



Minutes
Regular City Council Meeting
April 1, 2020 - 6:30 p.m.
Via Zoom Teleconference

Remote Meeting Information

Join Zoom Meeting

<https://zoom.us/j/239470782?pwd=NGxiUHNqYS9NbGh6OXZueDMzTVlWZz09>

Meeting ID: 239 470 782

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

Absent: None.

Staff in attendance: City Administrator Matthew Van Steenwyk, Community Development Director Lezlie Sauter, Public Works Supervisor Maury Montbriand, Treasurer Maggie Olson, Liquor Store Manager Lara Smetana, and City Engineer (SEH) Greg Anderson.

Others in attendance: EDA President Kevin Anderson

Mayor Pederson called the meeting to order at approximately 6:32 p.m. and made direction to forgo the Pledge of Allegiance due to the remote meeting.

Additions and/or Deletions to the Agenda – A request was made to add approval to advertise for seasonal beach employees. A second request was made for the discussion on the COVID-19 Emergency Relief Fund. *Motion by Sloan, seconded by Scholin, to approve the agenda with the noted additions. On a rollcall vote, Scholin, Sloan, Pederson, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Consent Items - The consent items include the approval of the minutes for the February 24th, 2020 and March 4th, 2020 Regular Council meetings, approval of the March 20th, 2020 Emergency Council meeting, approval of the March 2020 expenditures, and the approval of the February Pine County Fines report. Comment was provided on typos in the February 24th, 2020 meeting minutes and March 4th, 2020 meeting minutes. Concern was noted on a \$500 bill to the Minnesota Chamber of Commerce (MNCOC). It was indicated that such a payment for membership in a chamber of commerce is illegal under state statute. Van Steenwyk will get back

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: info@pinecitygov.com Web site: pinecity.gov/office.com

Pine City is an equal opportunity employer

to the Council with research on City funds for Chamber memberships and will hold the check if possible or seek refund from the MNCoC if the payment has been distributed. *Ovick made a motion, seconded by Sloan, to approve the consent items with the noted changes to the minutes and additional note of concern and action required on the \$500 payment to the MNCoC. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Open Forum – No public comment was made or offered.

Sheriff's Report – Deputy Waddle was present via video. He explained what has been happening in the area. Walmart has been a large incident area for the police, but otherwise the City has been fairly quiet overall. After hour business checks have increased. The City had a couple burglaries in the area, one at Chubby's and a second at a building in the industrial park. They are working on figuring out who was responsible. They are doing as much as they can over the phone to remain safe. They are still out and about, driving around, and available to the community.

An inquiry was made about requiring Walmart to provide their own security to free up the officer's time. Deputy Waddle explained Walmart has a loss prevention person who watches for theft, but he does not actively approach suspects. Instead he waits until they leave the store and calls Pine County Sheriff's Department to report the illegal activity. An inquiry was made if police are stopping groups of people to explain social distancing measures. Deputy Waddle says they do approach groups to educate them on the current situation.

Discussion and possible approval of COVID-19 Emergency Relief Fund – K. Anderson and Sauter provided a background on the COVID-19 Emergency Relief Fund discussions that took place at the EDA meeting that occurred earlier in the day. Sauter indicated that the intent of the loan program is to aid in filling funding gaps for small businesses in our rural community. A note was made that the EDA held a special meeting on 04/01/2020 to discuss the loan terms for businesses and how they would qualify for approval through the EDA. The loan program specifics were detailed to allow for a small business to apply for a loan, max of \$5,000, interest free for 30 months, with the first 6 months of payments deferred. The maximum loan amount to various businesses would be capped at \$50,000. Council requested the City Attorney weigh in on the laws regarding this type of program. It was noted that this program needs to begin as soon as practical and by end of the week if possible. An inquiry was made on the approval process. K. Anderson explained that the three member RLF committee of the EDA would review the applications, make recommendations, and the final approval would be conducted by the EDA as a whole. There was a note about concerns regarding defaulted loans and an inquiry if the EDA would be financially sound if the money was not fully repaid from businesses who may go bankrupt. K. Anderson said they capped the total loan amount at \$50,000 to be comfortable with the program and in conjuncture with the current EDA plans. Sauter mentioned the City loan money may help businesses in need get through the weeks it takes to be approved for an SBA loan. *Ovick made a motion, seconded by Pettie, to approve the COVID-19 Emergency Relief Fund loan program upon verification of legality by the City Attorney. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Approval of Resolution #20-25, Naming the City Ballfields "LeRoy Samuelson Memorial Park" – The City expressed regret in not being able to host a ceremony at this time. Van Steenwyk commented a rewrite of the legal description is in the works. *Scholin made a motion, seconded by Sloan, to adopt resolution 20-25, Naming*

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: info@pinecitygov.com Web site: pinecity.gov/office.com

Pine City is an equal opportunity employer

the City Ballfields “LeRoy Samuelson Memorial Park” with the notation that the legal description be included with the resolution. On a rollcall vote, the motion passed 5-0, with Pederson, Scholin, Ovick, Pettie, and Sloan voting in favor, and none voting against.

Approval of Resolution #20-30, Providing City Support of the Lions Park (Woodpecker Ridge Park) Improvements – *Sloan made a motion, seconded by Scholin, to adopt resolution 20-30, Affirming Support of and Partnership with the Pine City Lions to Improve Woodpecker Ridge Park. On a rollcall vote, the motion passed 5-0, with Pederson, Scholin, Ovick, Pettie, and Sloan voting in favor, and none voting against.*

Approval to Hire Seasonal Employees for the Public Beach – *Motion by Pettie, seconded by Pederson, to approve proceeding with the recruitment of the Public Beach seasonal staff. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Monthly Liquor Report – Smetana provided an overview of the March activity noting the increase in sales related to COVID-19. Smetana let the Council know they are closing at 9pm now and power cleaning during the last hour. They are also opening late on Tuesdays to accommodate her sales calls, since the companies prohibit salespeople in the store during open business hours. Smetana noted that staff have also started curbside pickup on Wednesdays, paired with Senior day, and had about a dozen customers utilize the service on the first day. Smetana noted she is working with Daily Data to get a handheld to swipe cards to avoid requiring payment over the phone. The Mayor thanked Smetana and her staff for her good work and a note of thanks was provided to Smetana for providing email updates to the Council as well.

The Mayor expressed thanks to the Public Works crews for being on the frontlines during the pandemic and doing great work despite the circumstances.

2020 Streets Project - Recommendation of Award from SEH – Anderson stated that six bids were received for the 2020 Streets project. Anderson noted that the project requirements would make sure the road was back together by July 1st. Anderson provided an overview of the proposed project costs and the deviation from the engineer’s estimate. A discussion was had on the proposed sidewalk on the north side of 6th ave. Concerns related to the sidewalk and impact on driveways were noted. Direction from Council to proceed with the project as presented, which include additional sidewalk connections on 7th Street. A conversation was had on the clearing of the snow from the sidewalk adjacent to the school. Van Steenwyk noted that the school would likely not be able to assist in snow removal on the sidewalk which is not on school property. *Motion by Sloan, seconded by Scholin, to approve the bid to the lowest bidder, A1 Excavating, for the work to be done this summer. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Approval to lease a lawn mower from Stan’s Equipment in the amount of \$1,899.00 for mowing city property and Approval to purchase a lawn mower from Stan’s Equipment in the amount of \$1,899.00 for the cemeteries – Montbriand provided a summary of the mower requests noting the cemetery mower, that was purchased a few years ago, is ineffective. Montbriand noted that this is a routine lease that is done each year. It was noted that Stan’s provides a flat rate fee over some companies that go by hour. A note that the rates seemed reasonable as presented. *Motion by Scholin, seconded by Pederson, to approve proceeding with the low-cost lease and purchase at Stans Equipment. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

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: info@pinecitygov.com Web site: pinecity.gov/office.com

Pine City is an equal opportunity employer

Representation of the Alternative Work Arrangement Policy – No action needed or taken.

Approval of Donation of Surplus Equipment to a Nonprofit Organization or Governmental Body Policy including determination of valuation – Van Steenwyk asked if there is a value amount the Council is okay with donating, Council indicated support of \$1,000 would be a good measure. A discussion was had on what is covered under the definition in the policy. Van Steenwyk will edit the document following comments from the Council and bring it to the next scheduled Council meeting for consideration.

Park and Recreation Committee Appointments (Rydberg and Roubinek) – Motion by Pettie, seconded by Sloan to approve Rydberg and Roubinek to be appointed to the Park & Recreation committee. *On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Mayor Pederson made comments on his appreciation to City staff and City operations as we function under less than desirable circumstances. He also thanked the other Councilors.

Mayor Pederson adjourned the meeting at approximately 7:57pm.

Minutes take by:

Maggie Olson

Treasurer

&

Matthew Van Steenwyk

City Administrator