



MINUTES

Regular Evening Meeting

6:30 PM - Wednesday, February 7, 2024
City Hall Council Chambers

The City of Pine City Council met in Regular Evening Meeting on Wednesday, February 7, 2024 at 6:30 PM in the City Hall Council Chambers.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. CONSIDERATION AND APPROVAL OF AGENDA

The Council made a motion to move Old Business 8.1 to right after the Sheriff Update, add Burro Loco to Consent Items, and to move New Business 9.6 to the February 22, 2024 Council Meeting by Hill, second by Pettie. Motion carried.

4. 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.

No citizens for public forum.

5. PUBLIC HEARINGS / PRESENTATIONS / CORRESPONDENCE

6. SHERIFF UPDATE

Sheriff's Department was unable to attend.

7. CONSENT ITEMS

Sloan requested a contract for Devito at \$50 per hour. Gordy is at \$70 per hour. Motion to approve Devito by Hill, second by Pettie pending a signed contract. Motion carried.

Motion to approve consent items by Sloan, second by Pettie. Motion carried.

7.1. APPROVAL OF MINUTES

7.2. APPROVAL OF CHECK DETAIL REPORT

7.3. APPROVAL OF BINGO APPLICATION FOR THE PINE CITY AMERICAN

LEGION

- 7.4. APPROVAL OF PAYROLL REGISTER
- 7.5. SAIGON DELICIOUS APPLICATION FOR FOOD PERMIT. APPROVAL NEEDED TO BACK DATE TO FEBRUARY 1, 2024
- 7.6. APPROVE BOBBY DEVITO AS BACKUP BOILER MAINTENANCE ATTENDANT
- 7.7. APPROVAL OF 2024 ELECTION JUDGE LIST

8. OLD BUSINESS

8.1. DISCUSSION AND POSSIBLE ACTION REGARDING 2024 STREET IMPROVEMENTS (10TH STREET SW)

Pederson motioned to approve the bid without alternatives, second by Hill. Motion carried. Pederson stated that SEH Greg Anderson will present and then open the conversation up to be had with the Citizens.

Anderson answered many questions after his presentation of the documents provided, SEH Memo and Feasibility Report. He stated that the water could not be looped from street to street as there would be many other requirements such as easements and digging up peoples yards. The water services would be at 7.5 feet deep with a 6 inch main at minimum and all brand new. Anderson suggested that they need to start on 2nd Ave as that is considered the low end and that corner needs a new hydrant. The project is set to begin in the spring of 2024 and continue through summer of 2025 and that is when the assessment would go into place but not actually assessed until 2026.

Terry James - 730 10th St SW - Stated he is thankful that the City isn't fixing things that aren't broken. He is concerned as he is still paying on an assessment from 2008 and now taxes are going up so much. He asked if maintenance was ever done on 10th St as there are giant cracks that have been there for years? Pederson stated that there is \$150,000 in the budget for 2024 for mill and overlay and they should consider taking those funds and sealing the cracks.

Jeanne Lundholm - 205 10th St SW - Stated she owns a corner lot and another parcel and wanted to know if she was going to get a 3 way combined assessment instead of 3 separate assessments.

Hill stated that the assessment policy hasn't been reviewed since 2001-2002 and will be reviewed this year, hopefully start looking at it at the next Ordinance Review Committee. He encouraged the Citizens of Pine City to get on the Committee and help review these ordinances.

The Citizens requested more stop signs, flashing lights on stop signs and more cop patrols as this road is a heavily traveled road especially with semis, buses, and many children.

Mike Sauser - 105 10th St - Asked if the river concrete stillways will be able to be saved. Anderson stated that it is unknown if they can be saved, but something would be put in their place to help prevent erosion.

Mark Nisley - 1000 4th Ave SW - Asked if speed bumps would be able to be used to get people to slow down. Anderson stated that it was more than likely not possible as there is no way to maintain them and the plows in the winter would ruin them.

8.2. DISCUSSION AND POSSIBLE ACTION REGARDING INTERIM CITY ADMINISTRATOR POSITION

Pederson stated that himself and Pettie met with staff and IT to get everything severed with former City Administrator. Pederson Mayor appointed Marcy Peterson as acting City Administrator and that Executive Committee is set to meet with Peterson on February 14, 2024 to discuss more pay for her taking on this task. Motion for Executive Committee to meet with Peterson regarding more pay and conversation regarding need the assistance of Jerry Bohnsack, former interim City Administrator, by Sloan, second by Hill. Motion carried.

8.3. FEE SCHEDULE

Hill stated that the fee schedule needs to be reviewed annually. Motion to approve Fee Schedule 20240207-01 and 20240207-02 by Pettie, second by Hill. Motion carried.

**8.4. DISCUSSION AND POSSIBLE ACTION REGARDING RFP FOR IT SERVICES
NO CONTRACT CAN BE FOUND FOR PAR SECURITY/PARSAT**

Pettie requested proposals that are in former City Administrator's email. They are to be discussed at Executive and brought to the February 22, 2024 Council Meeting. Hill requested the Parsat Contract and a list from the department heads of what is not done at their locations.

8.5. DISCUSSION AND POSSIBLE ACTION REGARDING AED AT CITY BUILDINGS

The Council approved AEDs be added to each City building using ARPA funds. Currently there is one at the old courthouse, one at the warming house, one at the beach, and one at the library. Hill stated there should be two at the library but one was stolen. He suggested it to be replaced and if stolen again that the library would be responsible for a new one. Fire and Life Safety Inspector Adam Zemek stated that the AEDs come in bundles for roughly \$2,000 a piece. It was requested that Zemek bring documentation to the next Council meeting.

8.6. DISCUSSION OF POSSIBLE CHANGES TO LIBRARY CONTRACT

Peterson requested that Council provide final requests to her by 2/9/24 so she can send the changes to East Central Regional Library for their board approval in hopes to bring back to next City Council meeting.

9. NEW BUSINESS

9.1. DISCUSSION AND POSSIBLE ACTION REGARDING THREE TWENTY BREWING REQUEST

Pettie stated that these loans were always meant to be forgiven and that 320 Brewing is requesting theirs be forgiven early. The funds were federal funds and there are no claw backs. The Council is sad to see the Olson's selling, but thinks they built a great business that isn't actually leaving. Motion to approve the request to waive the early assessment fee by Pederson, second by Pettie. Motion carried.

Olson asked about the patio license agreement and if it was meant to stay with the

property. They requested there be an amendment to keep this with the property. Sloan stated that the license agreement also needs to be amended to state Pine County not Rice County. Peterson is to get the information from Troth Law, LLC to the City Attorney for review and proceed from there.

9.2. DISCUSS AND POSSIBLE ACTION TO FORM A COMMITTEE WITH COUNCIL AND COMMUNITY TO WORK WITH NEXUS SOLUTIONS

Council is looking for 4 community members to put together a committee to work with 2 Council Members and Nexus for the 315 Main St. building. The Council decided to do application that would close on 2/19/24 and Council would pick the citizens at the 2/22/24 meeting based on rankings. Dan Swanson asked if the same application would be used as any other committee.

9.3. DISCUSS COMMUNITY DEVELOPMENT POSITION POSTING AND CONTRACT WITH PINE COUNTY/LEZLIE SAUTER. NEW 2024 CONTRACT WITH PINE COUNTY WILL BE POSTED ON 2/7/2024

Peterson stated that Tricker, Bloomquist, Pickett and herself met with County Administrator David Minke and Economic Development Coordinator Lezlie Sauter to go through the contract regarding Lezlie Sauter picking up EDA and HRA work along with projects for the City. On the invoice that is submitted to the City, Council asks that Sauter break her hours out on what she was working on for that time. Minke sent the updated contract late on 2/7/24 and Peterson sent it to Council. Motion to approve the County contract by Pederson, second by Pettie. Motion carried.

CDD position - Peterson sent the job description to Pederson and Pettie and will forward to all Council for their review also. Peterson also asked staff to review and they have or are making edits and sending to Peterson. Council to take action at the next meeting regarding this position.

9.4. DISCUSSION AND POSSIBLE APPOINTMENT OF HRA MEMBER

Pederson motioned to approve Christin Caza to HRA Committee, second by Sloan. Motion carried.

9.5. DISCUSSION AND POSSIBLE APPOINTMENT OF HRA MEMBER

Pederson motioned to approve Amanda Mclain to HRA Committee, second by Sloan. Motion carried.

9.6. DISCUSSION AND POSSIBLE ACTION REGARDING SHED IMPROVEMENTS AT SOCCER FIELDS

Tabled to February 22, 2024 Council Meeting.

9.7. DISCUSSION REGARDING NON-UNION EMPLOYEES PAY STEP EVALUATIONS

Pederson gave background information to why the Council is considering going with step increases for Non-Union Employees. The information was started and Pettie to forward to Peterson to finish up. Hill stated he would like to get this done in the next 2-3 meeting to get it in place for the employees this year.

10. PLANNING / COMMUNITY DEVELOPMENT / ENGINEERING BUSINESS

10.1. DISCUSSION AND POSSIBLE APPROVAL OF ADDITIONAL DRIVEWAY

**SURFACE FOR 18799 CROSS CUT ROAD - SECTION 13.76.230
"ALL AREAS DEVOTED FOR PARKING SPACE AND DRIVEWAYS SHALL
BE SURFACED WITH EITHER CONCRETE OR ASPHALT OR OTHER
MATERIALS AS DETERMINED BY THE PLANNING COMMISSION AND
CITY COUNCIL."**

MSA Claire Mickhelson present to the Council that the owner of the property wants to put gravel down instead of concrete or asphalt over shredded tires. It went to Planning Committee and they approved it and recommended it go to Council for approval. Motion to move forward with gravel and that it doesn't need to be paved or concrete by Pettie, second by Pederson. Motion carried. Council stated they don't approve of the shredded tires being under the gravel. MSA stated that there is a permit already in place for this from the State of Minnesota.

**10.2. DISCUSSION AND POSSIBLE ACTION OF INDUSTRIAL PARK PLAT FOR
MINOR SUBDIVISION - WHO'S NAME TO BE PUT ON PLAT IN PLACE OF
PREVIOUS C.A.**

Motion to change language on plat from Scott Hildebrand City Administrator to just City Administrator by Pederson, second by Pettie. Motion carried.

**10.3. DISCUSSION AND POSSIBLE APPROVAL OF CONDITIONAL USE
PERMIT AMENDMENT FOR 900 4TH STREET SE (PID 42020400) - PINE
TECHNICAL AND COMMUNITY COLLEGE**

MSA Claire Michelson presented to the Council an Amended Conditional Use Permit for 900 4th Street SE - Pine Technical Community College to remove a mobile classroom, office, and welding trailer and add one new building and a small solar development. She stated this Conditional Use Permit is contingent on two variances that were tabled at Planning Commission for the next meeting in February. Michelson recommended applicant must submit final plans before installing the solar development and having the variances complete and that some parking be removed. Motion to have a resolution for next council meeting for the conditional use permit amendment by Pederson, second by Sloan. Motion carried.

10.4. UPDATE ON TRAILS - JIM SLOAN

Sloan presented to the Council that he has a copy of the trail that SEH Greg Anderson assisted with. In September of 2023 Council approved Sloan to proceed with speaking with land owners to obtain land to extend the trail with in the trailer park and the property south of the trailer park. Sloan was able to reach an agreement with the trailer park to purchase four lots for \$45,000 and the owner would make a charitable donation back to the trail. The City would also need to move three trailers and two can be moved but the third one can not. It would cost roughly \$80,000-\$160,000 to move the trailers and purchase the land. A deal was not reached with the property owners of the land south of the trailer park as they want \$700,000 for the 13 acres. They stated that the three acre parcel would be \$200,000 and the City would need to open Maplewood Lane Southeast.

**10.5. DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 20240207-09
FOR GRANT APPLICATION**

Jim Sloan asked the Council to approve him to apply for a \$1,000,000 grant with no matching funds needed. The final project would cost \$1,335,000 to finish the trail with a grant from the Pine Area Endowment for \$50,000. Pederson is worried where the

\$300,000 is going to come from to finish this. Motion to approve Sloan to proceed with grant application by Pettie, second by Pederson. Motion carried.

11. DEPARTMENT / COMMITTEE REPORTS

11.1. FIRE

Fire Chief Tom Miller presented the the Council about purchasing a new Fire Ladder Truck. There is a grant through FEMA for \$1,000,000 but the truck is \$2,000,000. The City would need to bond for the other \$1,000,000. Pederson stated he doesn't think it's a good idea and to keep looking for a used one. Pederson asked about the tanker that is still in North Dakota and Miller stated he should be getting an ETA very soon.

11.2. LIQUOR

Liquor Store Manager Lara Smetana asked Council how to proceed with liquor committee and if they wanted to create a sub-committee for cannabis or if they should change the name to Liquor and Cannabis Committee. Council discussed and informed Smetana to just change the name.

11.3. PARKS

The Council would like to have Hilltop Committee come back into play and meet to finalize the park.

11.4. FIRE AND LIFE SAFETY

Fire and Life Safety Inspector Adam Zemek gave an update on 710 2nd Ave SE. Zemek stated that the court order came in to evict the home owner. The homeowner was given until February 29, 2024 to bring the home into compliance with zoning, ordinance, and fire code without living at the property. Once February 29, 2024 comes, Council will need to make a decision on what to do with the property. Zemek has made contact with the mortgage company and are awaiting their direction also regarding the invoices and their input on what they are going to do with the property should it not be taken care of by the homeowner.

11.5. PUBLIC WORKS

12. MAYOR'S REPORT

13. COUNCIL CONCERNS

14. ADJOURN



CAO



Mayor