



**Regular City Council Meeting Minutes**  
**March 26, 2020 - 10:00 am**  
**Council Chambers**  
315 Main Street South

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

**Absent:** None.

**Staff in attendance:** City Administrator Matthew Van Steenwyk, Liquor Store Manager Lara Smetana, Public Works Supervisor Maury Montbriand, Community Development Director Lezlie Sauter (via phone), Administrative Assistant Lisa Dunbar, Administrative Assistant Carissa Kranz (via phone), Safety Inspector Andy Luedtke (via phone), and Treasurer Maggie Olson.

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** – A request to add additional general COVID-19 to the planned discussion.

**Open Forum** – no comments were made or offered.

**COVID-19 Administrative leave discussion** – Van Steenwyk provided an overview of the draft Alternative Work Arrangement (AWA) policy. A discussion was had on each section of the proposed policy. Modifications to the draft policy were proposed and agreed upon by Council. *Motion Sloan, second by Ovick, to approve the draft policy as modified through discussion. On a roll-call vote the motion carried with Pederson, Pettie, Sloan, Ovick, and Scholin in favor and none against.*

**COVID-19 Discussion regarding utility billing/fire call late fees & water shut-offs** – Van Steenwyk provide a summary of the proposed practice changes related to COVID-19. Direction from Council for staff to generate a letter concerning what the City is doing with regard shut-offs and late fees. Direction for staff to potentially look into hand washing stations at the parks. A note of concern with regard to pulling people into the parks was offered. Consensus from the Council was that there were to be no water shut offs and that all late fees would be suspended during the COVID-19 outbreak and related financial impacts.

**COVID-19** – A discussion was had on other impacts of the COVID-19 outbreak.

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**City of Pine City**

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Staff were directed to place signs that the park equipment is not actively cleaned.

A discussion was had on transient merchant permits and the legality of a stoppage. Staff to reach out to legal counsel on best course of action on ceasing transient merchant permits.

A discussion was had on the building permit inspections with regard to internal inspections. Advice was provided that doing a facetime inspection to accommodate the internal inspection may be warranted. Staff to reach out to legal counsel on best course of action on the internal inspection process.

**Discussion on homeowner water system failures and related late fees on large billings** – Van Steenwyk provided an overview of the issue presented. A discussion was had on the late fee application process and the payment arrangement method currently used. A discussion was had on system upgrades that could detect a leak during the month. Staff noted that such upgrades would be part of a discussion in the coming years as the system is slated for replacement. Staff to draft a policy that addresses water billings that double as a result of internal system failure and present to council at a later date.

**Discussion regarding options for city hall building** – A discussion was had on the proposed acquisition of the building. Council made note of the need to discuss any potential on cost share on building repairs and upgrades. *Direction from Council to indicate to the County a willingness to proceed with discussion.*

**Confirmation of Compost Hours and initiation of discussion on longer term (5 year) lease for recycling** – Van Steenwyk provided an overview of the proposed hours and existing agreement. *Direction for staff to engage with the County on 5-year lease and to continue the compost hours as in past years.*

**Discussion on AFSCME Grievance** – Van Steenwyk provided a summary of the grievance presented by AFSCME. A discussion was had on the view differences between the City and AFSCME. Council indicated that they believe the language supports using the group life insurance rate as opposed to the supplemental policy quote. Council provided direction for staff to deny the grievance presented by AFSCME.

**Resolution #20-28 Approval Hilltop Park & Recreation Area Lot Line Adjustment** – Sauter provided a summary of the lot line adjustment request. Sauter provided note that the planning commission was in support of approving the lot line adjustment. *Motion by Ovick, seconded by Pettie, to approved resolution #20-28 approving Hilltop Park & Recreation Ara lot line adjustment. On a roll-call vote the motion carried with Pederson, Pettie, Sloan, Ovick, and Scholin in favor and none against.*

**Technology Park Highlight Video & Greater Pine Area Grant Application approval** – Sauter provided a summary of the highlight video request in coordination with ECE. Sauter provided a summary of the request to move forward on the grant application to the Greater Pine Area Endowment (GPAE). *Motion by Pederson, seconded by Sloan, to proceed with grant application to GPAE for support of the Technology Park Highlight video. Motion carried.*

**Update on the P&R Director Recruitment** – Van Steenwyk provided an update on the new hire and anticipated start date noting Stacy is currently slated to start April 28<sup>th</sup>,

**Fire Committee** – Pederson provided an update on the fire committee

A discussion was had on the water main break located on 61 near dairy queen related to efforts made to identify and correct the issue. Montbriand noted the steps take and the difficulty determining the source of the water. No action was taken on this item.

A discussion was had on the status of the letters related to the MnDOT water main break. Van Steenwyk provided a summary of the letters to date and the plan to continue efforts to further identify the liability in the water main break.

*The meeting was adjourned at 11:54 am.*

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