



**Regular City Council Meeting Minutes**  
**April 3, 2019 – 6:30pm**  
**Council Chambers**  
315 Main Street South

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

**Absent:** Mayor Carl Pederson

**Staff in attendance:** Interim City Administrator/Treasurer Matthew Van Steenwyk, Public Works Supervisor Maury Montbriand, Liquor Store Manager Lara Smetana, Community Development Director Lezlie Sauter, and City Engineer 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 remove from the Agenda items 7E3 & 7E4, the request for approval to attend the MMBA conference and a request to make two season Liquor store employees regular part time positions to add discuss of the City Administrator contract, add a discussion on the PW Truck Loan, and to move (7D3) the 5<sup>th</sup> Street docks up on the agenda to accommodate Mr. Strachota’s participation in the discussion. *Motion by Sloan, seconded by Pettie. Motion carried.*

**Consent Items:** The consent items include the approval of the approval of March 6, 2019 Regular Meeting Minutes, the approval of March 2019 Bills, approval of the Pine County Fines Reports for February 2019, approval of a Temp Liquor Licenses for Pine Center for the Arts on April 12, 2019 and May 10, 2019 at 265 5th St SE, and approval of the Village Bar and Grill Street Dance/Street Closure on June 15, 2019 at 245 3rd Ave SE. *Ovick made a motion, seconded by Sloan, to approve the consent items. 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.

**5<sup>th</sup> St Docks** – Van Steenwyk provided a summary of the dock’s discussion. Strachota noted his belief that he has some level of right to having docks at the end of 5<sup>th</sup> street. Staff made note of there being no noted recorded document conferring right or ownership to the City’s ROW. It was noted that the most current site plan dated 5/7/2003 indicated that the docks did not project into the City’s ROW. It was also noted the Public hearing noted a 13 dock quote. Council asked what costs would be incurred for changing the condo documents to address the change from 16 to 14 docks. Mr. Strachota noted a cost of at least \$5,000 for updating the docks. Van Steenwyk inquired on who owns the two docks in question. Mr. Strachota noted that he owned the two docks in question. Mr. Strachota noted that he will be directing Stans to place the 16 docks as they were originally placed. A discussion was had on issuing a stop work order should Mr. Strachota being installation of the docks within the City

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**City of Pine City**

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ROW. *Motion by Scholin, seconded by Pettie directing staff to prevent the taking of our right-of-way and to issue a stop work order if needed. Motion carried.*

**Approve Hilltop Cottages Development Site Plan, Resolution #19-25** – Sauter provided an overview of the proposed site plan. *Sloan made a motion, seconded by Ovick, to adopt Resolution 19-25, approving the Hilltop Cottages Development Site Plan. On a rollcall vote, the motion passed 4-0, with Scholin, Ovick, Pettie, and Sloan voting in favor, and Pederson absent, and none voting against.*

**JCF Builders Revised Site Plan Resolution #19-26** – Sauter provided a summary of the revised site plan and drainage mitigation plan. *Ovick made a motion, seconded by Sloan, to adopt Resolution 19-26, adopting the revised Site Plan for JCF Builders. On a rollcall vote, the motion passed 4-0, with Scholin, Ovick, Pettie, and Sloan voting in favor, and Pederson absent, and none voting against.*

**Acceptance and Approval of 2019 Mill & Overlay Bids for NW region around the Pine County Fairgrounds (re-bid)** – Anderson provide an overview of the proposed project and alternates. Montbriand requested if a portion of the alternate 2 could be done instead of alternate 1. Van Steenwyk relayed an email from Mayor Pederson related to the project and his recommendation. *Motion by Sloan, seconded by Pettie, to proceed with the low-cost bid from Hardrives, Inc. Base and a modified alternate 1 & 2 to include 1<sup>st</sup> Ave NW from Main St. N to 10<sup>th</sup> St NW, 10<sup>th</sup> St NW from 1<sup>st</sup> Ave NW to 5<sup>th</sup> Ave NW, 5<sup>th</sup> Ave NW from 10<sup>th</sup> St NW to Main St N, and 3<sup>rd</sup> Ave NW from 10<sup>th</sup> St NW to its terminus (excluding the proposed segment of 1<sup>st</sup> Ave NW that extends beyond 10<sup>th</sup> St NW) with further motion that the amount in excess of current budget to be funded out of the capital budget with an offset in the 2020 budget to cover that fund draw. Motion carried.*

**Authorization to advertise for 2019 Street Reconstruct – SEH – Resolution 19-27** – Anderson provided a summary of the project base and sidewalk alternate. Discussion on a special meeting for a neighborhood sidewalk discussion. *Motion by Ovick, seconded by Pettie to approved Resolution 19-27 approving the plans and specifications and ordering advertisement for bids for the 2019 Streets Improvements. On a rollcall vote, the motion passed 4-0, with Scholin, Ovick, Pettie, and Sloan voting in favor, and Pederson absent, and none voting against.*

**Approval of equipment rental abstract** – Montbriand provided an overview of the equipment rental bids and the process. Discussion on potentially moving back to a one-year agreement. Direction to reach out and initiate a second bid request process with notation of keeping at a two year term. *Motion by Scholin, seconded by Ovick, to delay acceptance the received bids and to seek additional quotes. Motion carried.*

**Approval to sell surplus property (03 Chevy & 4 used loader tires)** – *Motion by Ovick, seconded by Pettie, to authorize the sale of the 2003 Chevy and the 4 used loader tires. Motion carried.*

**Discussion and possible approval of Rum River Construction Consultants agreement for Subsurface Sewage Treatment Systems (SSTS) plan Review and Inspections** – *Motion by Ovick, seconded by Sloan, to proceed with entering an agreement with Rum River Consulting for SSTS and to terminate the agreement with AT Septic Inspections & Design. Motion Carried.*

**Continuation of the review of scanning quotes Indigital Inc. & Kvien Document Imaging Inc.** – Van Steenwyk provided an overview of the quotes. He noted that he has once again reached out to Indigital to get a total cost estimate for comparison. Van Steenwyk noted that, as we are not yet ready to proceed with scanning, tabling this discussion to a later meeting would not cause any problems with the implementation timeline. *Motion by Pettie, seconded by Ovick, to table the item until a like to like quote can be obtained. Motion carried.*

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**Approval of ECMECC Service Level Agreement for a SQL server** –Scholin made a motion, seconded by Sloan, to approve proceeding with the SQL agreement as written (\$2,500 per year commencing May 1, 2019). Motion carried.

**Approval of SEH invoice for General Engineering - \$6,711.00** - Motion by Sloan, seconded by Ovick, to approve payment to SEH for General Engineering in the amount of \$6,711. Motion carried.

**Discussion on possible land purchase - Pine County Tax-Forfeited Land Sale** – Van Steenwyk provided an overview of the proposed parcels up for tax forfeit. Motion by Pettie, seconded by Ovick to direct staff to proceed with requesting the purchase 42.0191.000 as conservation land, with asking for a hold on the sale of 42.0242.000 so the Parks and Recreation Committee can discuss at the meeting in May, and to decline 42.0140.000. Motion carried.

**Truck Loan discussion** – Van Steenwyk provided an overview of the payoff options: roll into the sweeper financing or pay off with cash reserves. Pettie made a motion, seconded by Ovick to proceed with cash payoff of the Northwoods Bank Loan balance out of the capital funds and to proceed as planned with Sweeper. Motion carried.

**Approval to advertise and interview for lifeguards and Water Safety Instructors (WSI) employees** – Motion by Sloan, seconded by Pettie, to approve the advertisement and interviewing of the lifeguards and water safety instructor positions. Motion carried.

**Discussion and approval of Beach Docks plan and costs** – Motion by Pettie, seconded by Ovick, to proceed with the low-cost quote for beach docks from Stan’s Equipment Center in the amount of \$18,500. Motion carried.

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

**Approval to advertise and interview for Seasonal Cashiers** – Motion by Ovick, seconded by Scholin, to approve proceeding with the advertisement and interviews for the Seasonal Cashier positions.

**Fire Department: Approval to sell surplus property: 1982 F250 Unit # 21** – Miller provided an overview of the proposed truck for sale. Motion by Ovick, seconded by Sloan, to proceed with the sale of the surplus 1982 F250 Unit #21. Motion carried.

**City Administrator Contract** – The Executive Committee provided an Executive Committee Summary for the City Administrator position. A discussion was had on the proposed employment agreement and established goals list. Motion to hire Matthew Van Steenwyk to be the City Administrator by Sloan, seconded by Ovick. Motion carried.

*Councilor Scholin adjourned the meeting at approximately 8:35 pm.*

Matt Van Steenwyk  
City Administrator

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