



MINUTES

Regular Morning Meeting

10:00 AM - Thursday, May 16, 2024

City Hall Council Chambers

The City of Pine City Council met in Regular Morning Meeting on Thursday, May 16, 2024 at 10:00 AM in the City Hall Council Chambers.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Acting Mayor Pettie Called the meeting to order at 10:00 AM.

ROLL CALL

Acting Mayor Pettie, Councilors Palmer, Sloan and Hill all Present.

City Staff Present: Interim City Administrator Marcy Peterson, Melanie Bloomquist - Budget Analyst, Brock Bloomquist - Parks and Public Buildings Director, Maury Montebriand - Public Works Director, Lara Smetana - Liquor Store Operations Manager, Adam Zemek - Fire and Life Safety Inspector, Tom Miller - Fire Chief and Tabitha Pickett - Administrative Assistant

CONSIDERATION AND APPROVAL OF AGENDA

Interim City Administrator Peterson requested the following items be added to agenda:

Pine City Elementary School request to fill dunk tank for student reward day (Consent) 5.10

Pine City High School request for fire dept to lead senior tractor parade (Consent) 5.11

Update on Robinson Park Charging Station (Old Business) 6.9

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

PUBLIC FORUM

There were no requests from the public to present.

CONSENT ITEMS

Councilor Palmer raised the issue of the Fire Department's parade guidelines, emphasizing the need for a discussion about the department's roles and limitations.

Councilor Sloan made a motion to approve consent items without 5.5 due to Councilor Palmer abstaining, Acting Mayor Pettie seconded the motion, Motion Carried unanimously.

Acting Mayor Pettie made a motion to approve Consent item 5.5, Councilor Sloan seconded the motion, motion carried with Councilor Hill voting aye.

- a) **MAY 1, 2024 MEETING MINUTES**
- b) **CHECK DETAIL REPORT**
- c) **320 DWELLERS BREWING - AL FRESCO APPLICATION**

Councilor Hill requested an update on the Al Fresco permit for 320 Dwellers Brewing. Adam informed the council about the revised Al Fresco plan, which now accommodates space for fire trucks to pass. Possible plan changes may be adding no parking signs on the opposite side of the street while the Al Fresco patio is operational or moving the barrier 2.5 feet closer to the sidewalk to increase street width. Additionally, Adam mentioned that the owner is very cooperative with the City's requirements.

- d) **CHICKEN PERMIT APPLICATION**
- e) **PCFD RELIEF ASSOCIATION - TEMPORARY LIQUOR LICENSE & GAMBLING PERMIT APPLICATION**
- f) **RAGNAR MINNESOTA 2024 - SPECIAL EVENT PERMIT**
- g) **2024 BEACH HIRES MEMORANDUM**
- h) **2024 SEASONAL PARKS MAINTENANCE MEMORANDUM**
- i) **SEASONAL LIQUOR STORE HIRE MEMORANDUM**
- j) **PINE CITY ELEMENTARY SCHOOL - REQUEST TO FILL DUNK TANK FOR STUDENT REWARD DAY**
- k) **PINE CITY HIGH SCHOOL REQUEST FOR FIRE DEPARTMENT TO LEAD SENIOR TRACTOR PARADE**

OLD BUSINESS

- a) **MSA - 510 2ND STREET SE**

Tabitha presented the plan for 510 2nd Street SE, which was updated on May 15th at the planning commission meeting. Fred informed the council about the daycare center's parking plan, emphasizing efforts to minimize street crossing. Hill suggested that the developer discuss a potential crosswalk with the county to ensure the safety of students and daycare children. For complaints, the council requests that individuals contact Lakeside before approaching the City.

Councilor Sloan made a motion to approve Resolution 20240516-27, Councilor Hill seconded the motion, motion carried with Acting Mayor Pettie and Councilor Palmer voting aye.

Councilor Hill made a motion to approve Resolution 20240516-28, Councilor Sloan seconded the motion, motion carried with Acting Mayor Pettie and Councilor Palmer voting aye.

- b) **GREG ANDERSON, SEH -10TH STREET SW**

Greg Anderson from SEH provided an update to the council on the 10th Street SW project. Hill inquired about the ongoing Gas Company maintenance project, specifically about the supervision of the Gas Company, to which Greg could not respond. The discussion then shifted to sidewalks, with SEH presenting several

options. The first option is an on-street trail which is marked on the pavement, which lacks a protective barrier for pedestrians and cyclists but would not necessitate additional Public Works maintenance. The council inquired whether rumble strips could be incorporated. The second option involves constructing a 6-foot sidewalk behind the west curb line, incurring an extra cost of \$100,000 and not subject to assessment. This would increase Public Works' maintenance responsibilities by approximately three blocks of sidewalk.

Councilor Sloan inquired about the safer option, to which Greg replied that removing pedestrians from the roadway is always the safer choice.

Councilor Hill questioned if the Council has a couple weeks to determine if the budget allows for this. Greg recommended making a decision on the option before proceeding with the curb installation.

c) GREG ANDERSON, SEH - 8TH STREET SW AND GOLF AVE SW

Greg presented a memo to discuss the 8th St. & Golf Assessments, which had been previously paused by the Council. He is now seeking a decision on these assessments. Councilor Sloan inquired about any precedents concerning assessments for Church Lots, to which Greg responded with uncertainty. Maury pointed out that the same church was impacted in 2007 by a different street project. Jim France stated that the Church had been assessed for 7th Street SW in 2007. Councilor Sloan would like this added to our assessment policy for future purposes. Resolution will be brought back at future meeting.

d) CITY OF RUSH CITY - PROPOSED CONTRACTED FIRE AID AGREEMENT

Tom presented the proposed Fire Aid Agreement with the City of Rush City, noting that Rush City's prices are higher than those of Pine City. As Rush City has not yet signed a contract, Tom wishes to review the provided fee schedule. He suspects that it was intended to reflect Rush City's Fee Schedule. Interim City Administrator Peterson has indicated that she and Tom will contact the relevant parties to determine if the fee schedule applies equally to both cities.

e) LADDER TRUCK OPTIONS/UPDATE

Tom has been exploring options for a ladder truck and intends to deliver a presentation on June 5th, which will encompass financing plans.

f) IT AND SECURITY UPDATE

Interim City Administrator Peterson informed the Council that the security contract will terminate on May 20th. Brock has successfully obtained fobs and some passwords from the existing security firm.

g) NEXUS UPDATE

Interim City Administrator Peterson has been in discussions with Russ from Nexus about terminating the contract. The City is bound by a three-year design contract with Nexus, which limits the City to maintenance and repairs of the building only. The City retains the right to sell the building, allowing the developer to make updates. The Council wishes to proceed with the working group to plan for the government center. Jim France - States he is upset with this because the contract. Would like the City Attorney to look this over the Nexus contract.

h) CITY ADMINISTRATOR POSITION

Councilor Sloan has called for a decision regarding the City Administrator position, proposing Interim City Administrator Peterson for the role. Councilor Palmer is in agreement. However, Councilor Hill has raised concerns about whether Peterson requires additional training. Palmer observed that former City Administrators, despite their desired educational qualifications, were unsuccessful, leading him to question the need for additional training. Hill has requested to postpone the decision until June 5th for further discussions with Peterson. Acting Mayor Pettie has pointed out Peterson's experience in her current roles and is in favor of proceeding. Sloan has suggested that Peterson and Pettie draft a contract, discuss the salary, and present it at the June 5th meeting. Additionally, Sloan has asked for an organizational chart and salary steps for City Staff to be provided at the next meeting. No action was taken.

i) UPDATE ON CHARGING STATION AT ROBINSON PARK

Interim City Administrator Peterson informed Council that the city incurs an approximate expense of \$300 monthly for the charging station and Robinson Park lighting. Implementing a pay-per-charge system would result in significant costs for both the city and taxpayers. Consequently, the council has expressed a desire to have the charging station turned off and removed.

Council would like update on June 5th regarding cost of removal of charging station. Councilor Palmer made a motion to get clarification regarding Charging Station, Councilor Hill seconded the motion, motion carried unanimously.

NEW BUSINESS

a) MN DEPT OF PUBLIC SAFETY LEASE RENEWAL

Interim City Administrator Peterson recommended discussing payment terms that align with our fee schedule for Community Room Rental. Council agreed and requested this agreement be brought back with new fees.

b) RUM RIVER CONSULTANTS

Andy Schreder of Rum River presented the end-of-year report. Councilor Sloan inquired about the difference between a change of use and a change of occupancy, which Rum River clarified.

Councilor Hill raised a question regarding the change of use and certificate of occupancy for Sprouts.

Adam from Rum River introduced the Baseline software, in use by the City of Pine City since February 1st. Baseline offers real-time reporting for permit applicants, Rum River staff, and City Staff. Adam mentioned they have received feedback and are planning to revise the application process for better ease of use. Councilor Hill shared his experience with the system. Adam announced that Baseline will be integrated with the state database. Councilor Sloan questioned whether the City should contribute historical files to the current software, to which Adam replied that they are coordinating with the County to integrate data from Beacon.

Carrie from Rum River delivered staff reports to the council concerning plumbing permits plan review. She informed the council that several steps require their approval to proceed. This approval would enable Rum River to conduct plumbing plan reviews,

thereby expediting the process, which currently takes 3-4 months when performed by the state. Hill asked if contractors could still opt for state reviews, to which Rum River responded that they would handle all plumbing plan reviews. They assured there would be no fee changes for contractors, only a reduction in wait times. Rum River maintains a close relationship with the DLI and foresees no issues.

Step one is to approve Ordinance 20240516-03.

Councilor Sloan made a motion to approve Ordinance 20240516-03, Councilor Hill seconded the motion, Motion Carried Unanimously.

Step two involves approving the amendment to Fee Schedule 20240516-04. Carrie briefed the council on the revisions to the Fee Schedule. Councilor Sloan inquired about the nature of a septic system operating permit, to which Andy clarified that it pertains to commercial properties equipped with advanced septic system technology. Councilor Hill proposed adding clarifying language to the description of the septic system operating permit. Additionally, Andy provided information on the Maintenance/Pumping Permit for Septic Systems, which is an assessment conducted triennially.

Councilor Hill made a motion to approve Ordinance Amendment 20240516-04, Councilor Palmer seconded the motion, Motion carried Unanimously.

Step three is to approve Resolution 20240516-25.

Councilor Sloan made a motion to approve Resolution 20240516-25, Acting Mayor Pettie seconded the motion, Motion carried Unanimously.

Step four involves approving the Agreement for Building Official Services. Interim City Administrator Peterson inquired about the percentage of permit fees retained by the City. Carrie responded that the City currently retains 10%, but with the new contract, this would increase to 20%. Peterson questioned why other cities retain a higher percentage of permit fees. Andy explained that it varies based on the level of engagement between the City and Rum River. Acting Mayor Pettie sought additional time to review the contract with Rum River prior to its approval. Carrie elaborated on other factors that might lead to cities receiving a greater amount in fees. Councilor Palmer inquired further about Rum River's client consultation locations within the town, learning that Rum River would utilize the meeting room at City Hall for City-related purposes as necessary. The new rates would take effect from the date of contract signing, which is open for review at any time. Councilor Hill suggested that the contract be reviewed annually at the start of each year.

Councilor Sloan made a motion to approve the agreement for Building Official Services, Councilor Hill seconded, Motion Carried Unanimously.

c) DEPARTMENT OF THE INTERIOR/SCENIC RIVERWAYS AID AGREEMENT

Chief Miller recommended the approval of the contract with the Department of the Interior for the Scenic Riverways Aid Agreement and informed the council about the details of this contract, which has been established for decades.

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

FINANCIAL REPORT

There are no concerns at this time.

COUNCIL CONCERNS

Councilor Hill inquired about street conditions from Greg of SEH. Greg reviewed the rating report for city streets, which he recently updated with completed projects.

Currently, there are no plans in action. Councilor Hill wishes to review and devise a plan for when the city should undertake these projects. He also has inquiries about Fawn Meadows and potential development of city-owned property. Regarding the Hilltop parking lot, partially city-owned, he proposes discussing its resurfacing with blacktop. Councilor Hill is requesting a visioning session to address these issues, aiming for it to be scheduled in June. The upcoming street projects and Hilltop Parking Lot will be topics at the next visioning session.

- a) **SCHEDULE JUNE 2024 VISIONING SESSION - COUNCILOR HILL**
- b) **HILLTOP PARKING LOT - COUNCILOR HILL**
- c) **RECOMMENDATION FOR UPCOMING STREET PROJECT'S - COUNCILOR HILL**

ADJOURN

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

Meeting adjourned at 12:27 PM.

Minutes of the meeting completed by Melanie Bloomquist, Budget Analyst.