



**Regular City Council Meeting Minutes**  
**January 30, 2020 - 8am**  
**Council Chambers**  
315 Main Street South

**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, Public Works Supervisor Maury Montbriand, Liquor Store Manager Lara Smetana, and Community Development Director Lezlie Sauter.

The Mayor called the meeting to order at approximately 8:00 a.m. and led the Council in the Pledge of Allegiance.

**Additions and/or Deletions to the Agenda** – No requests to add or delete were offered or made. *Motion by Pettie, seconded by Sloan to approve the agenda as presented. Motion carried.*

**Open Forum** – No public comment was made or offered.

**Approval of One-Day Liquor License - Pine City Center for the Arts, February 14, 2020** – *Motion by Scholin, seconded by Pettie, to approve the One-Day Liquor License for Pine City Center for the Arts on February 14, 2020. Motion carried.*

**Approval of Election Judge list for the Presidential Primary (March 3, 2020)** – *Motion by Ovick, seconded by Pettie, to approve the election judge list for the March 3, 2020 Presidential Primary. Motion carried.*

**Approval of Small Cities Development Program administrative policies:** *Motion by Sloan, seconded by Scholin, to approve the Small Cities Development Program administrative policies. Motion carried.*

- a. Anti-displacement & Relocation Plan
- b. Prohibition of Excessive Force
- c. Income Reuse Plan
- d. Drug-free Workplace Policy

**Discussion on Community Development support position** - A discussion was had on the proposed community development position. Staff were directed to determine how the position is to be funded in 2020. Discussion tabled until the February 5, 2020 Council meeting.

**Discussion about Capital Budget** -

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City of Pine City

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- a. **Transfer from Liquor Fund Balance** - Van Steenwyk provided a summary of the liquor store fund balance and the proposed additional transfer. Smetana noted that other Liquor stores generally note transfers for specific purposes for good public relations and out reach to the community. A discussion was had on identifying the Warming House as a Liquor fund transfer supported item. A discussion was had on the rules related to supporting projects from the General Fund. A discussion was had on maintaining clarity on how the Liquor fund helps to supplement the General Fund and then the noted benefits.
- b. **Draft Financial Management Plan** – A discussion was had on the capital budget. Modifications to the financial management plan were made and reflected per Council direction. Staff to verify estimates on identified capital items and the split for the Cross Lake Preserve Park.

Direction from Council for staff to remove the docks at the end of the season (prior to winter).

**Toolcat** – A discussion was had on the purchase of the toolcat. *Motion by Pederson, seconded by Ovick, to approve the purchase of the Toolcat from Lano Equipment in the amount of \$52,943 out of the capital fund & the 3 attachments (angle broom, snow blower, and V-Plow in the amount of \$12,776 out of operating. Motion carried.*

Direction from Council to revise and bring back for discussion at a later council meeting.

**Discussion about Personnel Manual** – Van Steenwyk provided a summary of the personnel policy update process to date. A discussion was had on the draft personnel manual and recommendations were made. Council to continue discussion commencing on page 24.

**Discussion about Procurement policy** - Van Steenwyk provided an overview of the policy noting the exemption list and state bid purchase requirement. A discussion was had on the proposed policy. Revisions were made based upon Council direction. Staff were directed to make the changes and present for council approval at a later date.

**Discussion and direction on Council Chamber renovations (City Hall Project)** – Sauter provided an overview of the quotes received related to the Council chamber renovation. Council indicated a desire for a longer-term arrangement prior to approving staff to proceeding with renovations in the Council Chambers. Staff to reach out County to determine if there is an update on the County's long-term plans for the South Pine Govt. Center. Direction for staff to hold all renovation actions pending direction from Council.

**Committee Discussions & Updates** – A discussion was had on the proposed position descriptions for the boards and committees. Staff to relay draft position descriptions to the committees for revision and consideration. No action was taken on this item.

**iWorQ cancellation** – Van Steenwyk and Sauter provided an overview of the issues experienced to date. Staff noted that the system is not as it was sold and was not functional for City staff. Council indicated support in non-renewal of the agreement.

*Motion to adjourn the meeting by Pettie, seconded by Ovick, at approximately 12:09 pm. Motion carried with Sloan, Ovick, Pederson, Pettie, and Scholin in favor and non against.*

**Matthew Van Steenwyk**  
**City Administrator**

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