



# MINUTES

## Regular Morning Meeting

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10:00 AM - Thursday, September 19, 2024  
City Hall Council Chambers

The City of Pine City Council met in Regular Morning Meeting on Thursday, September 19, 2024 at 10:00 AM in the City Hall Council Chambers.

### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

#### ROLL CALL

Mayor Kent Bombard, Councilors Sloan, Hill, Pettie and Palmer all present.  
City Administrator Peterson, Melanie Bloomquist, Tabitha Pickett, Nicole Tricker, Lara Smetana, Brock Bloomquist, Maury Montbriand and Tom Miller present. Adam Zemek arrived to meeting at 11:50 AM.

#### CONSIDERATION AND APPROVAL OF AGENDA

Councilor Palmer requested the removal of two items from the consent agenda: Item 6.6 (EDA Bylaws) will be moved to Old Business as Item 7.4, and Item 6.9 (City Planner Position Posting) will be moved to New Business as Item 8.3.  
Councilor Palmer made a motion to approve the agenda with the above changes, Councilor Hill seconded the motion, motion carried unanimously.

#### PUBLIC FORUM

a) **TERRY NEITZEL - 720 2ND AVENUE SW**

Concerns about vandalism at vacant property on 1st St SE & 1st Ave SE.

b) **LORRIE CASHMAN -10541 PARK CIRCLE**

Concerns were raised about the Community Room fees, with the opinion that non-profit organizations should not be required to pay to use the space, as this imposes a burden on such groups. The speaker, a member of the Pine Gardening Club, suggested that the fee schedule be reviewed and possibly adjusted to a sliding scale. City Administrator Peterson provided an update, noting that the fee has been part of the schedule for many years. However, the library had not been following the city's rental policy and fee schedule.

c) **JIM FRANCE - 305 1ST STREET NE**

Concerns regarding business inspections, particularly about the definition of what constitutes a business. There is a request for clarification on this matter to be included in the plan.

## **PUBLIC HEARINGS / PRESENTATIONS / CORRESPONDENCE**

### **a) PARKING VARIANCE**

City Staff Tabitha Pickett presented the recommended Parking Ordinance.

Dan Swanson - Planning Commission, expressed concerns that the ordinance was neither reviewed nor voted on by the planning commission. He believes several changes are necessary before its adoption, specifically mentioning the need to incorporate ADA standards.

Tabitha responded by stating that the City intends to adopt only the required spaces and design specifications.

Mollie Davis - Ordinance Committee, noted that the ordinance had been discussed during the Ordinance Committee meeting.

Councilor Sloan expressed several concerns regarding the Parking Ordinance, suggesting it should be reviewed in greater detail. She recommended that it be sent back to the committees for further evaluation before being brought back for a public hearing. Councilor Palmer concurred but requested a specific due date for when it should return to the council. Sloan also suggested reviewing the parking ordinances of state and local communities for comparison.

Councilor Palmer made a motion to have this reviewed by the Ordinance Committee and Planning Commission and then presented to the Council at the first February meeting in 2025, Councilor Sloan seconded the motion, motion carried unanimously.

### **b) 2023 AUDIT PRESENTATION - GREG BURKARDT (BURKHARDT & BURKARDT)**

Greg presented the 2023 Financial Audit.

Councilor Palmer inquired about the EDA Bylaws, specifically whether it is typical for the EDA to have authority over City staff. Greg clarified that this is a unique situation. Councilor Palmer then raised questions about the annual donations made by the City. Greg indicated that these donations are quite limited and should only be made if they comply with state guidelines. Councilor Sloan added that, according to the League of MN Cities, municipalities are allowed to donate to artistic organizations. Greg confirmed that the donation to the Pine City Arts Council is indeed legal.

He recommended adopting a formal donation policy, updating the internal control policies, the investment policy, and the minimum fund balance policy. Additionally, Greg suggested that the City should pass one resolution per month for all donations received. He also emphasized the importance of closely examining recommendations 1, 5, and 6 from the audit.

### **CONSENT ITEMS**

Councilor Pettie made a motion to approve the consent agenda, Councilor Palmer seconded the motion, motion carried unanimously.

**6.1** September 4, 2024 Meeting Minutes

**6.2** Check Detail Report

**6.3** Froggy's Liquor License Application

**6.4** PTCC Foundation Donor Event Applications

**6.5** Dragon Wrestling Booster Club - Gambling Permit Application

**6.6 Ordinance Amendment**

**6.7 Talon Sanitation Solid Waste License Agreement**

**OLD BUSINESS**

**a) PCFD EXTRICATION EQUIPMENT**

Chief Miller presented a request to purchase additional extrication equipment, specifically the final two pieces needed. This equipment was previously used by the manufacturer for demonstration purposes and is being offered at a reduced cost with a full warranty. The Pine City Fire Department (PCFD) purchased a partial set of extrication equipment in 2019.

Councilor Sloan inquired about how often this equipment needs to be replaced. Tom responded that it depends on the frequency with which automobile manufacturers change vehicle structures, but he does not anticipate needing replacements for many years.

Councilor Palmer asked about the cost difference between new and demoed equipment. Tom explained that the difference is approximately \$28,000, with new tools costing around \$70,000, while the total price for all equipment being purchased is \$42,000.

Councilor Hill made a motion to approve purchase of Extrication Equipment, Councilor Sloan seconded the motion, motion carried unanimously.

Councilor Palmer made a motion to donate old equipment to a local fire department or scrap within 30 days of the purchase of new equipment, Councilor Sloan seconded the motion, motion carried unanimously.

**b) RESOLUTION 20240919-36**

City Administrator Peterson informed the council that this action involves reversing a previous resolution in order to allow for the creation of a new resolution.

Councilor Sloan made a motion to approve Resolution 20240919-36, Councilor Pettie seconded the motion. Motion Carried with the following roll call vote, Councilors Sloan, Hill, Pettie, Palmer, and Mayor Bombard all voted in favor.

**c) 315 MAIN STREET PROJECT UPDATE**

Lezlie Sauter provided update on 315 Main Street Project.

Councilor Sloan expressed a desire to have the building registered as a historical site. Councilor Palmer questioned whether the City could fund this process using the petition, prompting the council to request clarification from the City Attorney regarding the implications of the petition, since council had previously acknowledged the petition.

Lezlie inquired if the petition allows for grant applications, to which the council responded affirmatively.

Councilor Sloan made a motion to proceed with applying for the grant to register 315 Main Street as a historical building, Councilor Pettie seconded the motion, motion carried unanimously.

Councilor Palmer asked whether the City is obligated to mothball the building if it becomes vacant. Chief Miller informed the council that Adam is currently researching regulations related to vacant buildings and fire codes.

Mayor Bombard volunteered to join the 315 Main Street work group, with Councilor

Pettie as the second council member. Councilor Hill offered to alternate if Councilor Pettie is unavailable for a meeting.

Lezlie also sought the council's current opinions on the future of the building. Councilor Pettie expressed a desire to have a say in its future but stated that the City does not need to own it. Mayor Bombard agreed with Pettie's sentiment. Councilor Palmer advised against placing limitations on the building's future, especially with new council members coming in January. Lezlie then asked if the work group should wait until January to convene. Councilor Hill suggested obtaining appraisals of the building and proposed that the work group explore the possibility of a Co-Op.

#### **d) EDA BYLAWS**

Councilor Palmer raised four questions regarding the EDA Bylaws:

1. **Has the City Attorney reviewed the Bylaws?** Lezlie explained that the process began by using the County EDA Bylaws, which were reviewed by the County Attorney.
2. **Should the City Administrator be the executive director?** Lezlie clarified that it is typical for the City/County Administrator to serve as the executive director, who would sign documents in place of the President. She noted that all EDA decisions require council approval and that the executive director can be changed by the board with council approval.
3. **Annual Audit** Does the City's annual audit report on adequacy of controls?
4. **Should the council approve the budget?** Lezlie confirmed that the council does approve the budget as part of the annual City budget process.

Following the discussion, Councilor Palmer requested that the City Attorney review the EDA bylaws. However, Councilors Pettie and Sloan indicated they were comfortable proceeding without the City Attorney's review.

Councilor Palmer made a motion to have the EDA review the bylaws in light of the previous questions and then have City Attorney review of the EDA bylaws, Councilor Hill seconded the motion. Motion Carried with the following roll call vote: Councilor Sloan, Hill, Palmer and Mayor Bombard all voting in favor and Councilor Pettie voting against.

#### **NEW BUSINESS**

##### **a) VARIANCE REQUEST - 925 7TH AVE SW**

City Staff member Tabitha Pickett presented the variance request. The owner experienced a garage fire earlier this year and is seeking to replace the previous garage/shed. However, the proposed garage will be situated within 7 feet of the property line.

Councilor Palmer made a motion to approve the variance request, Councilor Hill seconded the motion, motion carried unanimously.

##### **b) KARAS MINOR SUBDIVISION**

City Staff member Tabitha Pickett presented a minor subdivision request. The owner intends to split the current lot into two separate lots, with the possibility of selling one or both. This subdivision does not require planning approval.

Councilor Palmer made a motion to approve the minor subdivision request, Councilor Pettie seconded the motion, motion carried unanimously.

**c) CITY PLANNER POSITION POSTING**

Councilor Palmer sought clarification on the change in the position title from Community Development Developer to City Planner and he inquired whether this position would be unionized. City Administrator Peterson explained that the job description for the position was drafted and reviewed in 2021 when Linda Wolfe served as Interim City Administrator. She believes that the change in title from Community Development Director to City Planner better aligns with the current needs of the City.

City Administrator Peterson went on to inform the council about the job duties and the associated budget. She highlighted that there has been an increase in planning and zoning requests that need to be addressed.

Councilor Palmer made a motion to post the position internally for 5 days then post publicly for 14 days, Councilor Hill seconded the motion, motion carried unanimously.

**FINANCIAL REPORT**

**a) YTD REVENUE-EXPENSE REPORT**

No Council Concerns

**b) PRELIMINARY BUDGET UPDATE - SPECIAL COUNCIL MEETING**

City Administrator Peterson announced a special council meeting scheduled for September 23rd at 5:30 PM to set the Preliminary Budget only.

**MAYOR'S REPORT**

Mayor Bombard provided an update to the Council and the Community.

**COUNCIL CONCERNS**


No Council Concerns

**ADJOURN**

Councilor Pettie made a motion to adjourn the Council meeting, Councilor Palmer seconded the motion, motion carried unanimously.

Meeting adjourned at 12:38 PM.

  
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Mayor

Minutes Completed by: Melanie Bloomquist, Deputy Clerk