



MINUTES

Regular Morning Meeting

10:00 AM - Thursday, February 22, 2024
City Hall Council Chambers

The City of Pine City Council met in Regular Morning Meeting on Thursday, February 22, 2024 at 10:00 AM in the City Hall Council Chambers.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ROLL CALL

Council Present:

Mayor Carl Pederson, Gina Pettie, Kyle Palmer, Dave Hill, and Mary Kay Sloan via online

CONSIDERATION AND APPROVAL OF AGENDA

The Council made a motion to table 7.3, 7.4, and 7.5 until the March 6, 2024 meeting and add 6.6 Bobby Devito as part-time boiler attendant by Palmer, second by Hill. Motion carried.

PUBLIC FORUM

This is an opportunity for citizens to present items to the Council that are not on the agenda. Each presentation is limited to three (3) minutes and a maximum of fifteen minutes is set aside. If your item needs follow-up from the City, Staff will arrange for that.

Dan Swanson - 118 6th Ave SE - Mr. Swanson asked the Council for complete transparency and communication and to allow the interim City Administrator to figure things out before proceeding to hire someone. He also asked the Council about them hand selecting Nexus Committee members without posting to the community and that interviews needed to be done to be fair as the community has been lead to believe different things.

PUBLIC HEARINGS / PRESENTATIONS / CORRESPONDENCE

CONSENT ITEMS

Motion to approve consent items 6.1 through 6.6 by Pettie, second by Hill. Motion carried.

- a) APPROVAL OF MINUTES
- b) APPROVAL OF CHECK DETAIL

- c) **APPROVAL OF PINE CITY AREA CHAMBER OF COMMERCE SPECIAL EVENT PERMIT APPLICATION**
- d) **APPROVAL OF MEMORANDUM OF UNDERSTANDING**
- e) **PINE COUNTY AGRICULTURAL SOCIETY BINGO APPLICATION**
- f) **REQUEST TO HIRE BOBBY DEVITO AS PART-TIME BOILER ATTENDANT**

OLD BUSINESS

- a) **APPROVAL OF CUP RESOLUTION FOR PINE TECHNICAL COMMUNITY COLLEGE**

Pickett explained to Council that at the February 7, 2024 meeting that they approved the CUP and that they need to approve the Resolution to be signed. Motion to approve Resolution 20240222-11 by Pederson, second by Hill. Motion carried.

- b) **DISCUSSION AND POSSIBLE APPROVAL OF INDUSTRIAL PARK PLAT**

Pickett explained that at the February 7, 2024 meeting that Council asked that the City Administrator not have a name with it. Pederson asked that anything moving forward that any document that has a name with City Administrator be removed. Motion to approve Industrial Park Plat by Pettie, second by Pederson. Motion carried.

- c) **PLACID LAKE ADVISORS AND INTERIM CITY ADMINISTRATOR ASSISTANCE JERRY BOHNSACK**

Tabled to March 6, 2024

- d) **DISCUSS AND POSSIBLE APPROVAL OF CITY ADMINISTRATOR JOB DESCRIPTION AND POSTING**

Tabled to March 6, 2024

- e) **DISCUSSION AND POSSIBLE APPROVAL OF COMMUNITY DEVELOPMENT DIRECTOR JOB DESCRIPTION AND POSTING**

Tabled to March 6, 2024

- f) **REVIEW AND APPROVAL OF UPDATED DOCUMENTS FOR 320 BREWING**

Motion to approve the Amendment to License Agreement for 320 Brewing by Pederson, second by Pettie. Motion carried.

- g) **DISCUSSION AND APPROVAL OF CANCELLING LASERFICHE (RENEWS 3/11/2024 SEE INVOICE)**

Peterson explained to Council that the City has been paying for Laserfiche for two years without access in the amount of \$10,800 - \$900 a month. Peterson and staff asked that we obtain full access, get the City's documents off and into Onedrive, than cancel the subscription. Motion to approve cancelling the Laserfiche subscription after all documents are obtained and saved in onedrive by Pederson, second by Hill. Motion carried. Hill informed Peterson to contact Laserfiche to see if we can get a partial refund or something back since it shows it wasn't used.

- h) **DISCUSSION AND POSSIBLE APPROVAL OF NEW LIBRARY CONTRACT**

Rachel from ECRL was present to answer any questions council had regarding the

new contract. Hill asked if the AED information was in the contract, that if a new AED was purchased the library would be responsible for it and if it was stolen again, they would be responsible.

It was asked if there was a damage deposit for the rental room use and Rachel stated it is the City's responsibility for the fees. Peterson to bring the policy to council with potential updates needed.

ECRL requests that the funds received from the City to be in lump sum amount instead of submitting invoices.

Rachel stated that if the library has a big policy change that affects the City, they will bring it to a council meeting as soon as they can. She also stated that their minor policy changes don't affect the City. Motion to approve the contract by Hill, second by Pettie. Palmer stated he is still concerned about the gray areas. Motion carried.

i) APPROVAL TO POST RFP FOR IT SERVICES AND UPDATES ON CURRENT IT CONCERNS

Peterson stated she reached out to a company that she has found is used by many municipalities up and down state highway 35 and nationwide. They are going to present to council hopefully at the March 6, 2024 meeting. Sloan stated she wants the RFP put out and wants to look at many different companies.

Peterson presented the list of unfinished items from department heads. Parsat states they have a log of everything done but their invoices don't have much detail if any to know what they are/were working on. Palmer stated that moving forward he would like a policy in place that companies aren't paid until services complete. It was stated that a policy like that isn't possible as companies wouldn't work for the City if they didn't get paid until a job was complete.

j) 2024 - 10TH ST PROJECT - SOFT COSTS

Greg Anderson from SEH and Jason Aarsvold from Ehlers presented to the council the costs the City would need to pay upfront after review of policy and provided the prelim debt schedule.

After SEH receives the signed contract from contractors they will set up an open house meeting for the neighborhood which should be sometime in April with their start date sometime in May.

k) SEH - APPLICATION FOR PAYMENT #6 FOR HILLTOP AND GOLF AVE

Greg Anderson from SEH stated this is the 6th payment for Hilltop and Golf Ave. There is still a 3% retainage for drainage and retention to make sure everything is good come spring. Motion to approved payment request number 6 by Palmer, second by Hill. Motion carried. It is to be noted that this project was not bonded for.

NEW BUSINESS

a) DISCUSSION AND POSSIBLE ACTION REGARDING SHED IMPROVEMENTS AT SOCCER FIELDS AND NEW SOCCER CONTRACT

Jordan Petranek presented to the council that this is the second youth soccer season. She informed council that they used 2/3 sheds on the property as the third one housed some skunks. Bloomquist stated that the shed originally belonged to the prior youth soccer associations and the City never maintained them and don't have

intentions on doing so. Pederson motioned to give the sheds to youth soccer under the terms of the MOU that they are responsible for them and will have to move them if the City ever sold the property, second by Pettie. Motion carried.

Petranek presented the new youth soccer agreement as the agreement states it needs to be renewed yearly. Motion to approve the new agreement by Pettie, second by Palmer. Motion carried.

b) DISCUSSION AND POSSIBLE ACTION REGARDING MEMO FROM FIRE DEPARTMENT

Fire Chief Tom Miller stated he had two firefighters with attendance deficiencies. He asked council if he could put them on a monthly improvement plan for 6 months to bring their attendance up to standard. He stated that it would be reviewed monthly and re-evaluated each month and brought back to council if anything more would be needed. Motion to approved by Pettie, second by Hill. Motion carried.

c) DISCUSSION AND POSSIBLE ACTION REGARDING NEXUS CONNECTION COMMITTEE

Pederson informed council members who he appointed for the Nexus Committee. He stated he received one application and added that person to the committee. The reasoning Pederson stated was whole idea was to obtain the information from Nexus on the time sensitive timeline and give the council a realistic idea and even Ehlers was in attendance. Pederson asked council to approve the committee members and that the next meeting was March 5, 2024 at 1:00pm in the council chambers. The motion for approval failed. After the potential motion there was discussion with council members and residents and the conversation was ended. No decision was made regarding committee members.

d) DISCUSSION AND POSSIBLE ACTION REGARDING PAST TABLED AGENDA ITEMS

Peterson stated she received an email from Hill a list of council tabled items. She asked how council would like to proceed with them. Council would like to see a visioning session on 3/1/2024 and asked her to bring back to the March 6, 2024 meeting for further discussion.

Craig Saari addressed the Council asking for information and for the Council to do something regarding the mutual aid termination with Rush City Fire Department. He is minutes from Pine City Fire Department and is very worried about public safety. He stated the the City of Rock Creek was at the Fire Committee meeting on February 21, 2024 and didn't speak at all and doesn't think they are going to do anything. Fire Chief Tom Miller stated he was unsure if former City Administrator set anything up as to doing a mutual aid contract similar to the DNR contract. Peterson and Miller are set to meet and get a mutual aid contract ready and sent to Rush City Fire Department with a copy going to the City of Rock Creek. Saari asked if individuals can contract with the fire department and Peterson stated she will look into this with the League of Minnesota Cities.

e) DISCUSSION OF CITY'S CASH AND INVESTMENTS

Pederson stated he asked Ehlers how things were looking since there wasn't a bond done for 8th and Golf Ave along with two fire trucks.

FINANCIAL REPORT

MAYOR'S REPORT

COUNCIL CONCERNS

Palmer stated that City Staff is doing an amazing job and if anything more is needed to please reach out to Council and thank you for stepping up.

Sloan and Hill asked Council to slow down on the emails and calls.

Pettie thanked staff also.


Pederson stated none of us are as strong as all of us and thank you.

ADJOURN

Motion to adjourn at 12:26pm by Pettie, second by Hill. Motion carried.



CAO



Mayor