



MINUTES

Regular Evening Meeting

6:30 PM - Wednesday, October 2, 2024
City Hall Council Chambers

The City of Pine City Council met in Regular Evening Meeting on Wednesday, October 2, 2024 at 6:30 PM in the City Hall Council Chambers.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bombard called the meeting to order at 6:30 PM.

2. ROLL CALL

Mayor Bombard, Councilors Sloan, Hill, Pettie and Palmer all present.

City Staff: City Administrator Marcy Peterson, Lara Smetana, Tom Miller, Nicole Tricker, Adam Zemek, Brock Bloomquist, Maury Montbriand, Lisa Dunbar and Melanie Bloomquist were present.

3. CONSIDERATION AND APPROVAL OF AGENDA

Councilor Pettie made a motion to approve the agenda, Councilor Hill seconded the motion, Motion carried unanimously.

4. PUBLIC FORUM

4.1. BRENDT NELSON

The PCFD Relief Association would like to inform the council that they are in the process of applying for 501(c)(3) status. They are also requesting that any mail related to the Relief Association be sent to the Fire Department, and they are asking for a small, designated space within the fire department to store Relief-related items. Council requested to add this item to the agenda for the October 17th meeting.

4.2. SEAN TSCHIRHART

He would like an update on the Change of Occupancy. He informed the council of his professional background and previous experiences, expressing that he does not believe a Change of Occupancy is necessary for More than Sprouts. He is also upset that Sprouts is being compared to Cabina Coffee as this was an office space to a restaurant.

5. PUBLIC HEARINGS / PRESENTATIONS / CORRESPONDENCE

5.1. DELINQUENT WATER ACCOUNTS AND ACCOUNTS RECEIVABLES TO BE ASSESSED TO PROPERTIES

City Administrator Peterson informed the council that the public hearing was open to

anyone wishing to appeal assessments. Peterson then read two appeals submitted to the City, one from Raymond Thill and another from TL Foster.

Peterson also notified the council that TL Foster's letter does not align with the City's records. Lisa reviewed her notes, confirming that bills were sent and paid on time. In May 2022, Maury shut off the water after being notified by a local plumber of a severe leak in the basement. City Staff maintains that TL Foster's bill is valid and supported by a letter from the local plumber. The attorney's letter claimed that the homeowner requested the water to be shut off, but the City never received such a request.

No members of the public expressed a desire to speak during the public hearing, and Mayor Bombard subsequently closed the hearing.

Councilor Hill made a motion to acknowledge both appeals, Councilor Pettie seconded the motion, Motion carried unanimously.

Councilor Sloan proposed that a response letter be sent to both appellars, in this letter include the City's evidentiary support.

Councilor Sloan made a motion to send letters to appellars, Councilor Palmer seconded the motion, motion carried unanimously.

6. SHERIFF UPDATE

There was no Deputy present to provide the Sheriff's update.

7. DEPARTMENT / COMMITTEE REPORTS

The Council had no concerns or questions regarding the department updates.

8. CONSENT ITEMS

Councilor Pettie made a motion to approve with changes to September 19th meeting minutes, Councilor Palmer seconded the motion, motion carried unanimously.

8.1. SEPTEMBER 19, 2024 MEETING MINUTES

Councilor Palmer requested to add "post position 2 weeks publicly after internal posting" be included in the City Planner portion of the minutes.

Councilor Palmer made a motion, Councilor Sloan seconded the motion, motion passed unanimously.

8.2. SEPTEMBER 23, 2024 MEETING MINUTES

8.3. CHECK DETAIL REPORT

8.4. SEPTEMBER 2024 PAYROLL REGISTER

9. OLD BUSINESS

9.1. UPDATE ON 10TH STREET SW STREET PROJECT - GREG ANDERSON

Greg Anderson provided the council with an update on the 10th Street SW Project. The City Council requested an announcement regarding the new bike path on 10th Street SW.

**9.2. REQUEST FOR COUNCIL ACTION - GARAGE VARIANCE
RESOLUTION 20241002-39**

Councilor Sloan made a motion to approve Resolution 20241002-39, Councilor Pettie

seconded the motion. Motion carried with the following roll call vote: Councilor Sloan, Hill, Pettie and Palmer and Mayor Bombard voted yes.

9.3. WELIA HEALTH LOT COMBINATION

City Administrator Peterson provided an update to the Council.

Councilor Pettie made a motion to approve Welia Health Lot Combination to combine PID 420040000 and 425969000, Councilor Hill seconded the motion, motion carried unanimously.

9.4. REQUEST FOR COUNCIL ACTION - CITY PLANNER POSITION

City Administrator Peterson provided an update to the Council. Councilor Palmer requested that the City Planner position be posted publicly for two weeks and that the job description be updated to include the enforcement of zoning code violations. He also suggested that only the City Administrator should have the authority to assign additional duties.

Councilor Hill requested that the organizational chart be updated to include the City Planner and asked for job descriptions to be included as well.

Councilor Palmer denied the application for the current job posting, Councilor Hill seconded the motion, motion carried unanimously.

Councilor Sloan made a motion to advertise position with the above changes for 5 days internally and 10 days externally, Councilor Palmer seconded the motion, motion carried unanimously.

Councilor Hill inquired whether the Memorandum of Understanding (MOU) needs to be extended. Councilor Palmer followed up by asking if someone else could handle planning and zoning responsibilities if the MOU cannot be extended.

9.5. 315 MAIN STREET

City Administrator Peterson introduced the topic of 315 Main Street. Adam Zemek provided an update to the Council regarding options for next steps with the building. He suggested that the City should consider the "Temporarily Vacant" status, which would allow for utilities and security to remain in place. However, the City will need to address any fire hazards within the building to maintain utilities since it is currently unoccupied. If the utilities are shut off, storage can continue in the building.

The Council requested that the 315 Main work group discuss this matter and report back to the Council on October 17th. Additionally, the Council agreed to give a 90-day notice to the Historical Society. Councilor Palmer emphasized the importance of notifying the Historical Society as soon as possible about this possibility and requested that City Staff begin exploring storage options.

10. NEW BUSINESS

10.1. RESOLUTION 20241002-40 ADOPTING ASSESSMENTS

City Administrator Peterson presented the resolution. Councilor Sloan expressed his opinion that amounts under \$5.00 should not be assessed and suggested that these amounts be written off instead.

Councilor Sloan made a motion to approve Resolution 20241002-40, Councilor Palmer seconded,

Motion carried with the following roll call vote: Councilor Sloan, Hill, Pettie and

Palmer and Mayor Bombard voted yes.

Councilor Hill made a motion to write off recommended accounts including account with \$4.38 balance, Palmer seconded the motion, motion carried unanimously.

10.2. PUBLIC WORKS COMMITTEE APPOINTMENTS

City Administrator Peterson updated the Council that the Public Works (PW) Committee received two applicants but only has one appointment available. Both applicants were present at the meeting. The PW Committee requested that the Council make the decision, as they do not have a recommendation.

Frank Lilja is one of the applicants and has been a lifelong resident of the Pine City area. He worked for MnDOT for 20 years and brings valuable experience. He stated that he does not have an agenda but is interested in seeing public works function as effectively as possible.

Mike Fairbanks is the other applicant. He applied because he wants to improve the community and believes there are several issues that need to be addressed, particularly regarding street maintenance.

Councilor Hill made a motion to accept Frank Lilja into the Public Works committee, Councilor Palmer seconded the motion, motion carried unanimously.

11. MAYOR'S REPORT

Stated he had the opportunity to use the new bike lane yesterday and noticed that pine needles have fallen, making it slippery. He requested that this area be swept regularly to ensure safety for all users.

12. COUNCIL CONCERNS

Councilor Palmer expressed a desire for the Council to set goals for City employees during their performance evaluations, suggesting that this could be discussed in a special meeting. He recommended compiling goals from the last performance evaluations for a future council meeting and including job descriptions to determine if the goals were met.

Councilor Sloan would like to revisit the community room fees for non-profits and requested that this be added to the agenda for the next meeting.

Councilor Hill suggested discussing the City tour again, proposing potential dates of October 25th or November 1st. However, he noted that Public Works is not available on November 1st. Councilor Palmer inquired if an evening tour would be more suitable and asked City Staff to reach out to candidates to see what timing would work best. The Council emphasized their intention to minimize expenses for this event.

Additionally, Councilor Palmer asked if the City had received any feedback from East Central Energy (ECE) regarding financing the ladder truck. City Administrator Peterson added that the City is not able to have more than one loan. The Councilors requested a more detailed discussion of the budget at an upcoming meeting.

13. ADJOURN

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

Meeting adjourned at 8:04 PM



CAO



Mayor

Meeting Minutes Completed by: Melanie Bloomquist, Deputy Clerk/HR Specialist