



Regular City Council Meeting Minutes
November 6, 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 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 – Requests were made to add a discussion on the Fire Safety USA invoice, consideration of the acceptance of a donation from the Pine City Lion’s Club to the Fire Department, and addition of a discussion of the financial management plan. *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 meeting minutes for September 26, 2019 Regular City Council Meeting, October 2, 2019 Regular City Council Meeting, October 7, 2019 Joint City Council and Park & Recreation Committee Meeting, October 17, 2019 Special City Council and EDA meeting, Approval of October 2019 Expenditures, and Approval of Pine County Fines Report for September 2019. *Pettie made a motion, seconded by Ovick, to approve the consent items with noted clerical corrections. Motion carried by unanimous consent.*

Open Forum – No public comments were made or offered.

Sheriff’s Report – No representative was available.

The Mayor opened the public hearing at 6:38 pm for Ordinance #19-14.

Amending Chapter 10 Section 10.700.0000 Shorelands (Ordinance #19-14) – Sauter provided a presentation on the proposed model shoreland ordinance and the process to date. A discussion was had on the proposed ordinance.

Resident – requested information on impact on this change to water traffic. A request for clarification on the number of docks within a PUD. Staff clarified the dock limitations.

City of Pine City

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Mr. Schueller – sought clarification on if the most restrictive guidelines on when they would apply.

Resident – asked about the change in height restrictions from 25 to 35 feet. Staff confirmed the change.

The Mayor closed the public hearing at 7:04.

Motion by Scholin, seconded by Ovick, to adopt Ordinance 19-14 Chapter 10 section 10.700.0000.0000 Shorelands. On a rollcall vote Pederson, Scholin, Sloan, Ovick, and Pettie voted in favor and none against.

The Mayor opened the public hearing at 7:07pm for Ordinance #19-16.

Amending Chapter 2 adding Section 255 Administrative Citations (Ordinance #19-16) – Sauter provided a summary of the proposed ordinance change.

No public comment was made or presented.

The public hearing was closed at 7:08pm.

Motion by Sloan, seconded by Pettie, to adopt Ordinance 19-16 Chapter 2 adding section 255, Administrative Citations. On a rollcall vote Pederson, Scholin, Sloan, Ovick, and Pettie voted in favor and none against.

The Mayor opened the public hearing at 7:13pm for ordinance #19-17.

Amending Chapter 10 Section 10.300.0220 Fencing and Retaining Walls (Ordinance #19-17)- Sauter provided a summary of the proposed ordinance change and purpose of the ordinance amendment. A discussion was had on terminology. Staff noted minor clerical changes presented by Council.

Not public comment was made or offered.

The public hearing was closed at 7:14pm.

Motion by Pettie, seconded by Scholin, to adopt Ordinance 19-17 Chapter 10, Section 10.300.0220 Fencing and Retaining Walls. On a rollcall vote Pederson, Scholin, Sloan, Ovick, and Pettie voted in favor and none against.

The Mayor opened the public hearing for ordinance #19-18 at 7:31pm.

Amending Chapter 10, Appendix C - Accessible Parking (Ordinance #19-18) - Sauter provided an overview of the proposed ordinance changes.

No public comment was made or offered.

Public hearing closed at 7:32pm.

Motion by Sloan, seconded by Ovick to adopt Ordinance 19-18 Chapter 10, Appendix C – Accessible Parking. On a rollcall vote Pederson, Scholin, Sloan, Ovick, and Pettie voted in favor and none against.

The Mayor opened the public hearing for Ordinance #19-19 at 7:33pm.

Amending Chapter 10 multiple sections referencing Pools and Spas (Ordinance #19-19) - Sauter provided an overview of the proposed ordinance changes.

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Public hearing closed at 7:35pm.

Motion by Ovick, seconded by Pettie, to adopt Ordinance 19-19, Chapter 10, sections referencing Pools and Spas. On a rollcall vote Pederson, Scholin, Sloan, Ovick, and Pettie voted in favor and none against.

Approval of Student Representative for Planning Commission - Graci Huff – Sauter provided a summary of the applicant. *Motion by Pederson, seconded by Scholin, approving Graci Huff as the Student Representative to the Planning Commission. Motion carried with Sloan, Scholin, Ovick, Pederson, and Pettie in favor and none against.*

Community Development Intern – Sauter provided a summary of the proposed tasks for the intern. *Motion Sloan, Ovick. Motion by Sloan, seconded by Ovick, approving proceeding with the recruitment of a Community Development Intern. Motion carried with Sloan, Scholin, Ovick, Pederson, and Pettie in favor and none against.*

Approval to order a feasibility study for the 2020 Street Reconstruction project – A discussion was had on the proposed project addressing street width and sidewalks.

- (1) 13th Street SW (from Hillside Avenue SW to 10th Street SW)
- (2) 10th Street SW from 8th Avenue SW (dead-end)
- (3) Sidewalk project (from 13th Street SW to Main Street S)

Motion by Scholin, seconded by Ovick, approving the order of a feasibility study for the 2020 Street Reconstruction Project (13th St SW, 10th St SW, and Sidewalk Project. Motion carried with Sloan, Scholin, Ovick, Pederson, and Pettie in favor and none against.

Award Sale of Bonds - Res #19-62 Awarding the sale of \$6,910,000 General Obligation Bonds, Series 2019B – Aarsvold provided a summary of the bond issuance, noting the November 21st closing date. *Motion by Scholin, seconded by Sloan, to approve Resolution 19-62, awarding the sale of \$6,910,000 in General Obligation Bonds, Series 2019B. On a rollcall vote the resolution passed 5-0 with Ovick, Sloan, Scholin, Pederson, and Pettie in favor and none against.*

SEH - 2019 Northeast area street improvements - \$28,460.89 - Anderson provided an update on the project. *Motion by Ovick, seconded by Pettie, to approve payment of the SEH invoice in the amount of \$28,460.89. Motion carried by unanimous consent.*

Park Construction - 2019 street improvements Payment No.5 - \$444,288.99, - Anderson provided an update on the project.

Mr. France provided a positive report on the project performance.

Motion by Ovick, seconded by Pettie, to approve payment of the Park invoice in the amount of \$444,288.99. Motion carried by unanimous consent.

Rum River Construction Consultants - Contract Building Inspection Services \$10,177.27 - *Motion by Ovick, seconded by Sloan, to approve the Rum River Construction Consultants invoice for \$10,177.27. Motion carried.*

Advanced Masonry Restoration - Library Repairs \$24,840.00 - *Motion by Scholin, seconded by Pettie to approve the Advanced Masonry Restoration invoice in the amount of \$24,840. Motion carried.*

MacQueen Emergency - Truck Repair \$10,701.23 –Miller provided a summary of the invoice. *Motion by Pettie, seconded by Ovick approving the MacQueen Emergency invoice in the amount of \$10,701.23. Motion carried.*

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Approval to end Carole Lahti's probationary period – Motion by Scholin, seconded by Ovick, to approve ending the probationary period for Carole Lahti. Motion carried.

Approval of Agreement of Prosecution Service with Pine County – Motion by Ovick, seconded by Sloan, to approved the agreement with Pine County to provide prosecution services. Motion carried.

Hilltop Park Improvement Presentation – Pettie provided a presentation of the Youth Hockey program and proposed agreements. A discussion was had on the snow removal items of the MOU. A discussion was had on the need to verify insurance of volunteers and Union verification of non-union employees in the park.

Motion by Ovick, seconded by Ovick, to approve the Pine City Youth Hockey property license with the addition of clause 3 on termination language. Motion carried. No action was taken on the MOU.

Staff was directed to complete the work to get the water hydrant installed this fall.

Approval to advertise seasonal employees – Motion by Scholin, seconded by Pettie, to approve the advertisement for Season rink employees. Motion carried.

Approval of Robinson Park, Library, and Fire Hall subdivision of PID 42.5318.001 – Council approved direction approving proceeding with lower cost survey quote.

October 2019 Monthly Liquor Sales Report – No action was taken on

Approval of Correction to Probationary Members of Fire Department – Miller provided a summary of the requested correction. Council accepted.

Pine City Lions Donation – Motion by Ovick, seconded by Sloan, to accept the donation by the Pine City Lions in the amount of \$5,200 and to provide a letter of thanks. Motion carried.

Fire Safety USA Invoice – Miller provided a summary of the invoice, his efforts to determine the validity of the claim, and the process and steps taken to date. A discussion was had on the delay of the invoice and the invoice number. *Motion to deny payment by Ovick, seconded by Pettie. Motion carried.*

Motion by Ovick, seconded by Sloan, to enter into a closed session at approximately 9:35pm pursuant to Minn Stat. 13D.05 subd 3(a) to discuss the performance evaluation of the City Administrator Matthew Van Steenwyk. Motion carried.

In attendance: Ovick, Sloan, Pettie, Scholin, Pederson, and Van Steenwyk.

Motion to end the closed session Ovick, seconded by Pettie and enter into open session at approximately 10:01 pm.

The Mayor provided a summary of the closed session indicating Van Steenwyk was meeting expectations through his performance. *Motion by Sloan, seconded by Ovick, to increase Van Steenwyk's pay to \$82,000/year per contract terms. Motion carried.*

Financial Management Plan – No action was taken on this item. Discussion tabled to a later date.

Motion to adjourn the meeting at approximately 10:15pm by Sloan, seconded by Pettie. Motion carried.

Matt Van Steenwyk
City Administrator

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