



Regular City Council Meeting Minutes
January 28, 2021 at 10:00am
Remote Meeting
315 Main Street South

Link: <https://meetings.ringcentral.com/j/1480522218>

Meeting ID: 148 052 2218

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

Staff in attendance – Community Development Director Lezlie Sauter, Park and Recreation Director Stacy O'Rourke, Liquor Store Manager Lara Smetana, Fire Chief Tom Miller, Safety Inspector Andy Luedtke, Administrative Assistant Carissa Kranz, City Engineer Greg Anderson

Others in attendance – Kate Eiyneck MSA, Lucas Jones MSA, Adrian and Steve Roubineck Arts Council and Park & Recreation Member, Becky Schueller Chamber of Commerce, and Marni Steltz Owner of Pine City Scrapbooking Co.

Call to Order – Mayor Pederson called the meeting to order at 10:00am

Pledge of Allegiance -The Pledge of Allegiance was respectfully forgone due to remote meeting limitations

Proposed Additions or Deletions to Agenda – There were no changes to the agenda. *Motion by Pettie, second by Sloan to approve the agenda. On a roll-call vote, Pederson, Palmer, Pettie, Ovick and Sloan all voted in favor and none against. Motion carried.*

Open Forum – Nothing was brought forth.

City Hall Project Proposal & Discussion – Kate Eiyneck and Lucas Jones from MSA gave an overview on their City Hall Project Proposal. This proposal describes the steps MSA would take to create digitized CAD files of the existing floor plans, develop concept floor plans to show remodeling recommended to improve function and address accessibility, assessment and corrective measures for roof, exterior walls, HVAC system along with other items that may be identified, estimate costs to make the proposed changes and modifications, prepare written report and floor plans documenting all the information they've collected and consider phasing options for construction with the building occupied. Concerns were addressed regarding the original mechanical and building plans, at this time the County and City have been unable to locate these plans. G. Anderson from SEH will send all the information they obtained regarding the City Hall Project to Sauter. If the Council were to approve moving forward with the proposal, MSA could start working on their checklist in late February and would take roughly 3 months to present their findings to the City Council. *Motion by Sloan to move forward with MSA Project Proposal, directing staff to finalize the contract up to \$27,000 with the understanding that if mechanical and building documents are found that the contract price reflects the difference, seconded by Pettie. On a roll-call vote, Pederson, Palmer, Sloan, Ovick and Pettie all voted in favor and none against. Motion carried.*

Robinson Park Plan Presentation and Lighting Plan Recommendation – Kate Eiyneck and Lucas Jones from MSA gave an overview on the Robinson Park Plan and Lighting options. This Conceptual Robinson Park Plan addresses the options for site development and building, lighting and utility improvements. This plan is recommended to be spread out 5-10 years, in order to budget for the upgrades and improvements, get construction plans drawn up and include the plan within the City's Capital Improvement Plan and Comprehensive Plan. Discussion was had on using temporary bollards to indicate the placement of sidewalk bump-outs and to move the stop sign along 5th Street and 2nd Avenue closer to the

intersection to see how the public and Public Works Staff adjusts to the changes. O'Rourke, Pettie and Sloan echoed that the Park & Recreation Committees goal is to start with small projects with the first items including upgrades to electrical, lighting and security. Discussion was had on the proposed bumped out sidewalk on the corner of 5th Street and 2nd Ave and a note made that the Fire Department and Public Works needs to be included in the plans to make sure fire and plow trucks can clear the roadway. Pine City Scrapbooking Co. owner, Marni Steltz, voiced her concerns regarding the curb and street conditions along 2nd Ave, towards the park the curb has crowned and towards the businesses the sidewalk has experienced back fall. An inquiry was made if road improvements on 2nd Ave and Railroad Street could be addressed by the City Engineer. G. Anderson will drive by 2nd Ave and consult with Public Works on the possible grade issues. Recommendation was made for staff to reach out to East Central Energy to see if the existing park lights could be changed to LEDs.

Fawn Meadows & Tech Park Expansion Discussion – Kate Eiyneck and Lucas Jones from MSA gave an overview on the roadmap to consider development scenarios for the City owned property north of the wastewater treatment ponds, Fawn Meadows Outlot A, PID #42.6101.000 and the newly obtained Orvis property, PID #42.0049.009. MSA laid out multiple options and broke down each step that would be taken by the City, should it consider to proceed with this project in the next 5-10 years. This Roadmap has been shared with the HRA and EDA. At the EDA meeting on January 27, 2021 members requested soil testing and wetland delineation quotes from MSA and SEH be obtained and presented at the February meeting for. Sauter will reach out to SEH and MSA to obtain quotes for items A-H listed on the roadmap. These items include, survey, title commitment, replat, wetland delineation, environmental site assessment, archeological review, endangered species review and geotechnical evaluation. Lucas Jones clarified that not every item would need to be done in depth at this moment and starting with the soil testing and wetland delineation would be a good jumping off point. Joint meetings will need to be scheduled in the future with the Council, HRA, EDA and Planning Commission so that the City organization as a whole can make decisions on its next steps. Direction was given to obtain quotes, send them to all of the members of each group and schedule a joint meeting to discuss how to proceed and possibly create an agreement for cost sharing among all of the groups. Additional discussion was had regarding the need to get the water supply looped back to the new water tower as it's currently on a dead-end.

Approve Temporary Liquor License for Pine Center for the Arts February 12, 2021 event – *Motion by Sloan, second by Palmer to approve the Pine Center for the Arts Temporary Liquor License for event on February 12, 2021. On a roll-call vote, Pederson, Pettie, Palmer, Ovick and Sloan all voted in favor and none against. Motion carried.*

Approve Elevator maintenance agreement with MEI Total Elevator Solutions – The Exam & Lubrication maintenance agreement would be effective February 1, 2021 and continue for 36 months, it will renew automatically for 12-month periods after that unless either party gives written notice of intent not to renew at least 90 days prior to expiration of the current term. Payment terms in the amount of \$2,102.00 per year for initial term at a frequency of \$175.17 a month. The agreement is for monthly service of the Hydro Passenger Elevator located at 315 Main St S, Pine City, MN 55063. *Motion by Pederson, second by Pettie to approve the MEI Total Elevator Solutions Maintenance Agreement for monthly exam & lubrication service of the Elevator located at 315 Main St S., Pine City, MN 55063 at the price of \$2,102.00 per year or \$175.17 monthly payments. On a roll-call vote, Sloan, Ovick, Palmer, Pederson and Pettie all voted in favor and none against. Motion carried.*

Approve Boiler Maintenance Agreement with Pine County – Effective immediately and continue until canceled by either party or superseded by a new written agreement. Pine County would provide a licensed operator to perform boiler maintenance services would be provided to do daily, weekly and monthly services to the Boiler located at 315 Main St S., Pine City, MN 55063. Payment terms of \$150.00 a week or \$7,800 a year. *Motion by Ovick, second by Pettie to approve the Pine County Boiler Maintenance Agreement for daily, weekly and monthly service at the price of \$150.00 per week. On a roll-call vote, Sloan, Ovick, Palmer, Pederson and Pettie all voted in favor and none against. Motion carried.*

Committee Discussions & Updates

Executive Committee

Accounting services contract/Advertise for Treasurer position - Sauter has been in contact with multiple Accounting firms and sent out 5 RFP's to accounting firms that were recommended by our Auditors at Redpath. Sauter explained that Redpath created the scope of work that was listed in the RFP sent out to accounting firms addressing the accounting needs we have. Two proposals were received by the deadline and have been sent to the Council members to review. Sauter is looking for direction on whether to proceed pursuing an accounting services contract with an accounting firm or if staff should advertise for a Treasurer and update the existing job description. The Executive Committee recommends contracting with an accounting firm, and HR consultant. Additional discussion was had on how much the accounting and HR services will cost, how the contracts will be funded and the flexibility of how many months the City would be signing a contract for. Sauter, Pederson and Sloan will conduct interview calls with the two accounting firms Monday-Tuesday next week, February 1st and/or 2nd and then bring forward a recommendation at the Wednesday, February 3, 2021 Council meeting.

HR services contract - Sauter is still meeting with HR providers, also noting that the accounting firms addressed in their proposal that they could do HR and Accounting services.

Interim City Administrator - Discussion was had on approving Lezlie Sauter as Interim City Administrator/Community Development Director. Official approval and additional compensation discussion will be presented at the February 3, 2021 Council meeting.

Amend Resolutions #21-01, 21-03, 21-04, 21-05, 21-06, 21-07 and 21-09 to update with Lezlie Sauter listed as an additional authorized signer. Each of the following amended resolutions will have Councilor Steve Ovick, Mayor Carl Pederson and Community Development Director Lezlie Sauter listed on them.

Amend Resolution #21-01, Authorizing the City Administrator to Invest Idle Funds and to Designate Official Depositories of City Funds and Collateral, **Resolution #21-01.01**. *Motion by Sloan, second by Ovick to approve Resolution #21-01.01. On a roll call vote, Pettie, Pederson, Sloan, Ovick and Palmer all voted in favor and none against. Motion carried.*

Amend Resolution #21-03, Designating Official Signers on EDA Checking Account, Money Market Account, and CD's at Stearns Bank, Pine City, **Resolution #21-03.01**. *Motion made by Ovick, second by Palmer to approve Resolution #21-03.01. On a roll call vote, Sloan, Pettie, Pederson, Ovick and Palmer all voted in favor and none against. Motion carried.*

Amend Resolution #21-04 Designating Official Signers on City Checking Account, Money Market Account, and any Pledged Securities at Stearns Bank, Pine City, **Resolution #21-04.01**. *Motion made by Pettie, second by Ovick to approve Resolution #21-04.01. On a roll call vote, Sloan, Pettie, Pederson, Ovick and Palmer all voted in favor and none against. Motion carried.*

Amend Resolution #21-05, Designating Official Signers on the Savings Account & the VISA Credit Card Accounts at Spire Credit Union, Pine City, **Resolution #21-05.01**. *Motion made by Palmer, second by Sloan to approve Resolution #21-05.01. On a roll call vote, Pettie, Pederson, Ovick, Sloan, and Palmer all voted in favor and none against. Motion carried.*

Amend Resolution #21-06, Authorizing Financial Institution Signers and Powers Granted at Northwoods Bank, Pine City (City), **Resolution #21-06.01**. *Motion made by Pettie, second by Ovick to approve Resolution #21-06.01. On a roll call vote, Sloan, Pettie, Pederson, Ovick and Palmer all voted in favor and none against. Motion carried.*

Amend Resolution #21-07, Authorizing Financial Institution Signers and Powers Granted at Northwoods Bank, Pine City (EDA), **Resolution #21-07.01**. *Motion made by Sloan, second by Palmer to approve Resolution #21-07.01. On a roll call vote, Ovick, Palmer, Pederson, Pettie, and Sloan all voted in favor and none against. Motion carried.*

Amend Resolution #21-09, Designating Official Signers on City Money Market Account and Brokered CD Investment Accounts at RBC Wealth Management, Minneapolis, MN, **Resolution #21-09.01**. *Motion made by Ovick, second by Palmer to approve Resolution #21-09.01. On a roll call vote, Sloan, Pettie, Pederson, Ovick and Palmer all voted in favor and none against. Motion carried.*

Communications Team

Staff submitted the January Article topic of Snow Removal for Sidewalks to the Pine City Pioneer to be published this today, January 28, 2021.

Fire Department

Fire Committee draft January 12, 2021 meeting minutes were presented for information. Follow up meeting has been scheduled for February 9, 2021 to discuss the possibility of a 2-year fire contract and capital update for the next contract cycle.

Generator installation estimate updates were presented. T. Miller is requesting Council approval to release the generator out of the Public Works building to Midwest Generator and Electric so they can convert the generator from electric to gas. Consensus to keep the project moving. Timeline is roughly 16 weeks to completion.

Planning Commission

Planning Commission draft November 24, 2020 and December 22, 2020 meeting minutes were presented for information. The January Planning Commission meeting was cancelled due to lack of actionable items.

EDA

EDA draft November 25, 2020 meeting minutes were presented for information.

HRA

HRA draft December 15, 2020 meeting minutes were presented for information.

Liquor Committee

Verbal update on Assistant Manager interviews - Smetana, Sauter and Pettie held interviews yesterday afternoon for 4 candidates. References need to be checked and a hiring recommendation will be presented at the February 3, 2021 Council meeting.

Parks & Recreation

O'Rourke gave an update from the joint Park & Rec and Library Committee January 25, 2021 meeting and will report back to Council when she has more information. An update was given on the 2020-year end Park & Rec report video that was shared on Facebook and published on the City's website.

Mayor - No items at this time.

Miscellaneous

Palmer mentioned an email received from Nick Olson at Three Twenty Brewery regarding the continued use of his business's patio for outdoor dining again over the upcoming summer. Staff had not been informed of this email and requested a copy so any outstanding issues or questions can be addressed. When the City declared the state of emergency, and then resolved to relax outdoor dining regulations by allowing the use of parking spaces/public right of way will remain in effect until the emergency declaration related to the COVID pandemic is lifted. Direction was given to add the Al Fresco Dining ordinance to an upcoming Ordinance Review Committee meeting for discussion.

Adjourn

Motion by Ovick to adjourn meeting, second by Pettie. Verbal vote, all in favor. Meeting adjourned at 12:04 p.m. by Mayor Pederson.

Carl Pederson

Carl Pederson (Mar 7, 2021 10:38 MST)

Carl Pederson, Mayor

Minutes taken by Administrative Assistant, Carissa Kranz
Next Regular Council meeting is February 3, 2021 at 6:30pm
Minutes approved on: March 3, 2021

Lezlie Sauter

Lezlie Sauter, Interim City Administrator









1-28-2021 Regular Meeting Minutes

Final Audit Report

2021-03-07

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