



Regular City Council Meeting Minutes
February 24, 2020 - 8:30 am
Council Chambers
315 Main Street South

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

Absent: Mayor Carl Pederson

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

The Councilor Scholin called the meeting to order at approximately 8:03 a.m. and led the Council in the Pledge of Allegiance.

Additions and/or Deletions to the Agenda – Requests were made to add a discussion of the Park & Recreation recruitment and a discussion regarding the MN Dept. of Health Well closure grant. *Motion by Pettie, seconded by Sloan to approve the agenda as revised. Motion carried.*

Open Forum – No public comment was made or offered.

MN Dept. of Health Well Grant – Van Steenwyk provided a summary of the MN Dept. of Health grant process and purpose of the grant request to seal a well on PID 425193000. *Motion by Ovick, seconded by Sloan, to approve applying for the MDH grant with note of a needed developer's agreement or other instrument with Haug to negate any fiscal liability on behalf of the City. Motion carried with Pettie, Sloan, Ovick, and Scholin in favor and none against.*

Approval of Contract to provide Rental Inspection Service for the City of Sandstone – Van Steenwyk provided an overview of the proposed agreement. Sauter noted the potential need to consider not renewing after this agreement as more staff time is possible in Pine City. *Motion by Ovick, seconded by Pettie to approve the contract with Sandstone for rental inspection services. Motion carried with Pettie, Sloan, Ovick, and Scholin in favor and none against.*

Discussion and direction on City Planning Services Master Services Agreement negotiation – Van Steenwyk provided an overview of the request. Sauter provided an overview of the desired benefit of the service agreement with MSA. A discussion was had on the price and if a second quote was received. Sauter noted the benefit of an established relationship. Eiyneck, with MSA, highlighted the offering of services through MSA. *Direction to staff to seek out comparable rates to determine reasonableness and comparability. Motion to move forward with negotiation with MSA by Pettie, seconded by Sloan. Motion carried with Pettie, Sloan, Ovick, and Scholin in favor and none against.*

City of Pine City

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Discussion on use of City property for the 2020 Soccer season – Smetana provided an overview of the request. Staff to draft an agreement. *Motion by Sloan, seconded by Pettie, to proceed with drafting of an agreement for the soccer organization to use the City property. Motion carried with Pettie, Sloan, Ovick, and Scholin in favor and none against.*

Approval of Teamsters Agreement, Resolution #20-21 – Van Steenwyk provided a summary of the negotiation. Motion by Ovick, seconded by Sloan, to approve Resolution #20-21 Teamsters Agreement. *On a roll-call vote the motion carried with Pettie, Sloan, Ovick, and Scholin in favor and none against.*

Approval of Resolution #20-23 Approving Plans, Specifications, etc. for 2020 Street Improvements - Zack Schmitz, SEH, provided an overview of the project. A discussion was had on the propose sidewalk locations. *Motion by Ovick, seconded by Pettie, to approve Resolution #20-23 for the 2020 Street improvements with changes as noted; revision of sidewalk issue and clerical correction on street number). On a roll-call vote the motion carried with Pettie, Sloan, Ovick, and Scholin in favor and none against.*

Discussion on replacing the Fire Department commercial-type washing machine – Van Steenwyk provided a summary of the quotes. A discussion was had on the cost and that it appeared high. Direction for staff to seek our additional quotes and/or additional explanation on the cost. *Motion by Sloan, seconded by Pettie, to table the purchase request. Motion carried.*

Fire Department ATV approval request – Van Steenwyk provided a summary of the ATV purchase request. Direction for staff to provide what additional costs are anticipated for outfitting. *Motion by Pettie, seconded by Ovick, to table the purchase request. Motion carried.*

Approval to proceed with the Survey of Woodpecker Ridge / Lions Park PID 425639000 - Kroschel Land Surveying - *Motion by Sloan, seconded by Pettie, to table the survey approval pending receipt of an additional quote. Motion carried.*

Direction was provided to staff to publish the 3/10 Special Parks meeting to discuss the development of the Lions Park as a potential Special Council meeting.

Seasonal liquor store employee – Smetana provided an overview of her request. *Motion by Ovick, seconded by Sloan, to proceed with recruitment of the seasonal employee position. Motion carried.*

Discussion regarding Arbor Day event – Van Steenwyk provided a summary of the request. Cross Lake Preserve was noted as potential good fit for such an event. *Motion to proceed indicating interest in participation with 2020 year event and 2021, if a similar letter is received by Scholin, seconded by Pettie. Motion carried.*

Personnel Manual Review and Discussion – A discussion was had on the proposed personnel manual. Proposed revisions were noted but no action was taken on this item.

Procurement Policy Review and Discussion – a review of the proposed policy was conducted. A change was proposed to the general approval language. No action was taken on this item.

Fire Committee – Ovick provided a summary of the committee meeting noting the 2021/2022 contract proposal. Van Steenwyk provided an overview of the contract methodology.

Park & Recreation Director Recruitment - A summary of the interview committee process was provided. Direction to check with the League of Minnesota Cities or City Attorney if a reposting is required for a position that was originally posted as part-time but may be hired as full-time. Direction for staff to conduct the background check upon clarification of the recruitment process.

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Miscellaneous - Public Works Year-End Report- An inquiry was made on if the number of water main breaks is within the normal range. Staff to determine and relay to Council.

The meeting was adjourned at 10:25 am.

**Minutes taken by:
Matthew Van Steenwyk
City Administrator**

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