



Regular City Council Meeting Minutes
April 25, 2019 - 8am
Council Chambers
315 Main Street South

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

Absent: None.

Staff in attendance: City Administrator Matthew Van Steenwyk, Safety Inspector Andy Luedtke, Public Works Supervisor Maury Montbriand, and Community Development Director Lezlie Sauter.

The Mayor Pederson called the meeting to order at approximately 8:00 a.m. and led the Council in the Pledge of Allegiance.

Additions and/or Deletions to the Agenda – *No additions or deletions were offered.*

Open Forum – Terry Neitzel 545 4th Street – Mr. Neitzel presented complaints on his apartment. Luedtke provided an update on the status of Mr. Neitzel’s apartment and complaints. Luedtke to follow up with Neitzel.

Discussion on EDA Autonomy and approval process - Van Steenwyk provided a summary of the inquiry. A discussion was had on the level of oversight the Council should have over the EDA. A past discussion was relayed related to two alternatives: 1. all the members be Pine City Residence – would have a level of authority outside of the Council. 2. If not all residence, then the EDA would be advisory to the Council. The determination is that the EDA is advisory to the Council with a caveat that general operating expense, which were included in the budget, may be entered into without direct Council approval.

Approval of EDA Incidental Wetland Report contract with WSP – Sauter provided a summary of the Incidental Wetland Review agreement. *Motion by Sloan, seconded by Pederson, to approve proceeding with the contract with WSP (estimated \$3,000) to proceed with the Incidental Wetland Report. Motion carried.*

Approval of EDA Commercial Rehabilitation Loan Program policy – Sauter provided a summary of the Commercial Rehabilitation Loan program. A discussion was had on the proposed program. *Motion by Scholin, seconded by Pettie, to approve proceeding with implementing the Commercial Rehabilitation Loan program. Motion carried.*

Approval to begin the hiring process for Finance/HR position – Van Steenwyk provided a summary of the request and structure of the proposed position. *Motion by Ovick, seconded by Sloan, to proceed with the hiring process for the Finance & HR Officer position. Motion carried.*

Approval of hiring Administrative Assistant Position – Motion by Ovick, seconded by Sloan, to proceed with offering the Administrative Assistant position to Carole Lahti at the pay reflected in the AFSCME contract. Motion carried.

Laserfiche Scanning Quotes – Van Steenwyk provided an overview of the quotes received. Van Steenwyk noted the staff recommendation of Kvien. Motion by Scholin, seconded by Pettie, to proceed with engaging Kvien Document Imaging Inc. for scanning services. Motion carried.

Park & Rec recommendation to Approve purchase tax forfeited property PID 42-0191-000 for conservation – Van Steenwyk provided a summary of the recommendation made by the Parks & Recreation Committee. Motion by Pederson, seconded by Scholin, to proceed with acquiring PID 42-0191-000 to be held as conservation land. Motion carried.

Approval of quote for dock & installation at the end of 5th St SE – Motion by Sloan, seconded by Pettie, to proceed with the best value quote provided by Stans Stan's Equipment Center in the amount of \$9,400 which includes delivery and installation. Motion carried.

Discussion on Hilltop Park with Pine City Youth Hockey & Possible Approval of Resolution #19-29, Approval of Fiscal Agent - Pine City Youth Hockey – Representatives from the Pine City Youth Hockey relayed the need for a fiscal agent in acquiring a grant through the GPAE. A discussion was had on the proposed uses of the grant. Motion by Pederson, seconded by Pettie, to approve Resolution #19-29 to approve proceeding as a fiscal agent for the Pine City Youth Hockey. On a rollcall vote, the resolution passed unanimously.

Approval of seasonal General Maintenance Workers, Cemetery Worker and Gardener hires for 2019 season – Motion by Sloan, seconded by Ovick to approve hiring seasonal workers Kate Lombard, Addison Jost at \$12.50/hour and Calvin Stenlund, Jon Slama, and Lucas Raudabuagh at \$12.25 per hour. Motion carried.

Discussion on pre-development costs – Sauter provided a summary of the pre-development cost discussion. A discussion was had on the benefit of the City paying for the drafting of agreements and documents by the City's legal counsel. Motion by Pettie, seconded by Sloan, to proceed with developing a policy to identify when the City will cover the cost of development of agreements and contracts as it relates to development. Motion carried.

Approval of Res #19-30, Authorizing the call of the outstanding 2017 Freightliner 108SD Dump Truck Bond - Motion by Scholin, seconded by Pettie, to approve Resolution #19-30 to authorize the call of the outstanding 2017 Freightliner 108SD Dump Truck Bonds (approximately \$90,000). On a rollcall vote, the resolution passed unanimously.

Approval of Res #19-32, providing for the issuance and sale of a \$204,000 General Obligation Equipment Certificate Series 2019A - Motion by Scholin, seconded by Pettie, to approve Resolution #19-32 providing for the issuance and sale of \$204,000 General Obligation Equipment Certificate Series 2019A. On a rollcall vote, the resolution passed unanimously.

Discussion on Community Room Rentals at the Pine City Public Library –A discussion was had on removing the community room for use for birthday parties. A note was made that it was the hope that the new language in the rental agreement will help with the cleaning issues. Motion by Scholin, seconded by Pettie, to approved the revised Community Room Rental Agreement. Motion carried.

Fire Committee - Scheduling meeting for May.

City of Pine City

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Pine City Civic Center – Pettie provided a summary of the Pine City Civic Center lease discussions. Discussion on inclusion of an opt-out clause and the length of the lease and potential tax implications. Montbriand inquired on the City's responsibility for maintenance.

Planning Commission – A discussion was had on the Elan Shores Senior Housing development.

Public Works – A discussion was had on the City' Banners and their installation.

EDA – An update was provided about the Hotel Development with note of the impending deadlines.

Ordinance Review – A note was made about the discussion on Mayor & Council pay.

Mill Site Redevelopment – Meeting at 2:00pm today.

City Hall Project – Luedtke provided an update. Direction to schedule one-on-one meetings with each of the Council members to get their feedback.

Library Board – A discussion was had on a proposed budget item related to funding staff development. To be address during the 2020 budget formation.

Rush City Regional Airport – Meeting scheduled for May 9th.

Cable Commission – Annual meeting in the coming week.

Farmers Market – A discussion was had on removing the City from the Farmers Market board and to eliminate City involvement.

2020 Complete Count Census – A summary of the recent meeting (April 22) was provided.

Conservation Officer Eugene Wynn – Staff was directed to draft a Mayoral Proclamation Designating Friday 4/26/2019 as "Conservation Officer Eugene Wynn Memorial Day".

ULI - Motion by Sloan, seconded by Scholin, to direct Sauter to start dialog with the Urban Land Institute to seek technical assistance on the completion of the Fawn meadows development. Motion carried.

Motion to adjourn the meeting at approximately 9:56 am.

Matt Van Steenwyk
City Administrator