



Joint City Council and Planning Commission Meeting Minutes
October 21, 2021 at 9:30am
Minutes Approved by Council November 3, 2021
City Council Chambers | 315 Main Street South

IN ATTENDANCE – Mayor Carl Pederson, Councilor Mary Kay Sloan, Councilor Steve Ovick, Councilor Kyle Palmer and Councilor Gina Pettie

PLANNING COMMISSION MEMBERS IN ATTENDANCE - Councilor Mary Kay Sloan, Councilor Gina Pettie, Brent Jahnz, Kent Bombard (remotely), Dan D’Aigle

STAFF IN ATTENDANCE – City Administrator Scott Hildebrand, Deputy Clerk Billi Larson, Park and Recreation Director Stacy O’Rourke, Public Works Supervisor Maury Montbriand, Liquor Operations Manager Lara Smetana, Fire Chief Tom Miller, Assistant to the Treasurer Mark Steffen, Interim Treasurer Catherine Demes Maydew (remotely), Customer Service Specialist Taylor Jacobsen.

OTHERS IN ATTENDANCE – Former Interim Administrator Lezlie Sauter, Chamber Executive Director and Resident Becky Schueller (remotely), WCMP representative Joe Keyport, MSA Contract Planner Kate Eiyneck, Jay Roos with R Homes/LGI Homes.

CALL TO ORDER – Mayor Carl Pederson called the meeting to order at 9:42am. The Mayor turned the meeting over to the Chair of the Planning Commission and Administrator **Scott Hildebrand** for the Planning Commission portion of the meeting.

Administrator Hildebrand gave a brief summary of the agenda items to be considered.

OPEN FORUM – A. Zoning Amendment - Resolution 21-49

Councilor Gina Pettie made a motion to open the public forum. Dan D’Aigle seconded. Lezlie Sauter spoke briefly regarding the zoning report from MSA and agenda item 5(a). Resolution 21-49 supporting a zoning amendment request to consider amending Chapter 10, Section 10.00.0920 of the Municipality Development Ordinance to allow residential uses on the first floor within the Mixed Use (MXU) district. MSA Contract Planner Kate Eiyneck spoke to the details of that request.

Councilor Gina Pettie made a motion to adopt Resolution 21-49 as amended. Dan D’Aigle seconded. Motion carried.

OPEN FORUM – B. Development Site Plan The Village Apartments, LLC and Cole Newman

Administrator **Scott Hildebrand** summarized the site plan for The Village Apartments, LLC and Cole Newman, on the new construction of a 25 unit multi-family residential building, located at 320 3rd Street SE within the Mixed Use (MXU) and Shoreland Districts, also referred to as parcel #42.5188.000 & 42.5186.000. Kate Eiyneck from MSA went the site plans submitted on May 21, 2021 and September 21,



2021 and discussed the parking spaces. There will be a request to amend the parking space requirement from two spaces per bedroom down to one.

Councilors Sloan and Pettie discussed the need for fencing between building and neighboring property. Councilor Sloan made a motion to approve the development plan with conditions of seeking a variance for the parking spaces with the ask that the developer seek out additional alternatives for overflow. If wells are closed by the MPCA that area would be used for green space and/or rain mitigation and to add fencing on the north side of the property. Councilor Pettie seconded the motion. Motion carried.

Adjournment of the planning portion of the meeting 10:43am

CALL TO ORDER – Mayor Carl Pederson called the meeting to order at 10:51am.

Engineering Report – *Discussion of City Hall project by MSA. Ideas and options regarding the project were discussed. What it would take to renovate the current building or what it would take to build a new building and sell the current building.*

CONSENT ITEMS - The following consent items were submitted:

- Fire Department Conditional Offer.
- 320 Brewing Co. - Temporary Street Closure Permit.
- Pine Technical & Community College Foundation - Temporary Alcohol License.
- Approve extension of Dave Hill's contract until December 31, 2021.
- Approve Conditional Offer of Community Development Director.
- Approve posting of Mechanic position.
- Approve posting of Administrative Assistant position.

Motion made by Councilor Ovick, second by Councilor Pettie to approve the Consent Items as presented. Motion carried.

OLD BUSINESS

- a. Discussion and Approval of bid to remove old dog kennel.

The Pine City Public Works Department used the old lab building by the sewer ponds as a dog kennel until 2019 when it fell into serious disrepair. Two bids to demolish, clean up, and remove the building were received. Jones Construction Services in the amount of \$16,950.00 and one from Rydberg & Sons, Inc in the amount of \$21,000.00.

Councilor Ovick made a motion to approve the quote from Jones Construction Services in the amount of \$16,950.00. Councilor Palmer seconded. Motion carried.

NEW BUSINESS

- a. Discussion and Approval of tree removal in Robinson Park. Councilor Palmer made a motion to approve the removal of "Charlie Brown's Christmas Tree" in Robinson Park. Councilor Ovick seconded. Motion carried.



DEPARTMENT/COMMITTEE REPORTS

Liquor - Nothing to report.

Public Works - Nothing to report.

Parks & Recreation - Nothing to report.

Fire Department - Nothing to report.

Finance Department -

- a. Approval of September 2021 expenditures: Councilor Palmer made a motion to approve. Councilor Pettie seconded. Motion carried.
- b. Approval of accounts payable. Councilor Palmer made a motion to approve. Councilor Pettie seconded. Motion carried.

Planning/Community Development Report -

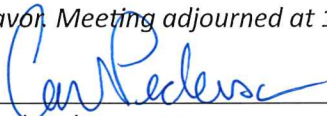
- a. Zoning Amendment- Councilor Ovick moved to approve [Resolution 21-49](#), supporting a [zoning amendment request](#) from the City of Pine City to consider amending Chapter 10, Section 10.200.0920 of the Municipal Development Ordinance to allow residential uses on the first floor within the Mixed Use (MXU) district. Councilor Pettie seconded. Motion carried with Councilor Palmer opposed.
- b. Councilor Ovick moved to approve action regarding a [development site plan review](#) for The Village Apartments, LLC and Cole Newman, on the new construction of a 25 unit multi-family residential building, located at 320 3rd Street SE within the Mixed Use (MXU) and Shoreland Districts, also referred to as parcel #42.5188.000 & 42.5186.000. Councilor Pettie seconded. Motion carried with Councilor Palmer opposed.
- c. Discussion to approve the [extension to City's option to purchase 18540 Grantit Drive NE](#) (Orvis property [Memo](#)).

MAYOR'S REPORT - Staff submitted project summary provided to the Pine City Lions. Update on ground breaking of Senior Living facility.

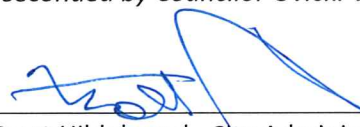
COUNCIL CONCERNS/MISC. - Open house for new administrator.

ADJOURN

Councilor Palmer made a motion to adjourn the meeting, seconded by Councilor Ovick. Verbal vote all in favor. Meeting adjourned at 1:20pm.



Carl Pederson, Mayor



Scott Hildebrand, City Administrator

Minutes taken by Deputy Clerk Billi Larson
Next Regular Council meeting is November 3, 2021