



**Regular City Council Meeting Minutes**  
**October 2, 2019 – 6:30pm**  
**Council Chambers**  
315 Main Street South

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

**Absent:** None.

**Staff in attendance:** City Administrator Matthew Van Steenwyk, Public Works Supervisor Maury Montbriand, Liquor Store Manager Lara Smetana, Community Development Director Lezlie Sauter, Fire Chief Tom Miller, and City Engineer Greg Anderson.

Mayor Pederson called the meeting to order at approximately 6:31 p.m. and led the Council in the Pledge of Allegiance.

**Proposed Additions or Deletions to Agenda** – A request was made to add approval of a special event permit application for Three-Twenty Brewing scheduled for October 26th, a request to schedule the TNT meeting, a request to discuss Cross Lake Preserve Park, and a request for approval to hire of firefighters. *Motion by Pettie, seconded by Ovick, to approve the agenda as revised. Motion carried by unanimous consent.*

**Consent Agenda** - The consent items include the approval of the approval of City Council Meeting Minutes for August 29, 2019 Regular Meeting, September 4, 2019 Special Meeting, September 4, 2019 Regular Meeting, September 11, 2019 Special Meeting, and September 18, 2019 Special Meeting. Approval of September 2019 Expenditures and approval of Pine County Fines Reports for August 2019. Approval of a special event request for Three-Twenty Special scheduled for October 26<sup>th</sup>, 2019 and scheduling a special TNT meeting for 12/04/2019 at 6PM. *Ovick made a motion, seconded by Scholin, to approve the consent items as amended. Motion carried by unanimous consent.*

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

**Sheriff's Report** – No representative was available.

**Approve Application by PTCC Foundation for Raffle Permit** – Motion by Sloan, seconded by Pettie to approve the application by PTCC Foundation for the Raffle permit. Motion carried by unanimous consent.

**Planning Commission Minutes 9-24-19** – No action was taken on this item.

**Approval of Resolution #19-54, Approving Clean Up Grant application, local match and authorization to sign contract with DEED (Airport Road Parcel site)** - *Motion by Pettie, seconded by Ovick, to approve Resolution #19-54*

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**City of Pine City**

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 | Phone: 320.629.2575 | Fax: 320.629.6081  
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approving the Clean Up Grant Application, local match and authorization to signed contract with DEED. On a rollcall vote, the motion passed 5-0 with noted date correction, with Pederson, Scholin, Ovick, Sloan, and Pettie voting in favor and none against.

**Approval of Resolution #19-59 - Denying a Minor Subdivision for Dennis and Candace Reiser** – Sauter provided a summary of the subdivision request and Planning Commission recommendation. *Motion by Scholin, seconded by Ovick, to approving Resolution #19-59 Denying a minor subdivision for Dennis and Candace Reiser. On a rollcall vote, the motion passed 5-0, with Pederson, Scholin, Ovick, Sloan, and Pettie voting in favor and none against.*

**Ordinance #19-15 - Amending Section 10.400.0310 Off-Street Parking & Loading** - *Motion by Sloan, seconded by Pettie, to waive the second read and approve Ordinance #19-15 amending Section 10.400.0310 Off-Street Parking & Loading. On a rollcall vote, the motion to approve Ordinance 19-15 passed 5-0, with Scholin, Ovick, Sloan, Pettie, and Pederson voting in favor and none against.*

**Business Site Improvement - Northridge Outdoors, LLC / Citizen Planner - Dawn Gibb** – *Motion to approve of the awards to Northridge Outdoors, LLC and Dawn Gibb for Business Site Improvement and Citizen Planner respectively by Scholin, seconded by Sloan. Motion carried by unanimous consent.*

**Clarification of which committee sidewalks should be under** – Van Steenwyk provided a summary of the request for clarification. A discussion was had as to the best fit for the oversight of sidewalk projects. Sauter provided information on the Safe Routes to School and Transportation Alternatives funding and grant application and how it relates to this discussion. Direction from Council for the Public Works Committee be the primary on sidewalks with Park & Recreation input.

A request was made to SEH to determine feasibility of a conduit under Hillside at 8<sup>th</sup>.

**Approval of Resolution #19-60, Adopting Post-Issuance Debt Compliance Policy and Agreement for Post-Issuance Debt Compliance Policy and Procedures** – *Motion by Scholin, seconded by Ovick, to approving Resolution #19-60 adopting Post-Issuance Debt Compliance Policy and agreement for Post-Issuance Debt Compliance Policy and Procedures. On a rollcall vote, the motion passed 5-0, with Pederson, Scholin, Ovick, Sloan, and Pettie voting in favor and none against.*

**Invoice Approvals** – Anderson provided an overview of the pay requests and project updates. A discussion was had on the runoff at the end of the road by the Snake River project. *Motion by Scholin, seconded by Pettie to approve SEH - Snake River Crossing - Payment #6 to Geislinger & Sons \$72,282.93, SEH - Northwest Area Street - Payment #1 to OMG Midwest \$295,519.87, SEH - 2019 Street Improvements - Payment #4 to Park Construction \$412,037.04 and SEH - Engineering Costs \$43,277.05 (2019 Street Reconstruct). Motion carried with Pederson, Scholin, Sloan, Pettie and Ovick in favor and none against.*

**Pokegama Township - Shared Maintenance on Cross Cut Road 2018 - \$3257.00 and 2019 - \$2,178.00** - *Motion by Sloan, seconded by Ovick, to approve the Pokegama Township in the amount of \$2,717.50. Motion carried.*

**REAA - Evaluation Costs \$3,502.20** - *Motion by Ovick, seconded by Sloan, to approve the REAA invoice in the amount of \$3,502.20. Motion carried.*

**Approval to end Mark Steffen's probationary period** retroactive to September 8<sup>th</sup>, 2019 – Motion tabled.

**Discussion about PCGC - Pine County Government Center** – Van Steenwyk provided a summary of the request made by the County. Direction to proceed with approving a modified agreement to allow for the release of the conference room at the southwest end of the floor.

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**Release of Right of Reverter - 1000 Industrial St. NE, Pine City** –Van Steenwyk provided summary of request. *Motion by Ovick, seconded by Scholin to approve the release of Right of Reverter – 1000 Industrial St. NE, Pine City. Motion carried.*

**Purchase of Helmets** – Miller provided a summary of the request for purchase of helmets. A discussion was had on the quoted prices or prices indicated on the website. *Motion to approve the purchase of the helmets and flashlights from Emergency Response Solutions by Pederson, seconded by Ovick. Motion carried.*

**Approval of Donations & Ad** – Miller provided a summary of the donations and requested ad. *Motion to accept donations and to place a thank you advertisement by Scholin, seconded by Pettie. Motion carried.*

**Approval of Fire Fighter Hires-** Miller provided a summary of the request for hire of five firefighters; Brendt Nelson, Nick Carroll, Austin Hosler, Ryan Saathoff, and Victor Archibong. *Motion by Pederson, seconded by Ovick, to approved the list of hires as presented. Motion carried.*

A request was made on the status of the FEMA grants. Miller provided an update on the awards. No action was taken on this matter.

Miller provided a summary of YTD calls. Request from Council to include this report on a monthly basis at the first meeting of the month.

Miller provided an update on the 1991 GMC tanker and repair work being completed.

**Utility Waiver Requests:**

Request from Nikki Patzoldt to waive the late fee on the July water/sewer bill – Van Steenwyk provided a summary of the request and timeline of the billing, payments, and later charge assessment.

Request from Julie Klocke, Signatures Closing & Title, Inc. to waive the late fee and refund some of the high July water/sewer bill to Shanae Neu - Van Steenwyk provided a summary of the request and timeline of the billing, payments, and later charge assessment.

Request from Nordic Star, LLC to waive late fee on the July water/sewer bill – Van Steenwyk provided a summary of the request and timeline of the billing, payments, previous request made to Council, and later charge assessment.

*Motion to deny the requests of Patzoldt, Neu, and Nordic Star LLC by Ovick, seconded by Scholin. Motion carried.*

**Street Reconstruction Prioritization List** – A summary of the streets project prioritization was presented. A discussion was had on the proposed project listing. *Motion to approve the project listing as presented by Ovick, seconded by Pettie. Motion carried.*

Cross Lake Preserve Sidewalks – No action was taken on this item.

**Minutes 8/13/19** – No action was taken on this item.

**Sidewalk Repair & New Sidewalks** – No action was taken on this item.

**Approval to clean up Robinson Park, Pine City Public Library and Fire Hall property parcels - recommendation from 9-12-19 P&R meeting** - Direction for staff to proceed with establishing the individual parcels for Robinson Park, Pine City Library, and the Pine City Fire Hall.

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**Cross Lake Preserve Park** – Smetana provided a summary of the request to install playground equipment on October 11<sup>th</sup> and 12<sup>th</sup> which includes a Saturday requiring PW overtime. Lara provided an update on the components of the park. Direction to proceed with the installation on October 11<sup>th</sup> and 12<sup>th</sup> noting the potential for an on-call PW employee to be called in at a cost to the City.

**September 2019 Monthly Liquor Sales Report** – Van Steenwyk provided a note of correction to the net income. Smetana provided a summary of reports. No action was taken on this item.

**Discussion regarding structure and timing of City Administrator evaluation** – A discussion was had on the format and timing of the evaluations. A due date to return to Sloan or Ovick of 10/7/19 was provided, using the form provided. A closed session will be added to the end of the month regular council meeting.

**Summit Development** – An update was made on the proposed ground breaking, now scheduled for December 5<sup>th</sup> at 1:30 to 2:15 pm. Follow up meeting to be held at County Courthouse.

*Motion to adjourn the meeting at approximately 8:25 pm by Pettie, seconded by Sloan. Motion carried.*

Matt Van Steenwyk  
City Administrator

**For the upcoming calendar, visit [PineCity.GovOffice.com](http://PineCity.GovOffice.com) and click on “Calendar and Events”.**  
**All meeting dates and times are subject to change. Please check the City Calendar for any updates.**

<b>October 3</b>	<b>9:00 am</b>	Housing Study Kickoff Meeting
<b>October 9</b>	11:00am	Mayor & Chamber KBEK Interviews
<b>October 10</b>	8:30am	Parks & Recreation Meeting
<b>October 13</b>	7:00pm	Pine City Civic Center Meeting
<b>October 15</b>	10:30am	Mill Site Development Committee
	6:30pm	Planning Commission Meeting
<b>October 16</b>	2:00pm	Teamsters Negotiations Meeting
<b>October 17</b>	8:30am	Special Joint Council & EDA Meeting
	11:45am	EDA Lunch
	5:00pm	AFSCME Negotiations Meeting
<b>October 22</b>	3:00pm	Library Board Meeting
<b>October 23</b>	8:30am	EDA Meeting
	11:00am	Public Works Committee Meeting
<b>October 25</b>	10:00am	GPS:45:93 Meeting
<b>October 28</b>	10:00am	Local Complete Count Meeting
<b>October 29</b>	5:30pm	AFSCME Negotiations Meeting
<b>October 30</b>	9:00am	Pine City Reads
<b>October 31</b>	8:00am	City Council Meeting

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