



# MINUTES

## Regular Meeting Meeting

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6:30 PM - Wednesday, April 5, 2023  
City Hall Council Chambers

The City of Pine City Council met in Regular Meeting on Wednesday, April 5, 2023 at 6:30 PM in the City Hall Council Chambers.

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**1.1. MAYOR PEDERSON OPENED THE PUBLIC MEETING AT 6:30PM.**

**2. ROLL CALL**

**3. CONSIDERATION AND APPROVAL OF AGENDA**

Moved by Councilor Gina Pettie, seconded by Councilor David Hill, Motion to approve the agenda.

Carried by the following votes:

Ayes: Mayor Carl Pederson, Councilor David Hill, Councilor Gina Pettie, Councilor Kyle Palmer, and Councilor Steve Ovick

**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.

**4.1. TANYA MILLER - 225 7TH ST PINE CITY  
TERRY NEITZEL - 720 2ND AVE SW PINE CITY  
MOLLIE DAVIS - 440 5TH AVE NW PINE CITY**

Tanya Miller, Terry Neitzel, Mollie Davis addressed the Council regarding meter readings and water bills increasing. It was discussed that the meters could be tested to see if the unit is malfunctioning. Council relayed that the meters at the three properties could be replaced, and the existing meter sent in for testing. If the meter comes back that it is functioning appropriately that the homeowner will be charged \$200.00.

**5. SHERIFF UPDATE**

**5.1. DEPUTY MARK FARRAND**

Deputy Farrand updated the Council regarding traffic complaints and accidents and that the Hilltop Cottages calls for service are up from 4 calls to 6 calls since the last update.

**6. PUBLIC HEARINGS / PRESENTATIONS / CORRESPONDENCE**

**6.1. WATER BILL HEARING - 440 5TH AVENUE NE**

Mollie Davis - 440 5th Avenue NE, Pine City addressed the Council regarding her water bill. She had seen an increase in her bill and questioned the reason for the increase. It was discussed that the meter will be replaced. The existing meter will be sent in for diagnostic testing. If it comes back that the meter is functioning appropriately, Ms. Davis will be charged \$200.00 for the testing. The bill in question will be held until the results of the meter testing has been received.

**6.2. THANK YOU LETTER - INITIATIVE FOUNDATION**

**6.3. PUBLIC HEARING REGARDING ORDINANCE 20230420-01 - 2023 FEE SCHEDULE (LESS RENTAL PROPERTIES)**

Mayor Pederson opened the public hearing for Ordinance 20230420-01 at 7:10pm. There were no persons present that wished to speak on the Ordinance. After giving all present the opportunity to speak on the ordinance and hearing none, the public hearing was closed at 7:13pm.

**6.4. PUBLIC HEARING REGARDING ORDINANCE 20230420-2 - 2023 FEE SCHEDULE (RENTAL PROPERTIES ONLY)**

Mayor Pederson opened the public hearing for Ordinance 20230420-02 at 7:13pm. There were no persons present that wished to speak on the Ordinance. After giving all present the opportunity to speak on the ordinance and hearing none, the public hearing was closed at 7:15pm.

**7. CONSENT ITEMS**

**7.1. APPROVAL OF REGULAR COUNCIL MEETING MINUTES - MARCH 16, 2023, OCTOBER 06, 2021 AND SEPTEMBER 16, 2021**

**7.2. APPROVAL OF PAID CHECK REGISTER**

**7.3. APPROVAL OF PAYROLL CHECK REGISTER**

**7.4. APPROVAL OF TRANSIENT MERCHANT APPLICATION - CHRIS JACQUES**

**7.5. APPROVAL OF MOBILE FOOD TRUCK PERMIT - BURROW LOCO**

**7.6. APPROVAL OF MOBILE FOOD TRUCK PERMIT - SAMURI TEPPANYAKI**

**7.7. APPROVAL OF MOBILE FOOD TRUCK PERMIT - SWEDE'S SMOKIN GRILL**

**7.8. APPROVAL OF FINANCE MANAGER POSITION**

**7.9. APPROVAL OF BUDGET ANALYST POSITION**

Moved by Councilor Kyle Palmer, seconded by Councilor David Hill, Motion to approve the Consent Agenda items.

Carried by the following votes:

Ayes: Mayor Carl Pederson, Councilor David Hill, Councilor Gina Pettie,  
Councilor Kyle Palmer, and Councilor Steve Ovick

**8. OLD BUSINESS**

**8.1. DISCUSSION REGARDING FIBER PROJECT AND JOINT POWERS BOARD RE-ESTABLISHMENT.**

There was a brief discussion regarding re-establishing the JPB. Mayor Pederson indicated that he would like to be a participant of the Board. It was asked that Kevin Medeiros from ParSecurity be present at the next Council meeting.

**9. NEW BUSINESS**

**9.1. UPDATE, DISCUSSION AND POSSIBLE ACTION REGARDING ROBINSON PARK SURVEY**

It was discussed that there were 80 total responses to the survey with 40 of the responses coming from City of Pine City residents. The responses obtained indicated that overall the restroom project was voted as priority number one. The cost for that project is estimated at \$310,750.00. The overall cost for all phases of the project is \$1.3M. Councilor Palmer requested that another survey be published that includes the costs of each phase of the project so citizens can see what the City is looking at spending should the Council move forward.

**9.2. DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF A 3500 PICKUP AND DUMP BOX**

Maury Montbriand, Director of Public Works updated the Council regarding the two bids he obtained from local dealerships. The lowest bid coming from Cavillin Ford.

Moved by Mayor Carl Pederson, seconded by Councilor Kyle Palmer, Motion to approve the bid from Cavillin Ford.

Carried by the following votes:

Ayes: Mayor Carl Pederson, Councilor David Hill, Councilor Gina Pettie,  
Councilor Kyle Palmer, and Councilor Steve Ovick

**9.3. DISCUSSION AND POSSIBLE ACTION REGARDING THE DONATION OF A 2023 POLARIS RANGER CREW CAB BY THE ACTIVE MEMBERS OF THE PINE CITY FIRE DEPARTMENT RELIEF ASSOCIATION.**

Pine City Firefighters Brandon Wimmer and Brendt Nelson addressed the Council to request that the accept a donation from all active PCFD members of a 2023 Polaris Ranger. Councilor Palmer abstained from the vote and discussion as he is an active PCFD member and one of the donating parties.

Moved by Councilor David Hill, seconded by Mayor Carl Pederson, Motion to accept the donation from PCFD members.

Carried by the following votes:

Ayes: Mayor Carl Pederson, Councilor David Hill, Councilor Gina Pettie,  
Councilor Kyle Palmer, and Councilor Steve Ovick

**9.4. DISCUSSION AND POSSIBLE ACTION REGARDING MODIFICATION TO THE FIRE AND LIFE SAFETY INSPECTOR JOB DESCRIPTION.**

Moved by Mayor Carl Pederson, seconded by Councilor Gina Pettie, Motion to approve the modification to the job description.

Carried by the following votes:

Ayes: Mayor Carl Pederson, Councilor David Hill, Councilor Gina Pettie, Councilor Kyle Palmer, and Councilor Steve Ovick

**9.5. DISCUSSION AND APPROVAL OF RESOLUTION 20230405-11 - JOINT POWERS AGREEMENT WITH COUNTY ATTORNEY AND SHERIFF**

Moved by Mayor Carl Pederson, seconded by Councilor Kyle Palmer, Motion to adopt the JPA with Pine County Attorney and Sheriff.

Carried by the following votes:

Ayes: Mayor Carl Pederson, Councilor David Hill, Councilor Gina Pettie, Councilor Kyle Palmer, and Councilor Steve Ovick

**10. PLANNING / COMMUNITY DEVELOPMENT / ENGINEERING BUSINESS**

**10.1. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 MILL AND OVERLAY PROJECT**

It was discussed that an additional \$75,000 may be needed from the undesignated fund balance.

Moved by Mayor Carl Pederson, seconded by Councilor Kyle Palmer, Motion to move forward with 2023 Mill and Overlay Project.

Carried by the following votes:

Ayes: Mayor Carl Pederson, Councilor David Hill, Councilor Gina Pettie, Councilor Kyle Palmer, and Councilor Steve Ovick

**10.2. DISCUSSION AND POSSIBLE ACTION REGARDING LIFT STATION PROJECT - CHANGE ORDER 2.**

There was discussion that there would be a difference of \$3209.34 due to the change.

Moved by Mayor Carl Pederson, seconded by Councilor Kyle Palmer, Motion to approve Change Order #2.

Carried by the following votes:

Ayes: Mayor Carl Pederson, Councilor David Hill, Councilor Gina Pettie, Councilor Kyle Palmer, and Councilor Steve Ovick

**10.3. DISCUSSION AND POSSIBLE ACTION REGARDING FINAL PAY APPLICATION FOR WILCOX AND MAIN CROSSWALK.**

Discussion included that the final amount to pay is \$984.82 and the payment of this would start the one year warranty on the component and three year warranty on the rest of the work completed.

Moved by Mayor Carl Pederson, seconded by Councilor Gina Pettie, Motion to approve the payment.

Carried by the following votes:

Ayes: Mayor Carl Pederson, Councilor David Hill, Councilor Gina Pettie, Councilor Kyle Palmer, and Councilor Steve Ovick

**10.4. DISCUSSION AND POSSIBLE ACTION REGARDING THE PROPOSED ALLOCATION OF FUNDING FOR THE BLANDIN LEADERSHIP GRANT.**

Moved by Mayor Carl Pederson, seconded by Councilor Gina Pettie, Motion to approve the allocation.

Carried by the following votes:

Ayes: Mayor Carl Pederson, Councilor David Hill, Councilor Gina Pettie, Councilor Kyle Palmer, and Councilor Steve Ovick

**11. DEPARTMENT / COMMITTEE REPORTS**

**11.1. ADMINISTRATION**

Scott Hildebrand, City Administrator reported on the upcoming audit, RFP for 315 Main HVAC & Fire Suppression Project, New legislative agenda software.

**11.2. FIRE**

Fire Chief Miller reported regarding the upcoming Annual Relief Association Meeting and DNR Grant.

**11.3. LIQUOR**

Lara Smetana, Liquor Store Operations Manager submitted a written report to Council prior to meeting but added and update verbally regarding the Coors promotion benefitting the Dog Park.

**11.4. PARKS**

No report was given.

**11.5. PUBLIC WORKS**

Maury Montbriand, Public Works Director reported that the Kajo Lift Station project will be starting for the season and that work on repairing potholes has begun but are running out of mix.

**12. MAYOR'S REPORT**

Mayor Pederson spoke briefly about visiting the local radio station and that he will be attending the upcoming Fire Relief Association meeting.

**13. COUNCIL CONCERNS**

**14. ADJOURN**

Councilor Pettie made a motion to adjourn the meeting. Councilor Hill seconded the motion. Motion carried. Meeting adjourned at 8:36pm