



**Regular City Council Meeting Minutes**  
**April 30, 2020 -10:00 am**  
**[Remote Meeting](#)**

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

**Absent:** None.

**Staff in attendance:** City Administrator Matthew Van Steenwyk, Liquor Store Manager Lara Smetana, Public Works Supervisor Maury Montbriand, Community Development Director Lezlie Sauter, Administrative Assistant Lisa Dunbar, Administrative Assistant Carissa Kranz, Safety Inspector Andy Luedtke, Treasurer Maggie Olson, Parks & Recreation Director Stacy O’rourke, and City Engineer Greg Anderson.

Mayor Pederson called the meeting to order at approximately 10:00 a.m. and led the Council in the Pledge of Allegiance.

**Additions and/or Deletions to the Agenda** – A request was made to add Resolution 20-33, elimination of non-union longevity and a discussion on Lara Smetana and her salary as it relates to the cessation of her Park and Recreation duties. *Motion by Sloan, seconded by Pettie, to approve the agenda as amended. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

**Open Forum** – no comments were made or offered audibly or via Zoom chat.

**A moment of silence was had in recognition of the passing of former Mayor Paul Janssen.**

**Presentation of the Mill Site Housing Demand Study - Maxfield** – Sauter provided a project update and related history. Matt Mullins, from Maxfield, provided a summary power point of the Mill Site Housing Demand Study. Mullins, provided some regional statistics related to housing and our market. Mullins made note of the large number of people

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City of Pine City

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who commute to Pine City for work. Members of the HRA were asked for their input on the study and its findings. A representative from A Place for You noted that they were okay with remaining in their current location. Council and related individuals discussed future HRA plans for down payment assistance and other housing initiatives. No action was taken on this item.

**Stearns Bank - Insured Cash Sweep Agreements** – Van Steenwyk provided a summary of the Insured Cash Sweep program and how it is administered. *Motion by Pederson, seconded by Scholin, to proceed with the program with note that the list of banks needs to be brought back to the Council for approval. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

**AFSCME Grievance - Life Insurance Contract Language** – Van Steenwyk provided an overview of the Grievance and the process history to date. Shelia Pokorny, AFSCME Staff Representative, provided her rebuttal to the City's declining of the grievance. Staff were directed to include a closed session at the next regular meeting to discuss in further detail. It was noted that the City has 10 days from this meeting to formally respond. No additional action was taken on this item.

**Discussion on Grow MN Payment and participation in the Grow Minnesota Partnership** – Van Steenwyk provided a summary of the discussion to date. Van Steenwyk noted that a refund conversation is ongoing with the MNCoC related to this payment. Van Steenwyk noted that the payment was not for a membership in the MNCoC providing the support he pulled together on the matter. The matter was tabled to the next meeting for staff to provide additional data on the matter.

**Discussion of Summer Dock installation and public access** – Van Steenwyk inquired if Council had any concerns with opening of the public docks in Pine City. Council indicated support for proceeding with dock installation as per normal processes. Staff were directed to provide signs related to social distancing.

**Resolution #20-32 Adopting Non-Union Salaries and Wages** – Discussion on this item was tabled to the next meeting. Council requested a closed session to discuss the non-union evaluations prior to proceeding.

**Resolution #20-33 – Ending Longevity for non-union employees** – Van Steenwyk provided a summary of the longevity process. An inquiry was made on why longevity is not presented to Council at the time of pay increases. Van Steenwyk noted that past practices did not indicate that was normal practice. Discussion on this item was tabled to the next meeting.

**School Banner Request - Approval to provide staff time and needed resources for installation** – Van Steenwyk provided a summary of the request made from the PTO for installation of banners on the light poles and across Highway 61. Council indicated support for staff assisting, at no charge, during these times working to assist with the changes in graduation process resulting from COVID-19. A note was made that all direction for placement and lineup would need to come from the PTO organization. *Motion by Scholin, seconded by Ovick, to cooperate on the installation of the banners only. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

**Approval to hire seasonal employees (for General maintenance, Cemetery maintenance, & Gardner positions)** – *Motion by Ovick, seconded by Pettie, to approve hiring Stenlund, Slama, and Raudabaugh at a rate of \$12.50 per hour for the seasonal workers. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

**Approval of Donation of Surplus Equipment to a Nonprofit Organization or Governmental Body Policy** - *Motion by Scholin, seconded by Pettie, to approve the Donation of Surplus Equipment to a nonprofit or governmental body policy. On a roll-call vote, Pederson, Sloan, Pettie, and Scholin voted in favor and none opposed with Ovick not in attendance due to Zoom failure. Motion carried.*

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**Introduction Stacy P&R Director** – Van Steenwyk provided a brief introduction of the new P&R director. O’rourke provided an introduction. Council members indicated welcome, in turn. No action was taken on this item.

**Discussion on waiving park dedication fee for Hilltop Cottages development** – Sauter provided a summary of the waiver discussion noting the development will be providing their own play and general use facilities. A discussion noting the uniqueness of this situation was made so as not to be seen as a general deviation from policy and practices. Council indicated support. Sauter noted that the discussion will be re-presented when the developer agreement is presented. No action was taken on this item.

**Discussion on draft Developer RFP for Mill Site** – Sauter provided an overview of the proposed Mill Site development RFP. *Motion to approved proceeding with the RFP as presented, with not of the subsidized land offering, by Scholin, seconded by Sloan. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

**Mayor –**

**Discussion of Lara Smetana pay structure as it relates to cessation of her Park & Recreation duties-** Item tabled for discussion at the next regular Council meeting.

Discussion on Committee position descriptions tabled due to no action.

*The meeting was adjourned at 12:18 pm.*

**Minutes taken by:  
Matthew Van Steenwyk  
City Administrator**