



MINUTES

Regular Morning Meeting

10:00 AM - Thursday, October 17, 2024
City Hall Council Chambers

The City of Pine City Council met in Regular Morning Meeting on Thursday, October 17, 2024 at 10:00 AM in the City Hall Council Chambers.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bombard called the meeting to order at 10:00 AM.

ROLL CALL

Mayor Kent Bombard, Councilors Sloan, Hill and Pettie all present.
City Administrator Marcy Peterson and City Staff: Lara Smetana, Nicole Tricker, Maury Montbriand, Lisa Dunbar, Melanie Bloomquist all present.

CONSIDERATION AND APPROVAL OF AGENDA

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

PUBLIC FORUM

There were no citizens who requested to speak.

PUBLIC HEARINGS / PRESENTATIONS / CORRESPONDENCE

a) JIM SLOAN - WALKING TRAILS

Jim Sloan presented the new trail plan developed by the trail committee. The plan outlines a route that circles the west side of the trailer park and returns to the east side of Pine Technical and Community College. The trailer park owners have requested the reopening of Maplewood Lane. The trail will connect to the existing trail behind the high school and the new trail on Cross Lake. Additionally, the County plans to extend the current trail south along Hwy 61.

Jim Sloan also discussed various budgeting options for the trails, including City funds, federal grants, and state grants. Councilor Sloan inquired if grant matches could include in-kind contributions. CA Peterson questioned whether Maplewood Lane residents have been consulted about the reopening. Jim France expressed concerns about vehicle use on the trails.

b) MOLLIE DAVIS - REQUEST TO REVIEW 2023 WATER BILL

She is requesting a reassessment of her water bill, which she attempted to have dismissed in 2023 without success. She states she has over \$400 in late charges. Councilor Hill inquired if she is current on her water bill. City Administrator Peterson

and Lisa informed the Council that she is not current. She claims to have sent documentation that City Staff cannot view. Councilor Hill motioned to rediscuss this at the next council meeting under old business. Councilor Pettie seconded the motion, motion carried unanimously.

Councilors also noted that a discussion on handling late fees during disputes is needed.

CONSENT ITEMS

- October 2, 2024 Meeting Minutes
- Check Detail Report
- Temporary Liquor License Application - Pine Center for the Arts
- Gambling Permit Application - American Legion Auxiliary Post 51
- Keziah's Kitchen - Liquor License Application
- New Election Judge Approval

Councilor Hill made a motion to move the October 2nd meeting minutes to old business, Councilor Sloan seconded the motion, motion carried unanimously.

Councilor Sloan made a motion to approve the remainder of the consent agenda, Councilor Hill seconded the motion, motion carried unanimously.

OLD BUSINESS

a) COMMUNITY ROOM FEES - NON-PROFITS

City Administrator Peterson provided an update on community room fees, recommending that non-profits wanting to use the room should provide the City with a 501(c)(3). Brian Scholin gave a history of the Public Library and the Community Room, notifying the Council about the library staff's key issues (unable to use the kitchen, family bathroom, and storage). He urged the Council to reconsider the Community Room's intended use, emphasizing the concern over not having access to the family bathroom.

Judy Scholin requested free access for the Garden Club's meetings, as they maintain the flowers surrounding the Library. Councilor Sloan proposed reinstating the Library Committee and asked Judy Scholin to assist in getting it started, suggesting the committee should comprise 6-8 people.

Councilor Sloan made a motion to reinstate the Library Committee, Councilor Pettie seconded the motion, motion carried unanimously.

b) 315 MAIN STREET RFP

Lezlie Sauter presented a request to publish an RFP for 315 Main Street S. She recommended that the building not be winterized and that utilities remain on throughout the winter. Lezlie also suggested starting to catalog and sell items inside the building and requested to be present for market showings. Dan Swanson has volunteered to begin cataloging the items. City Administrator Peterson recommended that Lezlie serve as the main contact for the building. City Administrator Peterson notified that City Staff can secure all confidential documents in a designated space, away from volunteers.

Councilor Sloan made a motion to publish the RFP, keep the utilities on in the building, use volunteers to help catalog and sell items in the building, and make Lezlie the point of contact for the RFP. Councilor Pettie seconded the motion. The motion

passed with Mayor Bombard, Councilors Pettie and Sloan in favor. Councilor Hill opposed.

c) FUTURE LOCATION FOR COUNCIL AND COMMITTEE MEETINGS

The Council decided to keep meetings at 315 Main Street until the end of the year, with plans to discuss and move forward in January. Councilor Pettie suggested the possibility of holding pop-up meetings at other locations.

d) BUDGET UPDATE - FRONT END LOADER FINANCING OPTIONS

City Administrator Peterson provided an update on financing options for the Front End Loader. The financing term is for 4 years, allowing the full amount to be removed from the budget.

e) OCTOBER 2, 2024 MEETING MINUTES

Councilor Hill inquired about the City Planner job posting. CA Peterson updated the Council that the position is posted publicly for 10 days and will close on October 24th. She also provided details on the interview process. Councilors have requested to be present for the review of applications and to be included in the interview process. The Personnel Committee will be involved in this process, and they have also requested for Lezlie to be involved.

Councilor Hill made a motion to approve the October 2, 2024 meeting minutes with no changes, Councilor Pettie seconded the motion, motion carried unanimously.

NEW BUSINESS

a) PCFD - 501 (C)(3)

The PCFD is applying for a 501(c)3 and are requesting to use the Fire Department's address for their mail and physical address.

Councilor Sloan made a motion to approve request. Councilor Hill seconded the motion. Motion carried unanimously.

b) V-PLOW FOR PUBLIC WORKS TRUCK PURCHASE

Maury presented the request to purchase a V-Plow.

Councilor Hill made a motion to approve the request. Councilor Sloan seconded the motion. Motion carried unanimously.

c) WATER TANK MIXER FOR SOUTH WATER TOWER

Maury presented the request to purchase water tank mixer. Councilor Sloan inquired about the cost of installation. Maury responded that the installation costs should not be significant and will be handled by an electrician.

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

d) ZONING CODE WORKGROUP

Councilor Sloan requested that two citizens be added to the work group, ideally individuals with knowledge of the industrial park and downtown area. Mayor Bombard expressed that this work group would be highly beneficial to the City.

Councilor Pettie made a motion to approve the zoning code work group. Councilor Sloan seconded the motion. Motion carried unanimously.

e) ACCEPT COUNCILOR KYLE PALMER'S RESIGNATION AND ACKNOWLEDGE CITY COUNCIL SEAT VACANCY

Councilor Pettie made a motion to accept the resignation of Councilor Kyle Palmer. Councilor Sloan seconded the motion. Motion carried unanimously.

Councilor Pettie made a motion to approve Resolution 20241017-41 declaring a vacancy on City Council. Councilor Sloan seconded the motion. Motion carried with the following roll call vote: Councilor Sloan, Hill and Pettie and Mayor Bombard voted yes.

f) COUNCIL COMMITTEE APPOINTMENTS

City Administrator Peterson notified the Council of open appointments on committee's due to the vacant seat on the Council. Open appointments include Parks, PW, and Ordinance Committees. Councilor Sloan recommended not filling these positions until the new Council is elected. However, the Council would like to appoint two Councilors to the Library Committee. Councilor Pettie and Sloan volunteered to join the Library Committee.

Councilor Hill made a motion to appoint Pettie and Sloan to the library committee, Mayor Bombard seconded the motion, motion carried unanimously.

Councilor Hill volunteered to attend the Parks and Ordinance committees for the remainder of the year.

FINANCIAL REPORT

There were no question regarding the Financial Report

MAYOR'S REPORT

Mayor Bombard updated the Council on a recent meeting with 2 members of the Rock Creek Council regarding the contracted aid agreement.

COUNCIL CONCERNS

Councilor Hill initiated a discussion about the Civic Center parking lot. The Civic Center Board and Hilltop Committee believe the City should cover the costs to repair damage from road construction. They recommended having a meeting with representatives from Hilltop Committee, Civic Center Board, ISD #578 School District, City and Youth Hockey Association. City Administrator Peterson agreed to coordinate this meeting.

ADJOURN

Councilor Sloan made a motion to adjourn the meeting. Councilor Pettie seconded the motion. Motion carried unanimously. Meeting adjourned at 11:45 PM



CAO



Mayor

Minutes Completed By: Melanie Bloomquist, Deputy Clerk