



**Minutes**  
**Regular City Council Meeting**  
**March 4, 2020 - 6:30 p.m.**  
**Council Chambers**

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

**Absent:** Mayor Carl Pederson

**Staff in attendance:** City Administrator Matthew Van Steenwyk, Community Development Director Lezlie Sauter, Public Works Supervisor Maury Montbriand, Fire Chief Tom Miller, Liquor Store Manager Lara Smetana, Financial Advisor Jason Aarsvold, and City Engineer (SEH) Greg Anderson.

Councilor Scholin 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 approval to recruit for seasonal parks/cemetery positions, discussion of the Park & Recreation recruitment, the addition of two additional one-day liquor licenses for Pine Center for the Arts, and approval to proceed with the Fire Department Mutual Aid Agreements. *Agenda accepted as amended.*

**Consent Items** - The consent items include the approval of the minutes for the January 30th, 2020 and February 5, 2020 regular Council meeting minutes, approval of the February 2020 expenditures, and approval of the one-day liquor licenses for Pine Center for the Arts for March 13, 2020, April 10, 2020 & May 8, 2020. *Pettie made a motion, seconded by Ovick, to approve the consent items as revised. The motion carried unanimously.*

**Open Forum** – No public comment was made or offered.

**Sheriff's Report** – A deputy from the Sheriff's department provided a report of recent incidents.

**Modification to the Development Program for Development District No. 1 and Tax Increment Financing Plan Establishment of Tax Increment Financing District No. 14 (a housing district)** – Aarsvold provided a summary of the TIF Plan and district modification.

Councilor Scholin opened the Public Hearing at 6:38 pm

Jim France – inquired if all TIF districts have the same timelines. Aarsvold provided a summary of the different type of districts and their related timeframes.

Councilor Scholin closed the Public Hearing at 6:39 pm

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**City of Pine City**

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**Resolution #20-23a** Approving the Modification to the Development Program for Development District No. 1 and Establishing Tax Increment Financing District No. 14 within Development District No. 1 and approving the Tax Increment Financing Plan Therefore - *Ovick made a motion, seconded by Sloan, to adopt resolution 20-23a, Modification to the Development Program for District No. 1 and establishing the TIF District No. 14. On a rollcall vote, the motion passed 4-0, with Scholin, Ovick, Pettie, and Sloan voting in favor, and none voting against.*

**Resolution #20-24** Authorizing Execution of a **TIF Development Agreement** - *Pettie made a motion, seconded by Ovick, to adopt resolution 20-24 authorizing executive of the TIF Development Agreement with Hilltop Cottages, LLC. On a rollcall vote, the motion passed 4-0, with Scholin, Ovick, Pettie, and Sloan voting in favor, and none voting against.*

**City Planning Services Master Services Agreement - Comparable rates** – Van Steenwyk provided an overview of the proposed agreement and the related quotes received. *Motion by Ovick, seconded by Pettie, to approve proceeding with the MSA Master Services Agreement. Motion carried.*

**Discussion regarding Model Resolution Supporting Infrastructure Accountability** – Councilor Sloan provided an overview of the proposed resolution. A discussion was had on the proposed resolution and its related effects. Direction for staff to draft the resolution for presentation at the April meeting. *Ovick made a motion, seconded by Sloan, to adopt resolution 20-27, approving the resolution supporting infrastructure accountability. On a rollcall vote, the motion passed 4-0, with Scholin, Ovick, Pettie, and Sloan voting in favor, and none voting against.*

**Resolution #20-26, Variance of Off-Street Parking Requirements - Pine City Evangelical Free Church, 1045 Main Street S, PID 42.5743.000** – Sauter provided an overview of the requested variance and overall project. A note was made of the Planning Commissions recommendation to approve the Resolution. A discussion was had on the adequacy of the parking. *Ovick made a motion, seconded by Pettie, to adopt resolution 20-26 approving the variance of off-street parking requirements – Pine City Evangelical Free Church, 1045 Main Street S. PID 42.5743.000. On a rollcall vote, the motion passed 4-0, with Scholin, Ovick, Pettie, and Sloan voting in favor, and none voting against.*

**Pine City Senior Living Development Agreement** – Sauter provided a noted change in the number of units planned in the development. Sauter noted that the WAC/SAC fee would need to be revised. *Motion by Sloan, seconded by Pettie to approve the Pine City Senior Living Development Agreement with noted staff edits regarding the number of units. Motion carried.*

**Rental Property Exemption Request 930 8th Ave SW, PID 42.0260.000** - Sauter provided a summary of exemption request. Sauter provided a note of the benefit of the inspection process. The council discussed if such properties are inherently exempt as they are not deemed a rental due to no payment being made. Sauter commented that if the exemption is moved forward, modification to the City ordinance would be needed, to clarify what constitutes a rental regardless of the payment arrangement between landlord and tenant.

Bob Thompson – Mr. Thompson provided feedback from the Church perspective noting that the pastor has completed the application the last 14 years with note that the fee has always been waived.

Direction for staff to work to modify the ordinance to clarify the definitions. *Motion by Ovick, seconded by Pettie, to declare property at PID 42.0260.000 as not a rental this year. Motion carried.*

**Land Use Agreement with AYSO - Soccer** – Smetana provided a summary of the request. A discussion was had on the insurance coverage provided through the Soccer organization. Van Steenwyk provided note of this agreement would be acceptable should a developer look to move forward on the property. Staff to seek additional verbiage on insurance

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coverage to be in line with other similar agreements. *Motion to approved the AYSO land use agreement with the addition of the related insurance and needed signature lines by Pettie, seconded by Ovick. Motion carried.*

**Outdoor Recreation Grant Program - Resolution #20-22** – Sauter provided an update on the project and the request to DNR for grant funding at a 50/50 match. It was note that the grant must be applied for by the City with additional note of the proposed land transfer from the school district. *Ovick made a motion, seconded by Sloan, to adopt resolution 20-22 authorizing staff to proceed with being a legal sponsor for an outdoor recreation grant. On a rollcall vote, the motion passed 4-0, with Scholin, Ovick, Pettie, and Sloan voting in favor, and none voting against.*

**Approval of Land Survey for Woodpecker Ridge/Lions Park PID42563900** – Van Steenwyk provided a summery of the request. *Motion by Sloan, seconded by Pettie, to approve proceeding with Kroschel Land Surveying at Woodpecker Ridge/Lions park. Motion carried.*

**Approval to proceed with the School on Hilltop Park Land Transfer (warming house property)** - Van Steenwyk provided a summary of the request. *Motion by Pettie, seconded by Sloan, to proceed the process related to the land transfer including all related survey and title work. Motion carried.*

**Park & Recreation Director Hiring Discussion** – Van Steenwyk provided an update on the recruitment process and discussions with the current top candidate. *Motion by Pettie, seconded by Ovick, to proceed with an official offer to the top candidate, Anastasia O'Rourke, upon executive committee approval following the completion of the background check and a negotiated offer with noted approval to proceed with second selected candidate if the first does not work out. Motion carried.*

**Fire Department UTV** – Miller provided an overview of the proposed UTV purchase noting its intended use. Miller noted the price of the Skid is approximately \$7,200. *Motion to approve proceeding with the purchase of the Polaris Ranger 800 UTV in the amount of \$4,000 from the DNR by Sloan, seconded by Pettie. Motion carried.*

**Fire Department Commercial Washer** - Miller provided a summary of the quotes provided and requested purchase. A discussion was had on the quotes and requirements for this level of equipment. *Motion to approve proceeding with the low quote for a 40lb extractor from BDS Laundry for \$10,148 by Ovick, seconded by Sloan. Motion carried.*

**Fire Department Mutual Aid Agreement** – Miller provided an overview of the history of the Mutual Aid Agreement and the proposed 5-year mutual aid agreement and the preplanned automatic mutual aid with the neighboring departments. *Motion to approve proceeding with the mutual aid agreements and automatic mutual aid agreement both Ovick, seconded by Sloan. Motion carried*

**February 2020 Monthly Sales Report** – Smetana provided a summary of the February sales report. Smetana made note of the impact of the timing of the payment for the annual insurance premium. No action was taken on this item.

**Approval to hire seasonal cashier** – Smetana provided an overview of the request to hire. *Motion to hire Kyle Ouverson as a seasonal cashier at the liquor store at a rate of \$11.50/hour by Ovick, seconded by Pettie. Motion carried.*

**Approve hiring of compost attendant** – A discussion was had on the modification of hours. *Authorization to proceed by Sloan, seconded by Pettie, with the hiring of the compost attendant, Paul Dunbar, for a maximum of 14 hours a week, hours to be determined and to be coordinated with the County. Staff was given direction to determine the feasibility and impacts of temporary vs seasonal employment.*

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**Seasonal Employee Advertising** – *Motion by Pettie, seconded by Ovick, to proceed with the advertising and recruitment of the seasonal maintenance, cemetery, and gardener positions. Motion carried.*

**Approval of the Draft Procurement Policy** – Van Steenwyk provided an overview of the policy. *Motion by Ovick, seconded by Pettie to approve the procurement policy as presented. Motion carried.*

**SEH Invoice #380125 in the amount of \$19,047.76 for 2020 Street Reconstruction –  
SEH Invoice #382190 in the amount of \$37,435.97 for 2020 Street Reconstruction –  
Park Construction Application for Payment #6, 2019 Street Improvements \$162,622.16 –**

Anderson provided a visual and discussion on the proposed sidewalks as they relate to the 2020 streets project. Anderson provide a summary of the pay requests. *Motion by Ovick, seconded by Pettie to approve the invoices from SEH in the amount of \$19,047.76 and \$37,435.97 for the 2020 Street Reconstruction and Pay App #6 in the amount of \$162,622.16 from Park Construction. Motion carried.*

**Planning Commission Appointments** – *Motion by Ovick, seconded by Sloan, to approve the appointment of Mark Clark and re-appointment of Loren Skluzacek and Kent Bombard to the planning commission. Motion carried.*

**Committee appointments - Aaron Duffee for appointment to the HRA** – *Motion by Ovick, seconded by Pettie, to approve the appointment of Aaron Duffee to the HRA. Motion carried.*

Direction to staff to reschedule the liquor committee meeting currently scheduled for March 19th.

*Councilor Scholin adjourned the meeting at approximately 8:37 pm.*

Matthew Van Steenwyk  
City Administrator