



**Regular City Council Meeting Agenda**  
**May 28, 2020 -10:00 am**  
**Council Chambers**  
315 Main Street South

**Remote Meeting Info:**

<https://meetings.ringcentral.com/j/1497526085>

Meeting ID: 149 752 6085

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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, 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 10:13 a.m.

**Additions and/or Deletions to the Agenda** – A request was made to add a discussion related to a Parks and Recreation project proposal. *Motion by Pettie, seconded by Ovick, 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 Ringcentral chat.

**Approval of Connection Sidewalks & Design - 2020 Streets Project (East Side of 8th St SW - \$13,500)** – Van Steenwyk provided a brief summary of the inclusion of the item on the agenda. Anderson provided a summary of the proposed sidewalk and related costs. A conversation was had on the placement of the sidewalk along the curb or in-line with the existing sidewalk to the north. *Motion by Scholin, seconded by Ovick, to approved the addition of the sidewalk on the east side of 8<sup>th</sup> St SW northward from 6<sup>th</sup> Ave SW noting the preferred installation in-line with the existing sidewalk. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

**MMCI Training Approval** – Van Steenwyk provided a summary of the request and provided some insight into the three-year training program. Van Steenwyk did note that the training may not occur due to COVID-19 restrictions. *Motion by Pettie, seconded by Scholin, to approved three individuals; Maggie Olson, Carole Lahti, and Matthew Van Steenwyk, to attend the MMCI training. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

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City of Pine City

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**Utility/Fire Billing - Discussion of the resumption normal billing practices** - Van Steenwyk provided inquiry to the Council if they felt that established collection and late fee process should resume. A discussion was had on the current situation as it is related to COVID. A general consensus was had that the situation has not corrected itself yet and that late fees and shut-off notices should not be reasserted at this time. Council requested the discussion to be reassessed at the end of the month meeting in June. Additional detail to be provided to Council at that meeting.

**Approval of additional seasonal liquor employee(s)** – Smetana provided a summary of the request. *Motion by Ovick, seconded by Scholin, to approve the hire of Sondra Steel as a seasonal cashier. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

**Discussion of plan for opening the beach** – Smetana and O'Rourke provided an overview of the propose beach opening design. A discussion was had on the proposed design, how it would work, and concerns with doing concessions. A discussion was had on the impacts of the street project on the opening. Anderson noted that he would have a firmer date in the following week. Smetana will work with Anderson to devise the best date for opening but looking at the end of June. Council indicated direction to proceed with the re-opening plan when possible but without conducting concession sales to increase safety.

**Discussion on Rust Remover - related to Hydrant Flushing** – Van Steenwyk provided a summary of his request noting that some other cities provide free rust remover during hydrant flushing activities. A discussion was had on the current practices of the City with relation to the noticing of the flushing activities and the operational norms of the flushing program. Staff were directed to seek out other process that other Cities may do to aid in mitigation of sediment in the water. Support was indicated for staff to have iron out available for customers when requested.

**Committee Position Descriptions (Public Works, Library and Liquor)** – A brief discussion was had on the proposed position descriptions. A note of needed correction to the PW description was noting changing “Attend bi-monthly meetings” to read “Attend committee meetings approximately every two months” or something similar. *Motion by Pettie, seconded by Ovick, to approve the Public Works, Library, and Liquor committee position descriptions with the noted correction. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

**Interim Ordinance 20-03 - Interim Emergency Ordinance COVID -Expansion of Restaurant seating** – Van Steenwyk provided a summary of the discussions to date and the intended purpose of the proposed interim ordinance. Van Steenwyk provided a request from staff to provide guidance on the boundaries as well as any limitations on boundary structures that are required. A discussion was had on the proposed implementation of the revised Al Fresco process. A concern was noted with using the parking stalls as those are not technically contiguous to the business. Sauter requested clarification from Council on boundaries and structures. Council indicated support of whatever structures were needed keeping in mind safety and visibility. Further discussion on the parking stalls being bisected by the sidewalk was had. Council directed staff to allow al fresco sites to be bisected by the sidewalk when there is no other option is viable. *Motion by Ovick, seconded by Sloan, to approve Interim Ordinance 20-03 – Interim Emergency Ordinance COVID-Expansion of Restaurant seating. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

**Discussion on Liquor Store Manager Pay Structure in relation to the cessation of P&R Duties** – Van Steenwyk provided a summary of the conversation to date. Van Steenwyk following by providing a summary of his memo indicating how the current pay structure was not outside the range indicated for other similar positions. Van Steenwyk noted that there was not strong documentation of the intent when the liquor store manager position took on park and recreation duties. A discussion was had on the reasonableness of the pay structure. Van Steenwyk noted the staff recommendation to keep the pay as it is and to apply the increase as indicated through the evaluation process and designed rubric. *Motion by Pederson, seconded by Ovick, to approve keeping the wage as it currently is and applying the*

pay increase as the rubric dictates. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.

**Discussion on City Hall Opening** – Van Steenwyk provided a summary of the County’s proposed plan to keep the South Pine Government Center closed to foot traffic. Van Steenwyk noted that the Chamber is also impacted by the closure. Van Steenwyk noted that customer interactions are still being had and that City staff are providing good customer service and prompt replies. Council indicated support on keeping closed for now and to regularly reassess for health and safety.

Van Steenwyk provided an overview of the City’s COVID Preparedness Plan.

**Discussion on City Council Meeting time - COVID related** - A discussion was had on the meeting times during the continued COVID restrictions. Council indicated support for the first meeting of the month to be maintained at 6:30pm but the second meeting should be shifted to 10am.

**Park and Recreation Project** - Sloan presented an idea that renovation of the softball fields could be an excellent idea this year as the program is current canceled. A discussion on the potential use of the CARES money for this project was had. Direction from Council for staff to seek out quotes for the softball fields renovations and to keep in mind avenues for other funding that may be available.

#### **Committee Discussions & Updates**

- a. Fire Committee – Pederson noted the meeting is scheduled for June 9<sup>th</sup>. Staff to reaffirm the meeting is to be conducted remotely.
- b. Pine City Civic Center – Scholin provided a project update for Hilltop Park. Scholin noted that the committee meets weekly. Scholin noted the project is proceeding but is seeing funding of the project as an issue. He noted that a DNR grant that is in the works would be beneficial in that regard. Scholin also noted that the construction plans are complete. He also referenced a 3D rendering that was distributed prior to the Council meeting.
- c. Planning Commission – No Planning Commission meetings have taken place for some time. There is a Planning Commission meeting scheduled in the month of June.
- d. Public Works – Pederson and Scholin provided a summary of the recent public works meeting noting the discussions on plowing, hydrant flushing, mill and overlay project, and bucket truck.
- e. Parks & Recs - O’Rourke provided a summary of the current Passport project.
- f. EDA – Ovick provided summary of the recent EDA. Pederson noted that there were potentially funds from ECE that the City could access for loans to local businesses impacted by COVID-19. Sauter and Pederson provided a brief update on the Timber Pines project. It was noted that Don Julio’s and Early Years Academy are both deferring payments on the loans made to them through the EDA RLF. Sauter provide note of the grant from ECE to aid in the park drone video.
- g. HRA – Pederson provided an update on the mill site redevelopment efforts. Sauter noted the RFP is out and closes on July 2<sup>nd</sup>. Sauter provided an update on the Lakes & Pines grant program.
- h. Liquor Committee – No comments provided.
- i. Ordinance Review – No comments provided.
- j. Executive – No comments provided.
- k. City Hall Project – No comments provided.
- l. Library Board – No meeting has taken place for some time. It was noted that the door replacement was forthcoming.
- m. Summer Rec Board – No comments provided.
- n. Welia (FirstLight) Community Advisor – No comments provided.

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- o. Board of Health– No comments provided.
- p. Rush Line Corridor Task Force– No comments provided.
- q. Rush City Regional Airport– No comments provided.
- r. Cable Commission– No comments provided.
- s. Cross Lake Sanitary Sewer District- No comments provided.
- t. Firefighters Relief Association – No comments provided.
- u. Farmers Market – It was noted that the City does not have much interaction with the Farmers market any longer.
- v. 2020 Complete Count – Van Steenwyk noted that Pine City’s response percentage is higher than the state average.

*Motion by Pettie, seconded by Ovick, to adjourn the meeting at 12:33. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

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

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Matthew Van Steenwyk, City Administrator

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Carl Pederson, Mayor