



Draft Special City Council Meeting Minutes
December 4, 2019 - 6:00pm
Council Chambers
315 Main Street South
PUBLIC TRUTH-IN-TAXATION HEARING

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

Absent: None

Staff in attendance: City Administrator Matthew Van Steenwyk, Community Development Director, Lezlie Sauter and City Treasurer Maggie Olson.

The Mayor called the meeting to order at approximately 6:00 p.m.

Review of 2020 Budget and Levy – Van Steenwyk provided a summary of the 2020 budget and 2020 levy noting it is unchanged from the approved preliminary budget approved via Resolution 19-58 on September 26th, 2019.

Open Public Hearing – Mayor Pederson opened the public meeting at approximately 6:17 p.m.

Public Comments - No comments or inquiries were made or received.

Close Public Hearing - Mayor Pederson closed the public meeting at approximately 6:19 p.m.

Adjournment – *Mayor Pederson adjourned the meeting at 6:19.*

City of Pine City

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Regular City Council Meeting Minutes
December 4, 2019 – 6:30pm
Council Chambers
315 Main Street South

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

Absent: None

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

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

Additions and/or Deletions to the Agenda – Requests were made to add consideration of the Snow Contract with the Pine County Agricultural Society, and approval of resolution 19-68 approving the 2020 budget and 2020 Levy as presented in the TNT meeting. A request was made to remove resolution 19-64 from the agenda as the final drafted agreement has not been received. *Motion by Sloan, seconded Pettie, to approve the agenda as revised. Motion carried.*

Consent Agenda - The consent items include the approval of the meeting minutes for 10/31/19 and 11/6/19 Council Meetings, Approval of November 2019 Expenditures (note to delayed approval until Friday for Council to provide feedback and follow-up requests), Approval of Pine County Fines Report for October 2019, Approval of 2020 Licenses: Liquor, Gaming Licenses, and Municipal Solid Waste Removal Licenses, Approval of One-Day Liquor License Application for Pine County Thunderin' Toms, and Approval of One-Day Liquor License Applications for Pine Center for the Arts December 13 and January 10. *Ovick made a motion, seconded by Pettie, to approve the consent items with noted delay in approval of the November 2019 expenditures and noted correction to the 10/31 minutes. Motion carried by unanimous consent.*

Sheriff's Report - No representative was available.

Open Forum – Holly Wilson 5 1st SE – Presented a request for follow-up on the development, Yanik Project, adjacent to her parcel. A request made to verify if there was a termination time on completion of the EAW. She made inquiry on planning specifications and MPCA approval of plans. Wilson made a comment on the Shoreland

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Ordinance flexibility at that she believes that it is strictly being reviewed for the aforementioned development. She made an inquiry on the application of the flexibility agreement on parcels in the designated area.

No other comments were made or presented.

Fire Relief Association Request – Jahnz requested the payment of the state funds and city contribution. Jahnz also provided a summary of the request to increase the benefit level from \$2,600 to \$3,000. Jahnz noted thanks for the City’s contribution to the Relief Association. A discussion was had on the request. *Motion by Scholin, seconded by Pederson, to approve the proposed increase in benefit level from \$2,600 to \$2,800. Motion carried.*

Resolution #19-66 - Minnesota Energy Resources Lot Rearrangement, PID 42.5058.000 and 42.6001.000 – Sauter provided a summary of the resolution request. *Pettie made a motion, seconded by Sloan, to adopt Resolution 19-66, approving the lot rearrangement of PID 42.5976.000 and 42.6024.000. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor and none voting against.*

Resolution #19-67 - Premier Properties Minor Subdivision, PID 42.0016.000 -Sauter provided a summary of the resolution request. A discussion was had on the overlap boundary and having that clarified prior to the sale of the related parcel. *Scholin made a motion, seconded by Pettie, to adopt Resolution 19-67, approving the minor subdivision of premier properties PID 42.0016.000 with a requirement that the overlap is taken care of prior to sale. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor and none voting against.*

Riverview Estates Variance Request – 60-day extension, PID 42.5976.000 and 42.6024.000 – Sauter provided a summary of the request. *Motion by Scholin, seconded by Pettie, to approve the 60-day extension on the Riverview Estates Variance request, PID 42.5976.000 and 42.6024.000. Motion carried by unanimous consent.*

Planning Commission Position Description – Sauter provided a summary of the request for approval of the position description and ongoing discussions on potential vacancies. A discussion was had on the policy, as approved, and the impact it may have on recruitment. *Motion by Scholin, seconded by Sloan, to approved the position description and beginning the recruitment process. Motion carried.*

Community Development Intern -Sauter provided a summary of the hire request. *Motion by Sloan, seconded by Ovick, to approve the hire of Angelika Veldhouse as a Community Development Intern at a rate of \$13.00 per hour. Motion carried.*

Shoreland Ordinance Flexibility Agreement – Sauter provided an update on the Shoreland Ordinance Flexibility Agreement anticipated timeline. A discussion was had on the suggested flexibility proposed by the DNR. Wilson requested information on density requirements on the development adjacent to her parcel. Council direction to determine before and after density by zone.

Recodification of City Code – Sauter provided an overview of the quotes received for recodification. A question was had on Municode’s ability to respond to inquiries and requests. *Motion to approve the Municode bid by Sloan, seconded by Ovick. Motion carried with unanimous consent.*

Request to waive October water/sewer bill for Margie Cummings – Van Steenwyk provide a summary of the request. A discussion was had on existing practice and the potential for situations that could affect the request. A discussion was had on developing parameters for consideration waivers. *Motion to deny the request to waive the water/sewer bill by Ovick, seconded by Scholin. Motion carried with Sloan and Pettie opposing.*

Pine County Agriculture Society Snow Storage Contract – A brief discussion was had on the snow storage contract with the Pine County Agriculture Society. *Motion by Ovick, seconded by Scholin to approve the snow storage contract with the Pine County Agriculture Society. Motion carried.*

Approve/Deny Resolution #19-63, Establishing Precinct and Polling Place for 2020 Elections - *Ovick made a motion, seconded by Scholin, to adopt Resolution 19-63, establishing precinct and polling places of the 2020 elections. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor and none voting against.*

Approve/Deny Resolution #20-01, Set Statutory Tort Liability Limits - *Scholin made a motion, seconded by Sloan, to adopt Resolution 20-01, to not Waive Statutory Liability Limits with noted clerical change. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor and none voting against.*

Approve/Deny Resolution #20-02 Fiscal Agent for Hinckley-Pine City Flames - A discussion was had on the City's responsibility as sponsor on the agreement. Direction for staff to oversee those responsibilities. *Ovick made a motion, seconded by Pettie, to adopt Resolution 20-02, approving the City as the fiscal agent for the Hinckley-Pine City Flames. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor and none voting against.*

SEH, 2019 Street Improvements - NE area \$35,598.03 – Anderson provided a summary of the invoice request and project. *Motion by Scholin, seconded by Ovick, to approve payment of the SEH invoice in the amount of \$35,598.03. Motion carried.*

Approve of Renewal of South Pine Government Center Building Lease - *Motion by Ovick, seconded by Sloan, to approve the 1-year lease with Pine County for the South Pine Government Center Building in the amount of \$46,689.00. Motion carried.*

2020 Fee Schedule – Van Steenwyk provided an overview of the proposed changes for Council information. Van Steenwyk noted that some of the changes are dependent upon pending union negotiations for their final figures. A discussion was had on the park reservation fee section as drafted. Direction for the discussion on parks fees to be brought to the parks and recreation subcommittee.

A discuss was had on the double-charge on permits. Van Steenwyk noted that the changed language made reference to state statute that allowed for up-to double and that many situations would not warrant a double charge.

Resolution 19-68 approving the 2020 budget and 2020 Levy – *Ovick made a motion, seconded by Pettie, to adopt Resolution 19-68, approving the 2020 Budget and 2020 Levy. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor and none voting against.*

Montbriand made a request to proceed with the purchase of the pusher on state bid within the equipment line in the 2020 budget. Council indicated support.

Woodpecker Ridge Park Plan – Pettie provided an update on the Woodpecker Ridge Park Plan noting the plans to be presented to Council at a later date. No action has been taken on this item.

Hilltop Park Rink Operations/Maintenance Agreement – Pettie provided an overview of the proposed MOU with PCYH at the Hilltop Park Rink. A discussion was had on the insurance requirements of the agreement with regard to liability. Council expressed its concern with city equipment being used by non-city employees. *Motion to approve the Memorandum of Understanding with Pine City Youth Hockey by Pederson, seconded by Scholin. Motion carried.*

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Hilltop Park Lights and Water update – Montbriand and Van Steenwyk provided update on water and lights at the Hilltop Park/Rinks.

Approval to hire Rink positions resulting from recruitment – A discussion was had on the time restrictions for seeking Council approval of hires and that a general approval to hire the best candidate would be appreciated. Council indicated support with Van Steenwyk and Smetana doing the interviews. *Approval to hire best candidates received from the recruitment by Ovick, seconded by Scholin. Motion carried.*

Park & Recreation Director job description – A discussion was had on the position description. Council provide approval of the draft job description in principle and gave direction that the executive committee could review and approve the final job description and then approve proceeding with the recruitment. Council was given a deadline for providing comments on the job description by Friday 12/6.

LeRoy Samuelson Memorial Park signage (Ballfield) – *Motion by Ovick, seconded by Pettie, to approve the signs as proposed for the LeRoy Samuelson Memorial Park. Motion carried.*

November 2019 Monthly Liquor Sales Report – Van Steenwyk provided an overview of the reports. No action was taken on this item.

Discussion of Committee Appointments - Term and count limitations – A discussion was had on the proposed recruitment announcement and the inclusion of the ordinance review committee and the liquor committee on the recruitment. Direction from Council to proceed with the posting including all committees except the executive committee.

Motion to enter into a closed Session at approximately 8:56pm, by Pettie, seconded by Ovick, pursuant to Minn Stat. 13D.03 subd 1 to discuss labor negotiations strategy with Minnesota Teamsters and AFSCME Local Unit 65. Motion carried with Sloan, Ovick, and Pederson in favor and non against with Scholin temporarily absent.

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

Closes session ended at 9:18pm, and Council re-entered into an open session.

Motion to adjourn the meeting at approximately 9:19 pm by Ovick, seconded by Sloan. Motion carried.

Matt Van Steenwyk
City Administrator