



Regular City Council Meeting Minutes
June 25, 2020 - 10:00 am
Remote Meeting - ID 149 435 2846
315 Main Street South

Meeting ID: 149 435 2846

<https://meetings.ringcentral.com/j/1494352846>

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, Treasurer Maggie Olson, Parks & Recreation Director Stacy O'Rourke, and City Engineer Greg Anderson.

Mayor Pederson called the meeting to order at approximately 10:04 a.m.

Additions and/or Deletions to the Agenda – Requests were made to add a discussion on the potential purchase of the Orvis property PID 420049009 and to discuss the Hilltop Park project being conducted in partnership with the Pine City Youth Hockey. *Motion by Ovick, 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 presented.

Approval of one-day liquor licenses for Pine Center for the Arts (Fridays, July 10 and August 14) - *Motion by Scholin, seconded by Sloan, to approve the one-day liquor license for Pine Center for the Arts for July 10th and July 14th. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

Discussion on Temporary Certificate of Occupancy or Certification of Completion - 2nd and 3rd Apartments

425193000 – Van Steenwyk provided a summary of the conversation to date noting Mr. Haug's desire to secure a certificate of occupancy prior to the well closure as the contractor is unavailable until later in July. A discussion was had on the restrictions placed in Resolution 19-44, Approval of Amendment to Resolution 19-40, Development Site Plan 2nd and 3rd Apartments – Troy Haug & Mark Haug approved on July 10, 2019. A discussion was had on the outstanding items from the developer's agreement including the trash enclosure, side walk, and well closure. Van Steenwyk noted

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that there are funds, approximately \$4,000 currently retained related to the WAC/SAC fee that will be returned to Mr. Haug. A discussion was had on drafting a certificate of completion agreement identifying the outstanding items and securing escrow to cover those items. *Motion by Ovick, seconded by Pederson, to approve the staff to draft and secure a certificate of completion and retain the necessary escrow from Haug Construction and to issue a Certificate of Occupancy upon execution of that agreement. On a roll-call vote, Pederson, Sloan, Pettie, and Ovick, voted in favor and Scholin opposed. Motion carried.*

Hilltop Park Update – Marco Schisano presented the budget and project outline for the new warming house. He is requesting release of the \$30,000 funds budgeted by the City for the project. Schisano noted the impacts of the COVID pandemic on the fundraising efforts. An aerial representation of the proposed project and related stages was present to Council. A discussion was had on reducing or eliminating permit fees as it is the City's property. Agreement was indicated on reducing what we can as it is the City's park. *Motion by Sloan, seconded by Pettie, to approve the issuance of the check in the amount of \$30,000 to the Warming House project. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

Orvis Property PID 420049009 – A discussion was had on the potential purchase of the property termed the Orvis property at PID 420049009 for technology park uses. Van Steenwyk provided a visual of the proposed property for reference. A discussion was had on the potential wetlands, the railroad crossing, and the soil composition. Staff were directed to add a closed session for the discussion of potential purchase of PID 420049009 to the meeting scheduled for 7/1/2020.

2020 Street Project Update – Anderson provided a project update. A discussion was had on the sidewalk near Holiday. Indication was made that Council members thought the sidewalk was to extend along Holiday. Anderson noted that the sidewalk was always discussed to terminate to the south of O'Reilly Auto Parts at 625 13th St SW. A comment was made on a section of existing sidewalk that was in poor shape. Anderson indicated he would look into it. Van Steenwyk presented the concerns indicated from two residents along 8th Street SW for the proposed additional sidewalk connect. Mr. Graff (560 8th St SW) noted his dissatisfaction with the placement of the sidewalk to include a boulevard. He indicated his concerns for safety, use during high parking times, and he noted the desire for it to be along the curb. Van Steenwyk noted that the residents had no concerns with the removal of trees in the sidewalk project area. Council indicated support of proceeding with the sidewalk placement along the curb-line. A discussion was had on the transition from the curbside sidewalk to the existing sidewalk. Anderson to reach out to the property owner at 540 8th St SW to determine the best transition point from curbside to boulevard style sidewalk. Anderson to present a design to Scholin to ensure it is acceptable.

AFSCME Grievance Memorandum of Understanding – Scholin provided an overview of the mediation related to the grievance process. Van Steenwyk noted that the supplemental policy is approximately \$1,300 a year. A discussion was had on the options of self-insuring the \$25,000 coverage or securing a separate policy. *Motion by Sloan, seconded by Pederson, to approve securing a supplemental insurance policy to cover the \$25,000 gap. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

Personnel Manual – Van Steenwyk provided a summary of the changes made since the last presentation of the draft personnel manual. Van Steenwyk noted a need to make certain subsections involving leave bank have a later start date so as to not conflict with established processes underway in 2020. A discussion was had on the "payment in lieu of" language. Van Steenwyk inquired if Council was support of removal of that benefit. Support from Council was noted. Van Steenwyk noted past discussions on increasing the HSA benefit amount as it serves to incentivize participation at the lower cost level of insurance. No support for change was indicated. Review of the draft document was completed. Staff to make the changes as recommended and represent the draft for final review and approval at a later meeting date.

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Expansion of Target Area for Housing Rehabilitation - Small Cities Development Program – Van Steenwyk provided a brief presentation on the proposed coverage area. *Motion by Scholin, seconded by Sloan, to approve the expansion of the target area under the Small Cities Development Program. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

County Project 058-661-028 – Resolution 20-26 Approving the plans for County Project 058-661-028 – Highway 61 – Anderson noted that he had reviewed the project. Anderson provided a brief summary of the County's Mill and Overlay project. *Motion by Scholin, seconded by Ovick, to approve Resolution 20-26 approved the plans for County Project 058-661-028 – Highway 61 mill and overlay. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*

Fire Committee

- General Update – Ovick and Pederson provided a general update of the recent Fire Committee Meeting. A request was made for the draft minutes from that meeting to be distributed to the Council.
- Approval to proceed with recruitment of 15 with planned hire to reach authorized full-strength – Miller provided a summary of the request to proceed with recruitment of firefighter positions. *Motion by Pederson, seconded by Ovick, to approve proceeding with the recruitment efforts. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*
- Acceptance of Spire Donation – Miller gave a brief summary of a donation received from Spire to purchase a new gas monitor. *Motion by Ovick, seconded by Sloan, to approve acceptance of the \$750 donation and to execute a budget amendment to reflect the donation. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*
- Update on the Generator process- Pederson noted that the generator project has already been billed to the contracted City's and townships. Miller provided a summary of the process to date. Miller noted that he is securing quotes for both the replacement option and the use of the existing generator. Additional information to be provided at a future meeting.

Public Works -

- Mill and Overlay Update – Anderson provided a summary of the proposed project (\$157,000) and alternate option (\$32,000). A discussion was had on the funding needed to pay for the project. A comment was provided that there were sidewalk funds in the capital budget that are not currently slated to be used and they could be used to complete this project. Van Steenwyk noted that the project does not have any special assessments tied to it as it is an operating project and not capital. A discussion was had on the proposed changes to the new sidewalk, replacement sidewalk, and safe routes to school projects to accommodate the \$74,000 funding gap. A discussion was had on parts of the 2020 mill and overlay project potentially being rolled into the future work planned related to 8th street and the Hilltop Cottages development. A Council member made note that the funding for the mill and overlay project could be used at the Softball fields instead. *Motion by Ovick, seconded by Pettie, to approve the 2020 Mill and overlay project with alternate for an estimated cost of \$189,000 to include Spruce Circle, 9th, and Clark from 8th to 9th and Johnson from 7th to 9th. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.*
- Utility Billing Update – Van Steenwyk provided a summary of the currently outstanding billings. Van Steenwyk noted the intent to begin engaging the past due accounts to begin the process for creating payment arrangements. Van Steenwyk noted that no shut-offs or late fees are currently being executed.

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Parks & Recs – O’Rourke provided an update on survey estimates for the Ballfields. O’Rourke noted that topography survey was estimated at \$5,000. A direction to see what the cost would be from Carlson McCain was made. O’Rourke noted that she is seeking input on what is needed at the park from specific users. Sloan to seek feedback as well and relay to O’Rourke.

Liquor Committee TV Advertising – Scholin noted the discussions and presentation of the proposed TV advertising. It was noted that we could accommodate such technology ourselves without a contract. The City could then secure advertising for free from local vendors. Staff were directed to see what is feasible.

City Hall Project - Tabled to the July 1st meeting

Motion by Pettie, seconded by Ovick, to enter into a closed session pursuant to Minn. Statute 13D.05 to discuss the evaluation of the City Administrator. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.

Closed Session

Re-entered into open session

Motion by Pettie, seconded by Sloan, to approve an increase in pay for the City Administrator, Matthew Van Steenwyk at a rate of 2.35% retroactive back to 5/1/2020 through 12/31/2020. On a roll-call vote, Pederson, Sloan, Pettie, Ovick, and Scholin voted in favor and none opposed. Motion carried.

Meeting adjourned at 1:43pm.

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

Matthew Van Steenwyk, City Administrator

Carl Pederson, Mayor

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