



**Minutes**  
**Regular City Council Meeting**  
**January 31, 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:** Interim City Administrator/Treasurer Matthew Van Steenwyk, Public Works Supervisor Maury Montbriand, Liquor Store Manager Lara Smetana and Community Development Director Lezlie Sauter (via phone).

The Mayor 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 made.

**Open Forum** – No public comment was made or offered.

**Discussion on 845/865 Main Street, Revised Drainage Plan** – A discussion was had on the drainage issues. Montbriand made inquiries concerning the modified drainage plan. *Direction from Council for SEH and the Foster's engineer discuss a preferred plan and present that revised plan to Council no later than the second meeting in March.*

**Public Hearing:** The City of Pine City's MN Department of Employment Economic Development (DEED) grant application for funds for the Small Cities Development Program (SCDP) – Presentation by Lakes & Pines.

The Mayor opened the public hearing at approximately 8:24.

Nicole Klosner from Lakes and Pines provided some information about the program to rehab 14 homes and 8 businesses in Pine City. A discussion was had on the application process and the program structure.

No public comment was made or offered.

The public hearing was closed at approximately 8:34.

No additional action was taken on this item.

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**City of Pine City**

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**December 2018 Liquor Reports** – Van Steenwyk presented the December 2018 liquor reports. A discussion was had on the inventory process. No action was taken on this item.

**Approval of Temporary Liquor Licenses for Pine Center for the Arts for events on February 8, 2019 & March 8, 2019** – Motion by Ovick, seconded by Scholin, to approve the temporary liquor licenses for Pine Center for the Arts for events on February 8, 2019 and March 8, 2019. Motion carried.

**Approval of Pine City Area Chamber of Commerce fee for Web Ad Space & Ad in 2019 Membership Directory - \$275** - Motion by Scholin, seconded by Pederson, to approve the Pine City Area Chamber of Commerce for Web space & Ad in the 2019 Membership Directory. Motion carried.

**Laserfiche Presentation** – OPG-3 provided a provided a remote presentation of the Laserfiche document retention system. Following the presentation, a discussion was had on the product and the other software quote received. Direction to seek a second quote on the Laserfiche from another vendor.

**Review and Discussion on Pine City Airport Road Parcel Proposal - Carlson McCain** – Sauter provided an overview of the grant and proposed plan. A discussion was had on the Carlson McCain proposal. Request approval to execute grant agreement when received with DEED and Carlson McCain. Motion by Scholin, seconded by Ovick to approve Airport Road Parcel proposal. Motion carried.

**Approve Memo of Understanding between Minnesota Housing Partnership & City of Pine City** – Sauter provided a summary of the MOU between MHP and the City. Motion by Pederson, seconded by Sloan, to approve the Memorandum of Understanding between the Minnesota Housing Partnership and the City of Pine City. Motion carried.

Pederson made note of the February 21, at 2:00pm, Mill Site meeting.

**Approval of 2019 Pay Equity Report** – Van Steenwyk presented the 2019 Pay Equity Report. Motion by Scholin, seconded by Pettie, to approve the 2019 Pay Equity Report. Motion carried.

**Review of Public Works 2018 Year End Report** - Montbriand provided a summary of the 2018 Public Works report. No action was taken on this item.

**Approval of job description and to post internally for City Administrator Position** – A discussion was had on the proposed changes to the job description and the suggestion from the Executive Committee to post the job internally for the City Administrator position. Motion by Scholin, seconded by Pederson, to approve the revised job description and the internal posting for a period of 7 days. Motion carried.

**Approval to hire Bookkeeper Position** – Van Steenwyk provided a summary of the recruitment, noting the plan to place Mr. Steffen into the position at a future date, once recruitment has commenced for the Administrative Assistant Position. Motion by Sloan, seconded by Pettie, to approve the hire of Mark Steffen into the Bookkeeper position at a rate of \$19.77/hour with a six-month probationary period. Motion carried.

**Approve to begin hiring process for Administrative Assistant Position** - Motion by Pederson, seconded by Ovick, to approve the recruitment process for the Administrative Assistant Position. Motion carried.

**Discussion on Committee Appointments (possible separation of Park & Rec and Public Works Committees)** – A discussion was had on the separation of the Park & Recreation and Public Works Committees. Support was noted in

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splitting the Committee to two separate committees. *Direction to staff to begin the process separating the Parks & Recreation and Public Works into two committees.*

**City Hall Project Discussion** – A discussion was had on the project and moving forward. Luedtke provided some thoughts on design and staff placement. Staff will internally create designs and provided a proposal to Council at a later date.

**Committee Discussions & Updates:**

**Fire Committee** - Discussion on the Fire Department Capital – Pederson and Ovick provided a summary of the previous Fire Committee meeting and the proposed changes to the Fire Department Capital budget. *Motion by Pederson, seconded by Ovick, to approve the budget changes as indicated. Motion carried.*

**Pine City Civic Center** – Pettie and Sloan provided an update on the Pine City Civic Center meetings. No action was taken on this item.

**Public Works/Park & Rec** - Van Steenwyk provided an update on the discussions with the Bottle Cap Condos and the docks. A discussion was had on the license requirement and lease and dock design. *Direction for staff to request the Bottle Cap Condos to provide a copy of the agreement.*

**HRA** – Noted meeting cancelation and reschedules to February 5<sup>th</sup> due to weather.

**Mill Site Redevelopment** - Meeting to be held at the February 21<sup>st</sup>.

*Motion to adjourn the meeting at approximately 10:31 am.*

**Matt Van Steenwyk**

**Interim City Administrator / City Treasurer/Assistant to the City Administrator**