is/is not allowed, based on our matrix, to OCM if a preapproved license comes to us in the beginning of January.

6. Old Business

Nothing tonight.

7. Approval of Minutes

COMMISSION MEMBER E.LARSON MOVED TO ACCEPT AND APPROVE OCTOBER 28, 2024 MINUTES AS IS. COMMISSION MEMBER JOHNSON SECONDED THE MOTION. MOTION CARRIED 6-0.

8. Planning & Zoning Administrator's Updates

Zoning Administrator, Traci Pederson, talked through the report and answered questions. Commission is happy to see that we have 20 new homes in 2024 being built.

9. Adjournment

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

The meeting of the Planning Commission adjourned at 6:58 p.m.

Respectfully submitted,

Traci Pederson
Zoning Administrator