



# MINUTES

## Regular Evening Meeting

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6:30 PM - Wednesday, June 5, 2024  
City Hall Council Chambers

The City of Pine City Council met in Regular Evening Meeting on Wednesday, June 5, 2024 at 6:30 PM in the City Hall Council Chambers.

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

Acting Mayor Pettie called the meeting to order at 6:30 PM.

**2. ROLL CALL**

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

City Staff present: Interim City Administrator Peterson, Lara Smetana, Tom Miller, Nicole Tricker, Tabitha Pickett, Brock Bloomquist, Melanie Bloomquist, Maury Montbriand.

**3. CONSIDERATION AND APPROVAL OF AGENDA**

Councilor Hill proposed the addition of new business item 9.5, resolution 20240605-29, to discuss and declare a mayoral vacancy. Councilor Hill also suggested moving the RC Contracts to item 8.1, citing the presence of Rush City staff.

Councilor Hill made a motion to approve the changes, which Councilor Palmer seconded, and the motion was carried unanimously.

**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. TERRY NEITZEL - 720 2ND AVE SW**

There are concerns regarding a Data Request for information that has not been provided. Interim City Administrator Peterson has informed that although she is attempting to obtain the video recording, it is currently not available. She has offered an alternative to view it on her cell phone at City Hall. Additionally, Terry has requested that the Council be given access to view this recording as well.

**5. SHERIFF UPDATE**

Deputy Moe reported no incidents for May, with no vandalism in the parks noted. He did inform that the MS 150 event will pass through town this weekend and has

requested a public announcement. Councilor Sloan reported recent thefts of construction equipment at the homeless shelter.

**6. DEPARTMENT / COMMITTEE REPORTS**

There are no concerns or questions pertaining to the Department Reports.

**7. CONSENT ITEMS**

**7.1 - May 16, 2024 Meeting Minutes**

**7.2 - Check Detail Report**

**7.3 - Payroll Register**

**7.4 - Maxwell's Southern BBQ - Mobile Food Unit Application**

**7.5 - Philicious Phillys - Mobile Food Unit Application**

**7.6 - Smoking on Site - Mobile Food Unit Application**

**7.7 - Memorial Drive Bible Fellowship - Gambling Permit Application**

**7.8 - Pine City Athletic Committee - Gambling Permit Application**

**7.9 - Pine County AG Society - Temporary Liquor License Application**

**7.10 - Hollywood Pyrotechnics - Outdoor Public Fireworks Display Application (Freedom Fest)**

**7.11 - PCHS Graduation Parade - Special Event Permit**

**7.12 - Seasonal Parks Maintenance Crew Hires**

Councilor Palmer inquired whether the approval of Mobile Food Unit Permits and Special Event Permits requires Council's endorsement or if they can be sanctioned by the City Administrator with subsequent notification to the Council. Clarification on this matter is sought, including the possibility of categorizing pre-approved permits under a separate heading in future agendas. Councilor Sloan believes that such permits do not necessitate Council's approval but merely require notification.

Councilor Hill made a motion to approve the Consent Agenda, which Councilor Sloan seconded, and the motion passed with Acting Mayor Pettie voting aye and Councilor Palmer voting nay.

**8. OLD BUSINESS**

**8.1. CITY OF RUSH CITY - CONTRACTED FIRE AID AGREEMENT**

Interim City Administrator Peterson briefed the council on the Contracted Fire Aid agreement with the City of Rush City. Councilor Sloan opposes the agreement citing Rush City's rates. Chief Bob from Rush City asserts that these rates are based on DNR standards. Councilor Palmer is in favor of approving the rates.

Councilor Hill made a motion to approve agreement, Councilor Palmer seconded the motion, motion carried with Acting Mayor Pettie voting aye, and Councilor Sloan voting nay.

**8.2. 10TH STREET SW - SIDEWALKS - PUBLIC WORKS COMMITTEE RECOMMENDATION**

Greg Anderson from SEH briefed the council on the 10th Street SW Sidewalk project.

Councilor Palmer sought Greg's opinion on adding a rumble strip to the road. Greg mentioned that water infiltration is detrimental to pavement but does not think rumble strips will cause deterioration. Councilor Hill suggested implementing only painted lines instead of rumble strips. Councilor Palmer expressed concerns about the costs associated with the sidewalks, while Councilor Sloan argued for the sidewalk's construction for the community's benefit, warning that delaying could double the costs. Greg emphasized the need for a decision by the 20th of June, and Councilor Hill asked for the matter to be placed on the next agenda.

**Jeanne Kvam - 925 2nd Ave SW** informed the council that her survey of neighbors along 10th St SW revealed only 4 out of 23 supported the installation of sidewalks, noting that most people prefer biking on the street. She voiced her frustration with the plan, citing the maintenance burden on citizens and potential environmental harm from increased concrete use. She also inquired about the number of stop signs planned for 10th Street SW.

### **8.3. 10TH STREET SW**

**Greg Anderson - SEH** updated council on 10th Street SW project.

**Change Order #1** - Repairing damage to 9th Street SW, this will increase the total cost \$36,000.

Councilor Sloan made a motion to approve change order #1, Councilor Palmer seconded the motion, Motion Carried Unanimously.

**AFP #2** - Councilor Sloan made a motion to approve AFP #2, Councilor Palmer seconded the motion, Motion Carried Unanimously.

### **8.4. PREGNANCY RESOURCE CENTER**

Interim City Administrator Peterson updated council.

### **8.5. CITY OF PINE CITY PROPOSED ORGANIZATIONAL CHART**

Interim City Administrator Peterson briefed the council on the proposed organizational chart. Councilor Sloan inquired whether the title of the planning and zoning position could be changed to Planning and Zoning Clerk.

## **9. NEW BUSINESS**

### **9.1. PARK SERVICES FEE SCHEDULE AMENDMENT**

Interim City Administrator Peterson provided an update to the council. The change, which was proposed by the ordinance committee, aligns new fees with those for Community Room rentals. Councilor Sloan has proposed an increase to \$25 to match the fees for park reservations.

Councilor Hill made a motion to approve Ordinance 20240207-02 Amendment, Councilor Palmer seconded the motion, Motion Carried Unanimously.

### **9.2. RIGHT OF WAY PERMITS - RECOMMENDATION FROM PUBLIC WORKS COMMITTEE**

Interim City Administrator Peterson provided the council with updates on right-of-way permits, expressing a preference for their completion in-house.

Councilor Palmer made a motion to approve recommendation, Councilor Hill seconded the motion, Motion Carried Unanimously.

### **9.3. CITY ADMINISTRATOR CONTRACT**

Interim City Administrator Peterson informed the council of her collaboration with Dave Minke to finalize the contract. Councilor Palmer raised concerns about the cell phone reimbursement amount, to which Peterson replied that she should receive the same amount as other department heads. Councilor Hill concurred that the amount ought to be raised. Councilor Sloan suggested considering a change at the six-month review.

Councilor Sloan made a motion to approve the City Administrator Contract, Councilor Palmer seconded the motion, Motion Carried Unanimously.

**9.4. APPROVAL TO POST DEPUTY CLERK/HR SPECIALIST AND BUDGET ANALYST POSITIONS**

Interim City Administrator Peterson provided an update to the Council and expressed a desire to post the positions immediately. However, Councilor Palmer suggested that both positions should be posted for a period of two weeks.

Councilor Palmer made a motion to approve the posting of both positions, Councilor Hill seconded the motion, Motion Carried Unanimously.

**9.5. RESOLUTION 20240605-29 DECLARING A MAYOR VACANCY ON THE CITY COUNCIL**

Councilor Hill has proposed that the council declare a vacancy and nominate Kent Bombard for mayor. Having been a candidate in the most recent mayoral election, he is considered well-suited to succeed the former mayor.

Councilor Hill made a motion to approve 20240605-29 declaring vacancy, Councilor Sloan seconded the motion, Motion Carried with Acting Mayor Pettie voting aye and Councilor Palmer voting nay.

Councilor Hill made a motion to appoint Kent Bombard as Mayor, Councilor Palmer seconded the motion, Motion Failed with Acting Mayor Pettie and Councilor Sloan voting nay.

Councilor Palmer proposed a motion to appoint Acting Mayor Pettie as Mayor, which Councilor Hill seconded. However, the motion failed because Councilor Sloan requested a discussion with the City Attorney regarding this matter. Acting Mayor Pettie sought clarification on whether accepting the Mayor position would require her to relinquish her council seat.

The motion was tabled to appoint Acting Mayor Pettie as Mayor.

**10. COUNCIL CONCERNS**

Councilor Sloan made a motion to cancel July 3rd meeting, Councilor Palmer seconded the motion, Motion Carried Unanimously.

No other Council concerns.

**11. ADJOURN**

Councilor Hill made a motion to adjourn the meeting, Councilor Palmer seconded the motion, Motion Carried Unanimously. Meeting Adjourned at 7:41 PM.

  
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CAO

  
~~Mayor~~ Councilor Palmer

Meeting Minutes Completed By: Melanie Bloomquist, Budget Analyst