



Regular City Council Meeting Minutes
February 6, 2019 - 6:30 p.m.
Council Chambers
315 Main Street South

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

Absent: Councilor Gina Pettie

Staff in attendance: Interim City Administrator/Treasurer Matthew Van Steenwyk, Public Works Supervisor Maury Montbriand, Liquor Store Manager Lara Smetana, Administrative Assistant Lisa Dunbar, and Community Development Director Lezlie Sauter.

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 – A request was made to add a discussion on the Utility Billing late fees and notices and a discussion on the railroad property. *Motion by Ovick, seconded by Scholin. Motion carried.*

Consent Items: The consent items include the approval of January 2, 2019 Regular Meeting Minutes, January 31, 2019 Regular Meeting Minutes (with noted correction), April 1, 2015 Regular Meeting Minutes and April 29, 2015 Regular Meeting Minutes, approval of the January 2019 Bills and approval of the Pine County Fines Report for December 2018. *Scholin made a motion, seconded by Sloan, to approve the consent items. The motion carried unanimously.*

Open Forum – Nick Berchin, 1005 8th St SW, requested a reduction on his water bill. No action was taken on the request.

Sheriff's Report – A representative from the Sheriff's department was not available for a report.

Public Hearing on amendments to Chapter 10, Section 10.500.0300, Outdoor Signs

Public hearing opened at approximately 6:36 pm.

Sauter provided an overview of the proposed changes in the sign ordinance.

The public hearing was closed at approximately 6:57.

Ordinance #19-07, Amending Chapter 10 Section 10.500.0300, Outdoor Signs – *Discussion tabled for further review by the Planning Commission.*

Public Hearing for public input on Comprehensive Plan Chapter 5 -

Public hearing open at approximately 6:58

Sauter provided a summary of the proposed Chapter 5 updates. A discussion was had on the proposed future land use map. No action was taken on this item.

City of Pine City

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Public hearing closed at 7:31

Approval of Fire Mutual Aid Agreement with City of Mora & Brook Park- *Motion by Ovick, seconded by Scholin, to approve the Fire Mutual Aid Agreement with the City of Mora and Brook Park.*

Discuss scope of 2019 Overlay Projects and approve request for RFP's – Anderson, from SEH, provided a summary of the proposed project. *Motion to authorize proceeding to bids by Ovick, seconded by Sloan. Motion carried.*

Approval of Resolution #19-14, Resolution Receiving Feasibility Report & Calling Hearing on Improvements - 2019 Street Improvements -Anderson provided an overview of the proposed 2019 Street Improvements. A discussion was had on the addition of sidewalks into the plan and a request to include a sidewalk loop. *Ovick made a motion, seconded by Sloan, to adopt Resolution 19-14 receiving the feasibility report and calling a hearing on the improvements for the 2019 Streets Improvement project with a hearing date of March 6th, 2019 and the inclusion of the Beaver Ponds townhomes (horseshoe) to be finished. On a rollcall vote, the motion passed 4-0, with Scholin, Ovick, Sloan and Pederson voting in favor, and none voting against.*

Approval to purchase 4 new tires for PW Loader – *Motion by Pederson, seconded by Ovick, to approve the purchase of 4 new loader tires from A-1 Tire Server as the low-cost bid in the amount of \$7,805.00. Motion carried.*

Utility Billing Late Fee and Noticing – Dunbar provided a summary of the proposed policy change. *Direction to change policy to account for the higher actual shut off limit, change the language on the sticker, and extend the late fee application date 3 days (25th of the month). No action was taken on the requests to waive the assessed late fees.*

Approval of LMCIT, Pine Insurance Agency Insurance Renewal – *Motion by Scholin, seconded by Sloan, to approve the 2019 LMCIT, Pine Insurance Agency insurance renewal. Motion carried.*

Application for Payment Number 2 for 2018 Street Improvements to Geislinger & Sons, Inc. in the amount of \$193,991.90 - *Motion by Scholin, seconded by Sloan, to approve pay application #2 for the 2018 Street Improvements to Geislinger & Sons, Inc. in the amount of \$193,991.90. Motion carried.*

Application for Payment Number 3 for 2018 Street Improvements to Geislinger & Sons, Inc. in the amount of \$182,623.94 - *Motion by Ovick, seconded by Sloan, to approve pay application #3 for the 2018 Street Improvements to Geislinger & Sons, Inc. in the amount of \$182,623.94. Motion carried.*

Approval of payment to SEH for 2019 Street Improvements - \$20,122.32 - *Motion by Ovick, seconded by Sloan, to approve pay payment to SEH for 2019 Street Improvements - \$20,122.32. Motion carried.*

Approval of payment to SEH for Snake River Main Lift Station Project \$7,488.50 - *Motion by Sloan, seconded by Pederson, to approve payment to SEH for Snake River Main Lift Station Project \$7,488.50. Motion carried.*

Approval of payment to SEH for Snake River Main Lift Station Project \$16,224.84 - *Motion by Ovick, seconded by Pederson, to approve payment to SEH for Snake River Main Lift Station Project \$16,224.84. Motion carried.*

Approval of 2020-2022 New Assessment Agreement with Pine County - *Motion by Scholin, seconded by Ovick, to approve the 2020-2022 Assessment Agreement with Pine County. Motion carried.*

Real Estate Appraisal & Advisors (REAA) appraisal letter - Industrial Street - *Motion by Sloan, seconded by Ovick, to approve proceeding with the REAA appraisal quote and authorizing the issuance of the \$4,000 retainer (after verification that the fee is for the engagement and not per parcel). Motion carried.*

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Approval of Res #19-16, Resolution for ICMA Retirement Corporation to change Plan Coordinator - Sloan made a motion, seconded by Scholin, to adopt Resolution 19-16 approving ICMA Retirement Plan Coordinator. On a rollcall vote, the motion passed 4-0, with Scholin, Ovick, Sloan and Pederson voting in favor, and none voting against.

Approval of Accounts Receivable Write-Off List - Motion by Ovick, seconded by Scholin, to approve the write-off with the noted exclusion of the Pine County grass fire billings. Motion carried.

Approval to purchase metal banner signs from Atscott Manufacturing -24 at \$1,776.00 or 40 at \$2,960.00 - Motion by Scholin seconded by Pederson, to approve proceeding with the purchase of 40 metal banners from Atscott Manufacturing. Motion carried.

January 2019 Monthly Liquor Sales Report – Smetana provided an overview of the January activity. No action was taken on this item.

Discussion and consideration of POS programs for Liquor Store - Smetana provided an overview of the POS quotes and need for a new system. Motion by Scholin, seconded by Sloan, to proceed with the Daily Data quote at the cost estimate of \$8,211. Motion carried.

Approval to replace Cooler Unit at Liquor Store – Smetana provided a summary of the compressor unit replacement request. Motion by Pederson, seconded by Scholin, to approve proceeding with the replacement of the compressor unit at a cost of \$7,242 + \$362 on the 5-year extended warranty with Garner Refrigeration. Motion carried.

Approval of staffing promotion from Cashier to Keyholder position for Pete Spychalla - Smetana provided a summary of her request. Motion by Ovick, seconded by Pederson, to approve promoting Spychalla to a non-union Keyholder position at a rate of \$12.50/hour consistent with the non-union pay resolution 18-61.

Federal Home Loan Bank - Affordable Housing Program – Sauter provided an update on the Federal Home Loan Bank – Affordable Housing Program. Motion by Scholin, seconded by Ovick, to resubmit the preapplication. Motion carried.

Approval of Resolution #19-15, Identifying “Slum and Blight” Conditions in a targeted area of the City of Pine City - Small Cities Development Program - Sauter provided an overview of the resolution. Ovick made a motion, seconded by Sloan, to adopt Resolution 19-15 Identifying “Slum and Blight” conditions in a targeted area of the City of Pine City – Small Cities Development Program. On a rollcall vote, the motion passed 4-0, with Scholin, Ovick, Sloan and Pederson voting in favor, and none voting against.

Railroad Property – Sloan provided a summary of a request related to the purchase of the BNSF property. Direction to start the discussion with the BNSF to purchase the property. Motion approve moving ahead with phase one assuming purchase looks likely, seconded by Sloan.

Mayor Pederson adjourned the meeting at approximately 9:10 pm.

Matt Van Steenwyk
City Treasurer/Assistant to the City Administrator/Interim City Administrator