



Minutes
Regular City Council Meeting
July 30, 2020 – 10:00 a.m.
Remotely via RingCentral Meeting 149 909 9597

<https://meetings.ringcentral.com/j/1499099597>

Meeting ID: 149 909 9597

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

Absent – None.

Staff in attendance – City Administrator Matthew Van Steenwyk, Community Development Director Lezlie Sauter, Public Works Supervisor Maury Montbriand, Deputy Clerk/Treasurer Maggie Olson, Liquor Store Manager Lara Smetana, Park and Recreation Director Stacy O'Rourke, Utility Billing Clerk Lisa Dunbar, and City Engineer (SEH) Greg Anderson.

1. **Call to Order** – Mayor Pederson called the meeting to order at approximately 10:00 a.m.
2. **The Pledge of Allegiance** was respectfully forgone due to remote meeting limitations.
3. **Additions and/or Deletions to the Agenda** – Van Steenwyk provided one addition to the agenda. It is a request to hire additional seasonal liquor store employees at the Municipal liquor store. It is item 7.1 on the revised agenda.

Mayor Pederson requested we discuss the CARES Act Funding alongside the COVID-19 Preparedness Plan in section 8.1.

4. **Open Forum** – No public comments were made or offered.
5. **Request to extend the probationary period for Public Works employee Robert (Bob) Joyce** – Van Steenwyk reiterated previous personnel related matters without diving into details in the public meeting.

Ovick made a motion to approve the extended probation, but a second was not received. This item was tabled until the August 5th, 2020 meeting for a Closed Session discussion of the matter.

6. **Approval of one-day liquor license for Pine City Lions for No Fair Fair event.**

City of Pine City

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Council made comments on whether or not the No Fair Fair event could follow COVID-19 regulations. Council does not feel they have enough information to approve the one-day liquor license. Council would like to review a complete plan for the beer sales and COVID preparedness for the event prior to approval.

This item was tabled until the August 5th, 2020, Council meeting.

- 7. Approval of Election Judges** – Van Steenwyk noted that he believes all election judges have taken the required trainings or will be taking the required trainings in the near future. *Motion by Sloan, seconded by Scholin, to approve the hiring of presented election judges. On a rollcall vote, Scholin, Sloan, Pederson, Pettie, and Pederson all voted in favor and none against. Motion carried.*

- 7.1 Request to advertise for additional seasonal employees** – Smetana stated some of her employees are set to return to college. Sales have not reduced at the Municipal. She would like to advertise for additional seasonal employees to prepare for when she loses some. *Motion by Pettie to advertise for seasonal liquor store employees, seconded by Sloan. On a rollcall vote, Scholin, Sloan, Pederson, Pettie, and Pederson all voted in favor and none against. Motion carried.*

- 8. Approval of the Revised COVID-19 Preparedness Plan – Related to EO 20-81** – Van Steenwyk stated the document has been modified to include mask mandates related to Executive Order (EO) 20-81. Council asked if we are taking employee temperatures. Van Steenwyk explained City staff are not utilizing temperature checks, instead staff are required to complete a daily self-check of their health, asserting they will only come to work if they are healthy. Van Steenwyk confirmed liquor employees are following mask rules, plexiglass has been installed at the cash registers, and the City has masks available if a customer requires one. *Motion by Ovick to approve the revised COVID-19 Preparedness Plan, seconded by Sloan. On a rollcall vote, Scholin, Sloan, Pederson, Pettie, and Pederson all voted in favor and none against. Motion carried.*

- 8.1 CARES Act Funding Discussion** – The City received \$245,685.00 on 07/29/2020. Community Development Director Sauter stated they have been in discussion with County officials on how to get the money out to the community. If we have not spent our portion of the CARES funds by November 15th, it will be returned to the County. Therefore, once the City has allocated our expenses, the City hopes to utilize the remaining funds, in partnership with the Initiative Foundation, to responsibly assist our community and local businesses in recovering from the effects of COVID-19. This would include reimbursements for purchased supplies and assisting with mortgage or rental payments.

- 9. Discussion on the second City Council Meeting start time (currently 8:00am) and related Ordinance Amendment** – Council expressed desire to find ways for the City to increase citizen participation. The Council would like City staff to research ways to stream future meetings to increase public participation, even if a return to normal, in person meetings occurs. Van Steenwyk mentioned staff are researching how to stream meetings for public viewing going forward, which would increase public involvement. Council requested citizen input on Council meeting times. Van Steenwyk stated he will put out a request to the public to see what time a Council meeting works best. Council indicated they are happy with the 6:30 p.m. meeting and would only like input on the morning meeting time.

10. Committee/Commission/Board Policy – Van Steenwyk asked the Council if they would like the policies for Committee/Commission/Board policies to go to the Executive Committee for review, as there is some conflicting language within the policy, including the stipulation that allows an individual to participate on only one commission/committee/board. Van Steenwyk believes some of the stipulations in how the policies are currently written impacts participation. Council directed Van Steenwyk to refresh the policy, via the Executive Committee, and bring them back to Council for approval.

11. Discussion on extending Mill Site RFP deadline to November 2, 2020

Motion by Sloan, seconded by Pettie, to extend the Mill Site RFP deadline to November 2, 2020. On a rollcall vote, Scholin, Sloan, Pederson, Pettie, and Pederson all voted in favor and none against. Motion carried.

12. Committee Discussions & Updates

Fire Committee – Van Steenwyk provided an update on the generator. The fire department has two options, buying a new generator or fixing the existing generator. Installing a new, lower power generator is expected to cost around \$38,000. This generator would be smaller, but still meet current capacity needs. The existing generator, which is oversized in comparison to what is required, could be retrofitted for about \$50,000. Council requested quotes on a new generator, in size comparison to the existing, larger one. Council would like more information provided at the next Council meeting from the Fire Chief. Council commented the generator installation is a current agreement with the other townships that we provide fire coverage for and that we need to keep this project moving.

Pine City Civic Center – Council wonders if Councilor Pettie could be replaced on this committee with the City’s full time Park & Rec Director, Stacy O’Rourke. The Council would like O’Rourke to attend a couple future meetings and provide information back to the Council.

Planning Commission – With the resignation of a member, there is a vacancy on the Planning Commission. The position has been advertised on social media, the website, in the paper, and with the local radio station. Van Steenwyk would like City officials to spread the word as well.

Pine City Arts – Adrienne Roubinek, representing the Pine City Arts, stated she would like to make a request to the City to reallocate Pine City Arts 2020 funds back to the Park & Rec department of the City for updating Robinson Park. Pine City Arts would like to see a slab installed underneath the benches, near the patio area. They would also like to see a sidewalk extension around the gazebo for those in wheelchairs. Pine City Arts would like to give back \$8,000 in funds from the City to make these improvements. Council requested Safety Inspector Andy Luedtke do an ADA compliance check on the park to ensure we could make the requested improvements. Councilor Scholin agrees the park needs the items Roubinek has proposed, but stated he believes this is not the intent of the City’s money and that Parks & Rec should plan the area and come back to the Council will best use options following complete research. O’Rourke stated she would bring the ideas to the Parks & Rec Committee for discussion if the funds are available. *Pederson made a motion to move \$8,000 from Pine City Arts back to the City’s Park & Rec Committee to make necessary improvements on the park, following assessments and ADA compliance research. Pettie seconded the motion. On a roll call vote, Councilors Ovick, Pederson, and Pettie voted yes. Scholin and Sloan voted no. Motion carried.*

Troy Haug (Open Forum item) was also present to discuss some fees he received in relation to his Pine Tech remodel project. Haug stated the project has followed state guidelines and he bid for pieces of the project accordingly. Some of the charges he has received from the City of Pine City's Building Official have been higher than what the state would charge for the services. Haug stated he called the Dept of Labor and Industry and spoke to them about the project and related costs. According to Haug, the project itself does not require Code Official's input, as it is merely cosmetic repairs, and the Dept of Labor and Industry stated the inspections may not have been necessary. Haug believes he has been charged between \$4,000-\$5,000 more than what was required. Council directed Van Steenwyk to communicate directly with the Dept of Labor and Industry on the costs associated with the project in order to ensure the contracted Code Official for the City is correct in his fees. Van Steenwyk will communicate further with both the Dept of Labor and Industry and Mr. Haug on the matter. Council also requested an evaluation be done on the current Code Official to see if we should hire our own, in house, official. Per Sauter, the contract with our current Code Official expires in March 2021. Van Steenwyk will complete an evaluation prior to that renewal date.

Public Works Committee –

Snow Blower - There was a short discussion on the possibility of acquiring a new snowblower attachment. The unit is used and would hook onto our existing loader. This is not a budgeted item. Public Works Supervisor Montbriand commented we currently have a single stage unit, and this would be a dual stage unit. The reliability of the dual stage increases when the snow is wet or falling in smaller amounts. Our current attachment is from the 1970s. This attachment is from 2003. Council asked if this purchase would have made last year's snow removal easier. Montbriand stated no, this would improve separate areas of the operation. Council would like to discuss the item further in the Public Works Committee meeting, and include a discussion on smaller pieces of equipment for sidewalk snow removal.

Pool Filling Request - A discussion was had on pool filling requests. Staff created a document for residents to follow in order to fill a pool and not pay the related sewer fees associated with the water use. *Scholin made a motion to approve the policy for filling swimming pools in the City of Pine City. Ovick seconded the motion. On a roll call vote Scholin, Pettie, Ovick, Sloan, and Pederson were in favor and none against. Motion carried.*

Utility Billing Late Fees - A discussion was had on whether the Council wants to begin assessing late fees to utility bills. The City is currently not assessing late fees to utility bills or giving shut off notices. Dunbar spoke about some of the residents who are continuously not paying their bills at this time. Their bills are getting large. Council requested we start tracking who is not paying their bills. Council wonders what action can be taken to get people to pay their bills. Council directed the City to remain status quo for now.

Parks & Recreation- Naming Rights O'Rourke provided an update on the Hilltop Park Improvement Plan. O'Rourke would like Council's permission to allow naming rights to donations over \$200,000. Council confirmed that Hilltop itself will not be renamed, just the facilities inside the park to potentially include rinks, buildings, and other multi-use spaces. Council will retain power to approve requested names. *Pettie made a motion to approve donor naming rights, with final approval by Council. Scholin seconded*

the motion. On a roll call vote Scholin, Pettie, Ovick, Sloan, and Pederson were in favor and none against. Motion carried.

EDA – No update provided.

HRA – No update provided.

Liquor Committee – No update provided.

Ordinance Review– No update provided.

Mill Site Redevelopment– No update provided.

Executive – Van Steenwyk requested approval of the Personnel Manual and FMLA Manual, as presented. *Scholin made a motion to approve the Personnel Manual and FMLA Manual as presented. Ovick seconded the motion. On a roll call vote Scholin, Pettie, Ovick, Sloan, and Pederson were in favor and none against. Motion carried.*

City Hall Project – Van Steenwyk updated the Council on his requests for documents from the County on utilities and maintenance.

Library Board – The meeting room was previously retained by the DMV for driving related courses prior to the COVID-19 pandemic. The DMV has not yet decided to reopen the facility. The City would like it noted they would allow the DMV to utilize the space if they so choose to come back.

Summer Rec Board– No update provided.

Welia (FirstLight) Community Advisor– No update provided.

Board of Health– No update provided.

Rush Line Corridor Task Force– No update provided.

Rush City Regional Airport – A new electronic sign has been approved for installation at the airport.

Cable Commission– No update provided.

Cross Lake Sanitary Sewer District – Pederson asked if we should create a section for Pokegama in the Council meeting. No disagreement noted. Van Steenwyk noted there was a meeting last month with Cross Lake Sanitary Sewer District and the usage numbers seemed very high. He anticipates the meters were being read wrong. He is unsure if the City will be approached for bill adjustment, but would like to prepare the Council for the possibility.

Firefighters Relief Association– No update provided.

Farmers Market– No update provided.

2020 Complete County – Van Steenwyk noted we are in line with State averages for Census responses.

Mayor

- a. Pederson requested some formatting changes be made to the second meeting of the month's agenda. Van Steenwyk noted we could try his suggestion for next month's meeting.
- b. Pederson discussed that the window is open for applying to run for office in the City of Pine City. August 11th is the deadline. Councilors Scholin and Ovick, as well as Mayor Pederson, are up for reelection. Van Steenwyk noted the positions have been advertised on social media. A request was made to have social media clarify how people can apply to become candidates when the office is closed. Dunbar stated they can make appointments to complete necessary forms.
- c. Councilor Ovick requested an update on the construction projects throughout the City. City Engineer, Greg Anderson (SEH), said 10th Street SW pavement was postponed due to rain, but he expects curb will be put in on 7/31. Patches are currently in progress along 6th Avenue SW. Restoration on 13th Street and 6th Avenue SW are in planned in the future. Sidewalks on 8th and 7th Streets should be completed by the first week of August.

Adjourn - *Motion to adjourn by Sloan, seconded by Pettie, at approximately 12:15 p.m. On a roll call vote Scholin, Pettie, Ovick, Sloan, and Pederson were in favor and none against. Motion carried.*

Minutes taken by:
Maggie Olson
Deputy Clerk/Treasurer

Maggie Olson, Deputy Clerk/Treasurer

Carl Pederson, Mayor