



Minutes
Regular City Council Meeting
January 2, 2019- 6:30 p.m.
Council Chambers

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

Absent: None.

Staff in attendance: Interim City Administrator/Treasurer Matthew Van Steenwyk, Community Development Director Lezlie Sauter, Public Works Supervisor Maury Montbriand, and City Engineer (SEH) Greg Anderson.

The Mayor called the meeting to order at approximately 6:30 p.m. and led the Council in the Pledge of Allegiance.

Swearing-In Ceremony - Judge Krista Martin Performed the Swearing-In Ceremony for Elected Officials: Mayor Carl Pederson, and Council members Mary Kay Sloan and Gina Pettie.

Additions and/or Deletions to the Agenda – Requests were made to add approval of a gambling permit for Pokegama Lake Association and to approve a policy related to small cell wireless and a noted change to the consent agenda indicating the Meierhofer check to be in the amount of \$1,100.00. Motion carried.

Consent Items - The consent items include the approval of Minutes: November 29, 2018 Special Truth-in-Taxation & Regular Meeting Minutes, December 5, 2018 Regular Meeting Minutes, November 5, 2014 Regular Meeting Minutes, January 7, 2015 Regular Meeting Minutes, February 25, 2015 Regular Meeting Minutes, March 4, 2015 Regular Meeting Minutes, June 3, 2015 Regular Meeting Minutes, and December 7, 2016 Regular Meeting Minutes. Approval of the December 2018 Bills. Acceptance of the Pine County Fines Report for November 2018. Approval of a Temporary On-Sale Liquor License for Pine Center for the Arts for event on January 11, 2019 at the Art Center (265 5th St SE). Approval of the Fire Department Grant Writer Payment for AFG Vehicle Grant- \$1,100.00 Niel Meierhofer, Approval of the Gambling Permit Application for the Pokegama lake Association. *Scholin made a motion, seconded by Ovick, to approve the consent items as revised. The motion carried unanimously.*

Open Forum – Leroy Nystrom, 9741 Brook Drive, presented a request to waive the fire-call billing that occurred on October 25, 2018. Van Steenwyk read the memo provided by Fire Chief Miller. A discussion was had on the request. Council did not make an action on the request.

Sheriff's Report – Deputy Quesenberry provided the Sheriff's department update. No action was taken on this item.

City of Pine City

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 Phone: 320.629.2575 Fax: 320.629.6081

E-mail: admin01@pinecitygov.com Web site: pinecity.gov/office.com

Pine City is an equal opportunity employer

Public Hearings on the 2019 Fee Schedule and amendments made to the following: Chapter 4 Section 410 Solid Waste, Chapter 5 Section 505 Public Dances and Chapter 8 creation of Section 823, Construction of Sidewalks of the City of Pine City Code of Ordinances –

Public hearing opened at 6:53pm

Public hearing closed at 6:53

Ordinance #19-01, City of Pine City Fee Schedule - Motion by Ovick, seconded by Pettie, to waive the second read and to approve Ordinance #19-01, City of Pine City Fee Schedule. On a rollcall vote, the motion to approve Ordinance 19-01 passed 5-0, with Scholin, Sloan, Ovick, Pettie, and Pederson voting in favor and none against.

Public hearing opened at 7:10pm

Public hearing closed at 7:11pm

Ordinance #19-02, for the revision of Chapter 4, Section 410: Solid Waste to include Recyclable Materials - Motion by Scholin, seconded by Sloan, to waive the second read and to approve Ordinance #19-02, revision of Chapter 4, Section 410: Solid Waste to include Recyclable Materials. On a rollcall vote, the motion to approve Ordinance 19-02 passed 5-0, with Scholin, Sloan, Ovick, Pettie, and Pederson voting in favor and none against.

Public hearing opened at 7:19pm

Public hearing closed at 7:20pm

Ordinance #19-03, for the revision of Chapter 5, Section 505: altering the section from Public Dances to Special Events - Motion by Sloan, seconded by Ovick, to waive the second read and to approve Ordinance #19-03, revision of Chapter 5, Section 505: Altering the section from public Dances to Special Events. On a rollcall vote, the motion to approve Ordinance 19-03 passed 5-0, with Scholin, Sloan, Ovick, Pettie, and Pederson voting in favor and none against.

Public hearing opened at 7:13pm

Public hearing closed at 7:14pm

Ordinance #19-04, for the revision of Chapter 8, creation of Section 823: Construction of Sidewalks - Motion by Scholin, seconded by Pettie, to waive the second read and to approve Ordinance #19-04, revision of Chapter 8, creation of Section 823: Construction of Sidewalks with noted wording correction “to include Right-of-Way in the title”. On a rollcall vote, the motion to approve Ordinance 19-04 passed 5-0, with Scholin, Sloan, Ovick, Pettie, and Pederson voting in favor and none against.

Approval of Ordinance 19-05, Central Business District Rezoning & Amendment - Motion by Scholin, seconded by Pettie, to waive the second read and to approve Ordinance #19-05, revision of Chapter 5, Central Business District Rezoning & Amendment. On a rollcall vote, the motion to approve Ordinance 19-05 passed 5-0, with Scholin, Sloan, Ovick, Pettie, and Pederson voting in favor and none against.

Resolution #19-12, Conditional Use Permit - Bert Lener - Sauter provided a summary of the Lener request. Ovick made a motion, seconded by Sloan, to adopt Resolution 19-12 approving for a Conditional Use Permit – Bert Lener. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor, and none voting against.

Discussion on R-2 Parcel Rezoning - Berg – Sauter provided a summary of the Berg request. A discussion was had on the request and changing the request to MFR 1. Motion to extend the rezoning response 60 period by an additional 60 days my Sloan, seconded by Pettie. Motion carried.

Mary – provided comments related to concerns about the owners plans and traffic issues presented at the dead-end street.

City of Pine City

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 Phone: 320.629.2575 Fax: 320.629.6081

E-mail: admin01@pinecitygov.com Web site: pinecity.govoffice.com

Pine City is an equal opportunity employer

Ordinance #19-06, Accessory Dwelling Unit Amendment -Sauter provided a summary of the ordinance request. *Motion by Scholin, seconded by Ovick, to waive the second read and to approve Ordinance #19-06, Accessory Dwelling Unit Amendment with noted changes to include "D. or within the front yard of the principle use". On a rollcall vote, the motion to approve Ordinance 19-06 passed 5-0, with Scholin, Sloan, Ovick, Pettie, and Pederson voting in favor and none against.*

Discussion on 845/865 Main Street, Revised Drainage Plan – Sauter provided an overview of the revised drainage plan. Anderson provided an overview of the project history and proposed drainage plan. A discussion was had on the plan. Robinek provided his concerns with the plan. Direction from Council for staff to consult attorney with regards to non-compliance with original site plan and next steps.

Approval to appoint Andrew Luedtke to regular full-time status – *Motion by Ovick, seconded by Sloan to move Andrew Luedtke to Full-time Status effective 1/1/2019. Motion carried.*

Resolution #19-13, Agreeing to Maintain Facility (Transportation Alternatives Program Application) - *Ovick made a motion, seconded by Pettie, to adopt Resolution 19-13 agreeing to Maintain Facility as per the requirements of the Transportation Alternatives Program Application. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor, and none voting against.*

December 2018 Monthly Sales Report – Reports were not available at the time of the meeting.

Approval to end probationary period for Shane Bontjes - *Ovick made a motion, seconded by Pederson, to approve moving Bontjes out of probationary status. The motion carried unanimously.*

Sidewalk Plan Assessment Policy - *Sloan made a motion, seconded by Pettie, to approve the Sidewalk Assessment Policy with the revised section 2 language presented at the meeting. The motion carried unanimously.*

Approval of Sidewalk Inspection and Maintenance Policy - *Ovick made a motion, seconded by Scholin, to approve the Sidewalk Inspection and Maintenance Policy as presented. The motion carried unanimously.*

Discussion and approval of revisions to Parks Use Policy - *Ovick made a motion, seconded by Pederson, to approve the Parks Use Policy as revised. The motion carried unanimously.*

Resolution #19-02, Authorizing the City Administrator to Invest Idle Funds and to Designate Official Depositories of City Funds and Collateral - *Sloan made a motion, seconded by Pettie, to adopt Resolution 19-02 authorizing the City Administrator to Invest Idle Funds and to Designate Official Depositories of City Funds and Collateral. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor, and none voting against.*

Resolution #19-03, Designation of Official Newspaper - *Ovick made a motion, seconded by Pettie, to adopt Resolution 19-03, designating the Pine City Pioneer as the Official Newspaper. On a rollcall vote, the motion passed 5-0 with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor and none voting against.*

Resolution #19-04, Designating Official Signers on EDA Checking Account, Money Market Account, and CD's at Stearns Bank, Pine City - *Pettie made a motion, seconded by Sloan, to adopt Resolution 19-04, Designating official signers on EDA Checking Account, Money Market Account, and CDs at Stearns Bank, Pine City. On a rollcall vote, the motion passed 5-0 with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor and none voting against.*

City of Pine City

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 Phone: 320.629.2575 Fax: 320.629.6081

E-mail: admin01@pinecitygov.com Web site: pinecity.govoffice.com

Pine City is an equal opportunity employer

Resolution #19-05, Designating Official Signers on City Checking Account, Money Market Account, and any Pledged Securities at Stearns Bank, Pine City - *Ovick made a motion, seconded by Pettie, to adopt Resolution 19-05, Designating Official Signers on City Checking Account, Money Market Account, and any Pledged Securities at Stearns Bank, Pine City. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor, none voting against.*

Resolution #19-06, Designating Official Signers on the Savings Account & the VISA Credit Card Accounts at Spire Credit Union, Pine City - *Scholin made a motion, seconded by Sloan, to adopt Resolution 19-06, Designating Official Signers on the Savings Account and the VISA Credit Card Accounts at SPIRE Credit Union, Pine City. On a rollcall vote, the motion passed 5-0, with Scholin, Pettie, Sloan, Ovick and Pederson voting in favor with noted correction and none against.*

Resolution #19-07, Authorizing Financial Institution Signers and Powers Granted at Northwoods Bank, Pine City (City) - *Sloan made a motion, seconded by Pettie, to adopt Resolution 19-07, Authorizing Financial Institution Signers and Powers Granted at Northwoods Bank, Pine City (City). On a rollcall vote, the motion passed 5-0, with Ovick, Scholin, Pettie, Sloan and Pederson voting in favor, and none voting against.*

Resolution #19-08, Authorizing Financial Institution Signers and Powers Granted at Northwoods Bank, Pine City (EDA) - *Pettie made a motion, seconded by Ovick, to adopt Resolution 19-08, Authorizing Financial Institution Signers and Powers Granted at Northwoods Bank, Pine City (EDA). On a rollcall vote, the motion passed 5-0, with Sloan, Pederson, Pettie, Ovick and Scholin voting in favor, and none voting against.*

Resolution #19-09, Commit Portion of Capital Improvement Fund for Emergencies - *Scholin made a motion, seconded by Sloan, to adopt Resolution 19-09, committing a Portion of the Capital Improvement Fund for Emergencies. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor, and none voting against.*

Resolution #19-10, An issuance of an additional Spire Visa credit card to Matthew Van Steenwyk, Interim City Administrator/Treasurer - *Ovick made a motion, seconded by Pettie, to adopt Resolution 19-10, authorizing the issuance of a Spire Visa credit card to Matthew Van Steenwyk, Interim City Administrator/Treasurer. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor, and none voting against.*

Resolution #19-11, Designating Official Signers on City Money Market Account and Brokered CD Investment Accounts at RBC Wealth Management, Minneapolis, MN - *Sloan made a motion, seconded by Scholin, to adopt Resolution 19-11 designating Official Signers on City Money Market Account and Brokered CD Investment Accounts at RBC Wealth Management, Minneapolis, MN. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor, and none voting against.*

Resolution #18-61, Adopting 2019 Non-Union Salaries & Wages - *Scholin made a motion, seconded by Ovick, to adopt Resolution 18-61, (previously presented at the 12/5/2018 meeting). Adopting 2019 non-union wages. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor, and none voting against.*

Discussion on Non-Union Benefits – A discussion was had on the non-union benefits. *Motion to approve non-union benefits as maintaining the HSA contribution at \$1,000 and new exempt employees selecting the HSA option shall receive \$1,000.00 annual contribution plus an additional 50% for initial enrollment (amount subject to change). The additional 50% contribution would only be available upon initial employment and would not be available for existing employees. Non-union staff shall also be required to contribute 5% towards the single-family coverage. Motion carried.*

Approval to use LMCIT Insurance Dividend of \$3,580.00 to update the City's Safety Program –*Ovick made a motion, seconded by Sloan, to deposit in capital fund and adjust budget to reflect the inclusion of these funds. Motion carried.*

City of Pine City

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 Phone: 320.629.2575 Fax: 320.629.6081

E-mail: admin01@pinecitygov.com Web site: pinecity.gov/office.com

Pine City is an equal opportunity employer

Visa Card Use Policy - Pederson made a motion, seconded by Pettie, to approve the Visa Card Use Policy as presented. The motion carried unanimously.

Approval of Procurement Policy - Ovick made a motion, seconded by Scholin, to approve the Procurement Policy as revised to reflect revised Purchases over of \$5k needing Council approval with noted exemption list. The motion carried unanimously.

City Hall Project discussion – Request for staff discuss with Andy L. on his ideas. Tabled until the January 31st meeting.

Discussion and possible approval of Interim Administrator Pay – Motion by Ovick, seconded by Sloan, to provided \$200 per pay period in interim pay retroactive to December, effective immediately and until the City Administrator position is filled. Motion carried.

Small Cell Wireless Policy – Van Steenwyk provided a summary of the policy and its intent. *Motion by Scholin, seconded by Pettie to approve the Small Wireless Facility Design Guidelines. Motion carried*

Discussion on 2019 Committee Appointments – *Motion by Scholin, seconded by Ovick, to approve the committee appointments. Motion carried.*

Mayor Pederson adjourned the meeting at approximately 9:29 pm.

Matt Van Steenwyk
City Treasurer/Assistant to the City Administrator/Interim City Administrator