



Minutes

Regular City Council Meeting

August 27, 2020 - 10:00 am

Remotely via RingCentral Meeting 148 833 9973

<https://meetings.ringcentral.com/j/1488339973>

Meeting ID 148 833 9973

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, Deputy Clerk/Treasurer Maggie Olson, Public Works Supervisor Maury Montbriand, Park and Recreation Director Stacy O'Rourke, Liquor Store Manager Lara Smetana, Fire Chief Tom Miller, Safety Inspector Andy Luedtke, 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 Agenda** – None.
4. **Open Forum** – None.
5. **Consent Agenda** – Approval of one-day liquor licenses for the Pine Center for the Arts, September 11th and October 9th. *Motion to approve one-day liquor licenses on the dates listed by Sloan, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*
6. **Committee Discussions & Updates**

a) Administration

- i. **CARES ACT Funding Discussion** – There was general discussion on the expenses City staff are tracking within a spreadsheet for CARES relief reimbursement dollars. Additional discussion on the possibilities of park upgrades, including benches, ADA compliance, and WIFI. A subcommittee will be formed to discuss other possible expenditures in partnership with the school, library, county, etc.
- ii. **Audit Update** – Van Steenwyk provided an update on the Audit noting that the extension request to September 15th was still the goal and that discussions with Auditors currently supported that date. Olson provided additional information on the delays to date.
- iii. **Budget** – Van Steenwyk noted that the budget spreadsheet was not yet completed. Van Steenwyk will confirm two future dates for budget discussions.
- iv. **Pine County Sheriff's Department – Contract proposal**
Motion by Ovick to accept presented contract with the Pine County Sheriff's office for the next three years with a 3% increase each year, seconded by Scholin. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.
- v. **Election judge pay discussion** – Proposed increase of pay for election judges, based off a survey of 37 communities near Pine City, showing we are on the lower end of the pay scale. In light of COVID-19 risks, the thought is to increase the wage to \$15.00 per hour to increase participation.
No action taken.
- vi. **City Hall Office Closure Status Discussion (verbal)** The County has asked for a two week notice if we want to open the building for foot traffic. Van Steenwyk will communicate with the County on their plans as we are a tenant in their building.

b) Communications Team

- i. **Monthly Column Proposal** – Van Steenwyk noted that the Communications Team would like to begin the creation of a regular 400-600 word column in the Pine City Pioneer to provide information to our community members on different City topics. Van Steenwyk provided a summary of the what the first column could include. Pederson to draft the first column for submittal by September 11th.

c) Fire Committee

- i. Generator – \$58,493.00 budgeted in the 2020 Fire Contracts was to be spent on a new generator for the Fire Hall. Miller received two bids for a new, 60kw generator, Anderson Electric at a cost of \$59,932.26 and Midwest Electric and Generator at a cost of \$37,938.82. Secondly, Midwest Electric and Generator’s bid for hooking up the City’s existing 125kw generator to the fire hall and water pump adjacent to the building was bid at \$46,949.40. Install time to retrofit our current generator is 18 weeks. Miller would like to ask the Council to retro fit the larger generator we already own because it will be better for crisis situations should the City of Pine City require use of an emergency building in the future. *Motion by Ovick, seconded by Sloan, to approve the installation of the City’s existing 125kw generator through Midwest Electric and Generator, at a total of \$46,949.40, with an 18-week turnaround time. The motion includes the provision of purchasing required add on monitoring to make the system function effectively. On a roll call vote Pederson, Ovick, Scholin, and Sloan voted in favor and none against. Pettie lost connection to the meeting. Motion carried.*
- ii. Fire Contract – A discussion was had on the capital items for the fire department as they relate to the Fire contracts with neighboring cities and townships. Staff to review the purchase listing and revised accordingly.

d) **Hilltop Park Recreation Area** – The block work at Hilltop is now complete. Per Sauter, donation requests are continuing to finish phase two of the project. The project is currently ~\$60,000.00 short. A donate button has been added to the City website. Updates for the project will continue on both the City and Youth Hockey’s Facebook pages.

e) **Planning Commission**

- i. Approval of commission applicant Roger Else – Planning Commission has recommended approval of the candidate. *Motion by Scholin to appoint Roger Else to fill the vacant position, seconded by Sloan. On a roll call vote, Pederson, Ovick, Scholin, and Sloan voted in favor and none against. Pettie lost connection to the meeting. Motion carried.*
- ii. 7-28-2020 Meeting Minutes – No action taken on this item.

f) **Public Works**

- i. Parking/No Parking on 6th from Corner to 10th Street – A discussion was had on the parking concern along 6th Ave SW and 13th St SW. Direction to staff to paint the curb at the corner as 6th Ave SW changes to 13th St SW as well as to install No Parking signs. The matter will be revisited if

parking continues to be an issue in the area.

g) Parks & Rec – No action or discussion on this item.

h) EDA

i. 7-22-2020 Meeting Minutes – No action taken on this item.

i) HRA

i. 7-21-2020 Meeting Minutes – No action taken on this item.

j) Liquor Committee

i. Approval to hire seasonal employees

Motion by Pettie to approve the hire of four seasonal employees; Jacob Knoll and Karla Miller as seasonal cashiers at a wage of \$11.50/hour and Lisa Stoffel and Alan Gosen as seasonal keyholders at a wage of \$12.50/hour, seconded by Ovick. On a roll call vote, Pederson, Ovick, Scholin, Pettie, and Sloan voted in favor and none against. Motion carried.

ii. Consideration to approve duct cleaning quote

Motion by Scholin to approve the payment for duct cleaning at the liquor store in the amount of \$1,605.26 to Dust Busters, seconded by Pettie. On a roll call vote, Pederson, Ovick, Scholin, Pettie, and Sloan voted in favor and none against. Motion carried.

iii. Consideration to approve installation of air filtration system

Discussion was had on the proposal for upgrades to the air filtration system to include better filtration and UV lighting. An inquiry was made on the efficacy of the product. Staff to confirm that the devices are designed to do what they claim. *No action taken.*

k) Ordinance Review

i. 7-7-2020 Meeting Minutes – No action taken on this item.

l) Executive – No action taken on this item.

m) City Hall Project – Van Steenwyk noted that an estimate was provided for the roof replacement at approximately \$55,000 to \$60,000. Van Steenwyk noted that an additional quote is being sought as well.

n) Library Board– No action taken on this item.

o) Summer Rec Board – Lawnmower broke 08/26/20, replacement in 2021 budget, per O'Rourke

p) Welia (FirstLight) Community Advisor– No action taken on this item.

q) Board of Health– No action taken on this item.

r) Rush Line Corridor Task Force– No action taken on this item.

- s) **Rush City Regional Airport**– No action taken on this item.
 - t) **Cable Commission**– No action taken on this item.
 - u) **Cross Lake Sanitary Sewer District**– No action taken on this item.
 - v) **Pokegama Sanitary Sewer District**– No action taken on this item.
 - w) **City of Henriette Sewer District**– No action taken on this item.
 - x) **Firefighters Relief Association**– No action taken on this item.
 - y) **2020 Complete Count**– A request was made to include statistics at the following meeting with regard to response rates.
7. **Mayor** – None.
8. **Miscellaneous** – None.
9. **Adjourn**
Motion to adjourn by Scholin at approximately 12:18 p.m., seconded by Sloan. On a roll call vote, Pederson, Ovick, Scholin, Pettie, and Sloan voted in favor and none against. Motion carried.