



Regular City Council Meeting Minutes
May 30, 2019 - 8am
Council Chambers
315 Main Street South

In attendance: Mayor Carl Pederson, Councilor Steve Ovick, Councilor Gina Pettie, Councilor Brian Scholin, and Councilor Mary Kay Sloan.

Absent: None.

Staff in attendance: Public Works Supervisor Maury Montbriand, and Community Development Director Lezlie Sauter.

The Mayor Pederson called the meeting to order at approximately 8:00 a.m. and led the Council in the Pledge of Allegiance.

Additions and/or Deletions to the Agenda – *No additions or deletions were offered.*

Open Forum – *No persons present for open forum.*

Public Hearing opened at 8:03 a.m. for the Proposed modification of the Development Plan for Development District No. 1 AND the proposed establishment of a Housing Tax Increment Financing (TIF District) and the proposed adoption of a Tax Increment Financing Plan - Sauter provided a summary of the modifications to the plan and the boundaries of District No. 1. No public comment received. Public Hearing closed at 8:05 a.m.

Motion by Sloan, seconded by Pettie to approve Resolution #19-38, Adopting the Modification of the Redevelopment Plan for Redevelopment District No. 1 and Establishing TIF District No. 13 and the TIF Plan. On a rollcall vote, the resolution passed unanimously.

--Resolution tabled until Jason Aarsvold from Ehlers could be reached via telephone to elaborate on the details of Resolution #19-39.--

Motion by Pettie, seconded by Sloan to approve Resolution #19-39 Approving the Interfund Loan for TIF District No. 13. Discussion with Jason Aarsvold from Ehlers of the purpose of this resolution, which was to pay the City back for their expenses related to the administration of TIF. On a rollcall vote, the resolution passed unanimously with Pettie absent at time of vote.

Pine City Senior Living Plat Staff Report and Resolution #19-36, Approving Pine City Senior Living Final Plat – Sauter provided a summary. *Motion by Scholin, seconded by Pettie, to approve Resolution #19-36, Approving Pine City Senior Living Final Plat. On a rollcall vote, the resolution passed unanimously.*

Hilltop Subdivision Plat Staff Report and Resolution #19-37 Approving Hilltop Subdivision Preliminary & Final Plat – Sauter provided a summary. *Motion by Scholin, seconded by Ovick, to approve Resolution #19-37, Approving Hilltop Subdivision Preliminary & Final Plat. On a rollcall vote, the resolution passed unanimously.*

3rd and 2nd Apartment Development Site Plan Staff Report and Resolution #19-40 Approving 3rd and 2nd Apartment Development Site Plan – Sauter provided a summary noting that there were several conditions and additional information which the applicant must provide to staff prior to the approval of a building permit. *Motion by Ovick, seconded by Pederson, to approve Resolution #19-40, Approving 3rd and 2nd Apartment Development Site Plan. On a rollcall vote, the resolution passed unanimously.*

Discussion on Recycling Memorandum of Agreement with Pine County – Caleb Anderson, a staff member from Pine County gave a brief history and overview. Sloan questioned the monitoring and education of recycling products. Pettie questioned what success would look like from the County's perspective and if education would be incorporated into the pilot program. Scholin mentioned the need for monitoring residency and current practices of charging non-residents as well as how the accounting would work. Ovick questioned the need for electricity and scale on-site. Montbriand provided the Council his concerns with the potential for volume increases, the road within the compost site not being intended for heavy traffic, indicated that staffing hours should remain the same from the City's budget and that City staff should not have to monitor the recycling component. Pederson voiced his concern with hazardous waste being collected there in the future, and opposed it being located at the compost site. Anderson stated that hazardous waste would not be collected at the site, and that household hazardous waste would continue to be collected at its current location on Airport Road. Sloan stated she wants to see the City and County try this. Montbriand suggested the old airport hangar site, but Scholin noted there is no fence. Anderson noted that with the compost site, the County would need to obtain a Conditional Use Permit from Pokegama Township. *Motion by Scholin, seconded by Sloan to execute the MOA, which includes allowance to obtain a CUP from Pokegama Township. Motion passed unanimously.*

Approval of proposal from MSA to provide Drone Photography Services for the Park Plan Story Map at the price of \$1,275.00 – *Motion by Pettie, seconded by Sloan, to proceed with using MSA Drone Photography Services for the Park Plan Story Map at the price of \$1,275.00. Discussion on the use of local photographers and drone pilots. Motion carried.*

MPCA Sanitary Sewer Extension Application - Hilltop Cottages – Montbriand explained that he is authorized to approve this application but wanted to give Council the opportunity to provide input. *Motion by Pettie, seconded by Ovick, to approve MPCA Sanitary Sewer Extension Application with noted corrections. Motion carried.*

Approval of 2019 Street Improvement Project – Greg Anderson from SEH, provided an overview of the bidding process and the Park Construction Company bid being the lower of the bids. Anderson noted that the bid is higher than the engineer estimate but still is lower than the estimate in the feasibility report so the assessments will come in lower than mentioned in the feasibility report. Discussion was had on the Base Bid for the 2019 Street Improvement Project for utilities and street improvements and the Alternate A plan for Sidewalks only on North side of 5th Ave NE, West side of Lake St NE, South side of 6th Ave NE and West side of Westchester Dr NE. Discussion on having the City focus on repairing existing roads and sidewalks, focusing on the core areas of the City and areas where sidewalk connections are missing prior to investing funds in new sidewalks in areas where they have a large amount of opposition. Suggestions from the public were to have Westchester install additional sidewalks on their property. *Motion by Sloan, seconded by Pederson, to approve Park Construction Company to proceed with the 2019 Street Improvement Project Base bid without Alternate A. Motion carried unanimously.*

Anderson gave a construction update on the Snake River project and estimated by mid-June that the old lift station will no longer be used and also mentioned that the new water line is currently in service. Pederson asked about what will

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happen to the building. Anderson mentioned that the property line runs through the middle of the building. Discussion was held to add the BNSF property to a future council agenda to determine what to do regarding the existing lease and future park land. Montbriand indicated Public Works intends to continue to mow the property. *Pederson requested this topic to be added to the next council agenda to discuss the lease.*

Anderson gave an update on the Fairground neighborhood road reconstruction project that they will start next week and plan to be done prior to the Pine County Fair in August.

Sloan asked about Industrial Street. Anderson indicated that the same company that is paving the Fairground neighborhood is paving Industrial Street so they will finish Industrial Street while they are in town doing the Fairground neighborhood. *Pederson mentioned that the City needs to get the assessment processed finalized ASAP (appraiser, etc.).*

Discussion on City Council Meeting Calendar – Discussion was had regarding the 60-day rule on planning applications and how the current Council meeting schedule is not helpful in meeting that requirement. Scholin requested the 2nd meeting for education, long-term discussion. Items not requiring action should not be on the 2nd meeting of the month's agenda. Sloan suggested we go to one meeting. Ovick agreed with Scholin, and is fine with two meetings. Pederson has no problem with either option. Ovick suggested moving the 2nd meeting it to a 4th Tuesday. *Final suggestion was made to move the Planning Commission meeting dates to better fit the 60-day review requirements, rather than the Council meeting date.*

Discussion on Pine Prime Calendar – Discussion was had on whether moving the Pine Prime schedule from a bi-weekly one to a monthly one, corresponding to when there is not a council meeting as a mid-month update. Pederson liked the idea. Scholin mentioned that the original intent was to get updates from the City Administrator on a weekly basis, which expanded to a newsletter and then a biweekly newsletter. *Monthly/quarterly newsletter was agreed to be a good idea but the Council still wants to know what is going on, and be given an informal "heads-up" notification by Department Heads and/or City Administrator on a weekly/biweekly basis.*

Fire Committee – Has not met due to City Administrator being out.

Pine City Civic Center – Working on the lease and land redevelopment plans.

Planning Commission – Held 2 meetings this month and actionable items were on this agenda.

Public Works – Met 5/29/19 and the bulk of the meeting was on the street reconstruction plans for the next 5-10 years. Staff needs to work on some financial information to assist with the presentation to Council in the future. *Montbriand and Sauter are going to work together on a sidewalk audit to develop a sidewalk plan similar to the street plan.*

Park & Rec – An update was provided from the April 11, 2019 Park & Recreation meeting minutes and that Nic Sabatke will be joining the Park & Rec Committee as a new member on 6-13-19.

EDA – Technology Park sign update coming to council at the June meeting.

HRA – POHP grant approved to improve the Hillside Courts (lighting improvements, parking lot improvements, insulation and bathroom fan vent updates). Looking at Bylaws. Potential to fill a second position to help develop more housing (alleviate the Executive Director's time spent on property management).

Liquor Committee – An update was given on the Thursday, May 23, 2019 Committee Meeting.

Ordinance Review – Next meeting scheduled soon.

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Mill Site Redevelopment – Discussion on the potential purchase of PID 425187000 and 425194000. Pederson questioned how the City could acquire this – questioning what tools are available to help with this. Discussion on approving staff to work with Minnesota Housing Partnership on an RFP for a Housing Study, no formal motion made.

Executive Committee – Scheduling issues with City Administrator out.

City Hall Project – Pederson talked to Minke and he indicated that once the County opens the new building in Sandstone, the County will have more time to work with the City on the project. Council is still waiting to hear back from staff.

Library Board – They met.

Summer Rec Board – Sent out a request for donations and received some so far.

FirstLight Community Advisory – Just went through the renaming process, roll-out in August.

Board of Health – Haven't met.

Rush Line Corridor Task Force – Nothing new.

Rush City Regional Airport – Update from meeting on May 9th – Met with MNDOT regarding the inventory plan and future plans for the airport. Airshow next Sunday, June 9th.

Cable Commission – Update from annual meeting: financials were given to the City Administrator. The City gets about \$6,000 per year for franchise fees. MidCo got a grant to expand fixed wireless to rural areas, including our area but the pilot project for this area is delayed due to the grant requirements in other areas. Expect to see improvements in the next few years.

Cross Lake Sanitary Sewer District – No update, City Administrator absent.

Firefighters Relief Association – No update.

Farmers Market – No update.

2020 Complete Count Census – News releases about job opportunities and how to get counted expected to roll-out closer to the Census date in April 2020.

Mayor Updates – DEED SCDP Grant awarded \$770,500. Lakes and Pines will go to training and then roll it out. Email updates sent out about the County Rd 7 Bridge, Small Cities Assistance Grant has disappeared but the LGA has increased.

Misc Updates - 2nd meeting in June is during the LMC conference so some will not be present, if not a quorum will adjust.

Motion by Ovick to adjourn the meeting at approximately 10:23 am. Seconded by Sloan.

Lezlie Sauter

Community Development Director

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