



Minutes

Regular City Council Meeting

September 2, 2020 - 6:30 p.m.

Remotely via RingCentral Meeting 148 761 1032

<https://meetings.ringcentral.com/j/1487611032>

Meeting ID 148 761 1032

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, and City Engineer (SEH) Greg Anderson.

1. **Call to Order** – Mayor Pederson called the meeting to order at approximately 6:30 p.m.
2. **The Pledge of Allegiance** was respectfully forgone due to remote meeting limitations.
3. **Additions and/or Deletions to Agenda** – Van Steenwyk requested to add a gambling application from the Pine City Fire Relief Association to the Consent Agenda, noting the application is for 12/15/2020 and it replaces their event on 09/12/2020, which has been canceled. A second request from Van Steenwyk was made to add a discussion on entry railings at the Municipal liquor store, to be placed on the Agenda under Liquor Store. Sloan made a request to add discussions on weeds and the Woodpecker Ridge street project, due to community member complaints. The items will be added under Public Works.

Motion to accept the agenda with the additions requested by Ovick, seconded by Sloan. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

4. Consent Items –

a) Approval of Meeting Minutes

- i. July 30, 2020
- ii. August 5, 2020
- iii. August 13, 2020 Special Meeting

b) Approval of August expenditures

c) Approval of August 2020 Accounts Payable

d) Approval of the Pine City Fire Relief Association Gambling Permit for December 15, 2020.

A note was made on the August 5, 2020 minutes that Pine City Area History Association is incorrectly named. Additionally, under Community Development, the tattoo parlors/body art establishments section needs to be clearer on the zone changes that occurred i.e. where body art establishments are now allowed to operate throughout Pine City.

Motion to accept the Consent Items with the indicated changes by Pettie, seconded by Scholin. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

5. **Open Forum** – Steven and Adrian Roubinek requested to discuss the property adjacent to their mother’s property at 845 South Main Street. The property was to be completed by May 15, 2020, but it is not yet done. They stated that property is negatively impacting their mother’s property. Per the homeowner, landscaping is not finished, and the weeds are growing. Per Sauter, the property is also supposed to have a dumpster enclosure and striping/signage for the car wash. Sauter stated the next step would be for the City to pursue an administrative citation due to the incomplete projects on the property. City Council gave direction to issue an administrative citation to the property owner and update its status at the next City Council meeting.

6. **Sheriff’s Report** – Deputy Gavzy was present with the Pine County Sheriff’s Department. He stated there have been a string of shed burglaries, as well as unlocked cars being looted. Many areas of the City have been affected. The officers have also been dealing with issues at Walmart and conducting extra patrols at the beach in the evenings, following the shed break in.

7. **Public Hearings** – None to report.

8. Department/Committee Reports

a) Community Development

- i. Approval of Minor Subdivision 1150 4th Ave SW PID 42.0210.000 Martin & Suzen Carey, Resolution #20-43

The property owners would like to make lot line adjustments to give the City and their neighbors additional access and better snowplow options. The Planning Commission has received written statements from the neighbors and recommends the City Council approve this minor subdivision. Per Sauter, a non-compliant

shed on part of the property, which existed prior to the current owners, has been removed.

Motion to approve the Minor Subdivision 1150 4th Ave SW PID 42.0210.000 Martin & Suzen Carey, Resolution #20-43 by Ovick, seconded by Scholin. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

ii. Approval of Minor Subdivision 18540 Grantit Drive NE PID 42.0049.009 Estate of Marie Orvis, Resolution #20-44

This is a large parcel of land at the northern boundary of the City in the Agriculture/Open Space District. The estate of Marie Orvis and the City are requesting to subdivide one acre from the forty-five acres as part of a negotiation agreement between the two parties. The carved out one-acre parcel will allow the owner to continue residing in the home, and retain full rights to the home, for approximately one year. There will be a separate purchase agreement on the one-acre property at the cost of \$1 in approximately one year's time. The Planning Commission has recommended this minor subdivision.

Move to approve Resolution #20-44, a minor subdivision at 18540 Grantit Drive NE by Ovick, seconded by Sloan. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

iii. Approval to move forward with plat of Technology Park with Kroschel Land Surveyors using EDA funds

Per Sauter, the proper way to divide the property within the Technology Park is through a plat. The EDA would like to use some of their budget, through the professional services line item, for a plat with Kroschel Land Surveyors. This plat will allow the land in the Technology Park to be truly shovel ready, should someone want to purchase. It will also keep the City's wastewater ponds and Public Works building/outbuildings on set parcels. The EDA received quotes from MSA and Kroschel Land Surveyors and chose to move forward with Kroschel Land Surveyors.

Move to approve the plat of the Technology Park with Kroschel Land Surveyors, using EDA funds, by Pettie, seconded by Ovick. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

b) Liquor

i. Monthly reports – Smetana noted that the liquor store is currently ahead of 2018 sales as of August 31, 2020. The liquor store is only \$12,000 behind total 2019 sales with three months, and the holidays, still ahead.

ii. Reconsideration of HVAC upgrades at the Liquor Store – More research has been requested by the City Council, specifically in the use of HEPA filters.

No action taken.

iii. Entry Railing discussion – Smetana stated a customer had issues at the back door of the liquor store as there is no railing on the building side. Smetana would also like a railing added to the handicap entrance of the liquor store. They will gather quotes for the project and consult with the City’s contracted building inspector to ensure the railings are compliant. Council gave direction to purchase the railings if they are compliant with City and ADA code.

c) Public Works

i. Discussion and direction on striping on Highway 61 project

The County has requested our input on the parking stalls along Highway 61. They want to know if the City would like parking stalls repainted. They will repaint the parking stalls initially, including grinding in the lines to extend their lifetime, but it will be the City’s cost in the future. City Council requested Van Steenwyk to ask the County if they will paint fog lines. Council provided direction that if the County will not paint fog lines, they would like the parking stalls repainted and if the County painted the fog lines, parking lines are not requested.

ii. Public Works Minutes

- a. January 22, 2020 – No action taken on this item.
- b. May 21, 2020 – No action taken on this item.

iii. Resolution #20-45 Declaring and ordering preparation of final assessments

This resolution states the cost to be paid by the City as well as the portion that will be assessed to the homeowners.

Motion to approve Resolution #20-45, Declaring and Ordering preparation of final assessments by Ovick, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

iv) Resolution #20-46 Hearing on Proposed Final Assessments for the 2019 Street Improvements

There was discussion on how the City will hold the hearing for the 2019 Street Improvements. We need to ensure all citizens can attend the meeting, which is a major challenge given the current COVID-19 restrictions of 50% capacity in the City Council chambers. Per Anderson, we need to notice the meeting for the second week of October, at the latest. There was a note that the fire hall meeting room may be large enough to accommodate citizens, but there would be some security concerns with having the building and fire equipment open to the public. Council would like the fire hall made secure so public meetings can be held there. Van Steenwyk and Miller will work together to ensure the fire hall meeting room can be made secure for potential public meetings. It was noted that the resolution cannot be approved without the location, time, and date of the meeting. Staff to determine a better date and location for the meeting and get the Resolution to Council at a coming meeting.

No action taken.

v) Weeds & Woodpecker Ridge Discussion

Council has received complaints from the homeowners on the weeds overtaking their lawns. Per Anderson, the grass will be mowed and reseeded, in hopes that the grass would choke out the weeds. There are also no markings or cones on the manholes which is a safety concern for residents. Anderson will follow up with the contractor again regarding the weeds and lack of manhole markings.

d) Parks & Recreation

i. Memo regarding temporary pickleball courts at Pine City Civic Center parking lot

O'Rourke stated the Park & Recreation Committee was approached by the pickleball teams for permission to play on the parking lot at the Civic Center. The Park & Recreation Committee supports this idea and would like the City Council to approve the temporary courts. Per Roubinek, games would not take place until next Spring.

Motion to approve temporary pickleball courts at the Pine City Civic Center with note of the need to also secure permission from the Civic Center by Scholin, seconded by Sloan. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

ii. Diagram of propose temporary pickleball courts (information only)

e) Administrative

i. Approval of claims over \$10,000.00

Presented to the City Council is Pay Request #4 for A1 Excavating. Anderson stated it brings us up to date with the contractor. The original project is about 93% completed. The contract will be back in three weeks to start more work behind Walmart.

Motion by Ovick to approve Pay Request #4 to A1 Excavating in the amount of \$126,452.48, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

ii. Budget Conversation

Van Steenwyk presented information on the estimated tax market value of the Pine City community. This is the number that is used to determine levies for the HRA and EDA. It is also viewed as a general indicator of how the community is doing overall. The estimate taxable market value, provided by the County, increased by ~\$11,000.00. The total market value also increased ~\$11,000.00. Van Steenwyk and Olson will also be meeting with Department Heads during the week of 09/07/2020 for budgets.

iii. Resolution #20-48 Resolution for Purchase Agreement

This is the resolution to approve the purchase of the Orvis property.
Motion to approve Resolution #20-48, approving the purchase of the Orvis property, by Ovick, seconded by Pederson. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

iv. Purchase Agreement 18540 Grantit Drive NE PID 42.0049.009 Estate of Marie Orvis

Earnest money was requested by the property owner in the amount of \$30,000.00.
Motion to approve the purchase agreement by Sloan, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

v. Resolution #20-49 – Resolution for Purchase Option

This is the resolution for the purchase of the one-acre parcel for \$1 in approximately one year's time.
Motion to approve Resolution #20-49 for the purchase of the one-acre Orvis parcel for \$1 by Pettie, seconded by Scholin. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

vi. Vacant Parcel Purchase Option Agreement 18540 Grantit Drive NE

This speaks to the one-year window of taking possession of the one-acre parcel on the Orvis property.
Motion by Scholin to accept the purchase option agreement at 18540 Grantit Drive NE, seconded by Pederson. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

vii. Vacant Parcel Warranty Deed

This is a seller document.
No action taken.

viii. Resolution #20-47 to Submit COVID Expenditures for CARES Reimbursement

Motion to approve Resolution #20-47, authorizing submittal of the COVID CARES Expenditures by Scholin, seconded by Sloan. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

ix. COVID CARES Expenditures Listing for Reimbursement #1

Motion to approve the presented CARES Expenditures listing, with the addition of surface pro laptops and miscellaneous technology items, by Pederson, seconded by Ovick. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

9. Mayor

a) Census Response Rate

Minnesota 73.7%
Pine County 51.4%
Pine City 72.8%

10. **Miscellaneous Items/No Action Required** – Van Steenwyk noted the City had a land sale on 09/01/2020 for the Hilltop project. The City sold land for ~\$59,000.00. Construction is set to begin shortly. Sauter would like the street added to the Public Works 2021 paving discussion in the September Public Works Committee meeting.

11. **Adjourn** – *Ovick motioned to adjourn the meeting at 9:12 p.m., Pettie seconded. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*