



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

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

Absent:

Staff in attendance: Interim City Administrator/Treasurer Matthew Van Steenwyk, Liquor Store Manager Lara Smetana, Community Development Director Lezlie Sauter, and City Engineer Greg Anderson.

The Mayor called the meeting to order at approximately 6:35 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 the SQL server update for the Liquor Store POS system and the inclusion of Pay App #2 for the Snake River crossing in the amount of \$507,797.80. *Motion by Pettie, seconded by Sloan. Motion carried.*

Consent Items: The consent items include the approval of the Regular February 6, 2019 Meeting Minutes, Special February 22, 2019 Meeting Minutes, and February 28, 2019 Regular Meeting Minutes, approval of February 2019 Bills, and approval of the Pine County Fines Reports for January 2019. *Ovick made a motion, seconded by Pettie, to approve the consent items with noted corrections to the minutes. The motion carried unanimously.*

Open Forum – No statements were made or offered.

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

Public Hearing: To consider 2019 Street Improvements, infrastructure improvements on 3rd Avenue NE between the centerline of 2nd Street NE and the centerline of 1st Street NE, 1st Street NE between the centerline of 3rd Avenue NE and its north terminus, Westchester Drive NE between the centerline of 5th Avenue NE and the centerline of 6th Avenue NE, 6th Avenue NE between the centerline of Westchester Drive NE and the centerline of Lake Street NE, Lake Street NE between the centerline of 5th Avenue NE and the centerline of 9th Avenue NE, pursuant to Minn. Stat. §§ 429.011 to 429.111. 2019 Street Improvements –

Public Hearing opened at 6:40 pm.

Anderson provide an overview of the project, water, sewer, roadway, and sidewalk plan. A discussion was had on the assessment of the streets and service line. A public inquiry was made on who was going to shovel the sidewalk. Note was made on the requirement for the homeowner to remove the snow. A public inquiry was made on how a disabled individual would shove the sidewalk. Concern of the project cost was noted by the public. A discussion

City of Pine City

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 | Phone: 320.629.2575 | Fax: 320.629.6081
E-mail: cvogel@pinecitygov.com | Website: pinecity.govoffice.com

This institution is an equal opportunity provider and employer

was had on the curb design and the results of the soil quality in the area. Anderson noted that nothing of concern was found in the borings. Kip Ryberg made a note that he believed the City could not assess for replacement of existing infrastructure. Anderson noted that the statute only noted the benefits test on assessing to properties. Anderson noted that there were a few properties that were assessed previously for neighboring work and that the assessment for those properties is still under review. A public question was made on how people with a disability will have access to their homes during reconstruct. Anderson noted how the contractor will work to minimize access concerns. A public inquiry was made on water service interruptions. Anderson noted temporary water connects would be made. Van Steenwyk made note of the Beaver Pond Townhome Association and that the Association billing of \$11,391.40 would be allocated to the 12 parcels in the development. A request was made to clarify the prepayment of the assessment, i.e. \$3,000/year payments and if that was possible. Jim France made note of possibly using multiple types of curbing in the project depending upon need.

Public hearing closed at 7:48 pm.

Approve Resolution #19-17, Ordering Improvement and Preparation of Plans for 2019 Street Improvements - *Ovick made a motion, seconded by Scholin, to adopt Resolution 19-17, ordering improvement and preparation of plans for the 2019 Street improvements. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor, and none voting against.*

Approve Agreement with MnDOT for CSAH 7 interchange bridge – Anderson provided a summary of the City cost of the interchange updates in the amount of \$17,947.16. Anderson noted the railing on the South side estimated at \$55,000. A discussion was had on the rail addition costs on the south end. *Motion to approve the DOT CSAH 7 interchange bridge Resolution 19-19 by Sloan, seconded by Ovick. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor, and none voting against.*

Anderson to determine the cost of lower rail and south rail and to determine the street light ownership.

Discussion and Approval of changes to Contract for Banner Hanging – Van Steenwyk provided a summary of the request. *Motion to accept contract with changes and to implemented this year by Ovick, seconded by Sloan. Motion carried.*

Discussion and Consideration to pave 8th St SW (behind Hockey Rink) and add to 2020 Street Improvement Project budget – Anderson provided a summary of the proposed 8th St SW project and the options available. Request to get a cost estimate for the 8th St SW. *Motion approve option 2, the Reconstruction of 8th St SW and Golf Ave SW, and add to 2020 street reconstruct plan by Pettie, seconded by Sloan. Motion carried.*

Approval of Payment to Geisinger for Pay App #2 for the Snake River crossing in the amount of \$507,797.80- *Motion by Ovick, seconded by Scholin, to approve payment to Geisinger for Pay App #2 for the Snake River crossing in the amount of \$507,797.80. Motion carried.*

Resolution #19-18 Approving Rezoning Request – Sauter provided a summary of the zoning request and addressed the spot zoning concern. Sauter provided an overview of the meetings and issues presented and opportunities at that meeting. Sauter noted the additional requirements that could be added as a stipulation of the PUD. Sauter provided a summary of the findings of fact and a history of the parcel and the request to rezone from R2 to MFR1. Staff recommendation to allow the rezoning and bring it into compliance.

Rita Watson, made a note of the property being riparian which changes the unit amount allowed by the DNR.

City of Pine City

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 | Phone: 320.629.2575 | Fax: 320.629.6081
E-mail: cvogel@pinecitygov.com | Website: [pinecity.gov/office.com](http://pinecity.gov/office)

This institution is an equal opportunity provider and employer

Ovick made a motion, seconded by Sloan, to adopt Resolution 19-18 approving the rezoning request of PID 42.5412.000 from R-2 to MFR-1. On a rollcall vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor, and none voting against.

Ordinance #19-08 Amending Zoning Map – Motion by Sloan, seconded by Pettie, to approve Ordinance #19-08, amending the zoning map, and to waive the second read. On a roll call vote, the motion passed 5-0, with Scholin, Ovick, Pettie, Sloan and Pederson voting in favor and none voting against.

Request to extend the review of the following 5 Zoning Applications- Sauter provided a summary of the request to extend.

- Conditional Use Permit for Accessory Dwelling Unit - Antonio Valdovinos
- Replat - Pine City Senior Living & Summit Development
- Conditional Use Permit Institutional Residential Use - Pine City Senior Living & Summit Development
- Development Site Plan - 113 Unit senior living facility- Pine City Senior Living & Summit Development
- Rezoning Request for R-2 to MFR-2 - Yanik Companies & Elan Shores, LLC

Motion to request an extension for the review of the 5 zoning applications by Scholin, seconded by Sloan. Motion carried.

Discussion and Possible Approval of City Administrator Agreement, Wages and Benefits – It was noted that the background check is still in the process. A discussion was had on the tentative offer and noted position salary range of \$70,000 to \$90,000. No action was taken on this item.

Discussion on Kirby Complaints and possible revocation of Solicitors Approval – Van Steenwyk provided a summary of the complaints received. *Motion to revoke the Solicitors approval for RG Enterprises (Kirby Vacuum) by Pettie, seconded by Ovick. Motion carried.*

Approval of Payment to SEH for the 2019 Street Reconstruction Project in the amount of \$18,041.26 - Motion by Ovick, seconded by Sloan, to approve payment to SEH for the 2019 Street Reconstruction project for \$18,041.26. *Motion carried.*

Approval of Payment to SEH for General Engineering in the amount of \$5,733.50 - Motion by Ovick, seconded by Sloan, to approve payment to SEH for the General Engineering in the amount of \$5,733.50. *Motion carried.*

Approval of Payment to SEH for the Main Lift Station & Snake River Crossing Project in the amount of \$8,472.69 - Motion by Pettie, seconded by Scholin, to approve payment to SEH for the Main Lift Station & Snake River Crossing in the amount of \$8,472.69. *Motion carried.*

Approval of PHASE Agreement for Janitorial Services at the Pine City Public Works and Library - Motion by Ovick, seconded by Sloan, to approve the Phase Janitorial Services agreement for Pine City Public Works and the Library for period 3/1/2019 to 3/1/2020 at a rate of \$13.20/hour for each employee. *Motion carried.*

Approval of Laserfiche agreement and purchase of scanner – Van Steenwyk provided a summary of the two Laserfiche quotes noting their similar quote values. Van Steenwyk noted the subscription service appeared to be the best option for the City. Van Steenwyk noted that he felt that OPG3 would be the recommendation of Staff primarily due to their Minnesota ties and the interactions with employees of the company. A discussion was had on the scanner needs. *Motion by Sloan, seconded by Pederson, to proceed with the OPG3 Laserfiche agreement,*

City of Pine City

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 | Phone: 320.629.2575 | Fax: 320.629.6081
E-mail: cvogel@pinecitygov.com | Website: pinecity.govoffice.com

This institution is an equal opportunity provider and employer

with a 20 hour Concierge Care Package, (\$6,415 + \$3,300) and to purchase two Canon DR-M260 scanners (\$895.00 each). Motion carried.

Discussion and Approval of Scanning Quote – Van Steenwyk provided a summary of the quotes received. Need to figure the property records. Item tabled for further information.

Discussion and approval of LMC annual conference participation – A discussion was had on who would be attending the 2019 LMC Conference. Request to get notes of interest to Van Steenwyk by Friday.

Direction to check into viability of a shared SQL software license between Laserfiche and the new POS. Pending that determination, motion by Scholin, seconded by Pettie to approve the purchase of the SQL software for the POS. Motion carried.

Discussion and Approval of a Parks Plan Consulting Firm – Van Steenwyk provided a summary of the quotes received. A discussion was had on the plans submitted by SEH and MSA. Staff recommendation to proceed with MSA. Motion by Pederson, seconded by Ovick, to proceed with the Park Plan presented by MSA. Motion carried.

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

Possible purchase approval of new SCBA Packs - quote for Mine Safety Appliances (MSA) through Emergency Response Solutions (30 air-packs, 30 face pieces, and 60 cylinders) - \$267,319.15 – Miller noted a \$200,000 grant from FEMA with a 5% match requirement. Motion to approved joining the HGAC group and to approve the purchase of the new SCBA packs by Pederson, seconded by Scholin. Motion carried.

Possible purchase approval of 2008 Chevrolet 3500 4x4 truck from MN DNR for \$12,800.00 – Miller noted that the funds from the old ladder truck and the sale of the 1982 Ford F-250 would be used to fund the purchase as well as funds from general budget 100-42200-540. Motion by Ovick, seconded by Pettie to approve the purchase of the 2008 Chevrolet 3500 4x4 truck from the MN DNR in the amount of \$12,800.00. Motion carried.

Mayor Pederson adjourned the meeting at approximately 9:35 pm.

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

City of Pine City

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 | Phone: 320.629.2575 | Fax: 320.629.6081
E-mail: cvogel@pinecitygov.com | Website: pinecity.govoffice.com

This institution is an equal opportunity provider and employer