



Minutes

Regular City Council Meeting

October 7th, 2020 – 6:30 p.m.

Remotely via RingCentral Meeting 149 623 9725

<https://meetings.ringcentral.com/join?jid=1496239725>

Meeting ID 149 623 9725

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, Park and Recreation Director Stacy O'Rourke, Liquor Store Manager Lara Smetana, Public Works Supervisor Maury Montbriand, Fire Chief Tom Miller, City Building Official (Rum River) Andy Schreder, 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** – Additions to the agenda include Park Signs under Park & Recreation and the Pay App for 2019 Streets Project under Administration 5b.

Motion to approve the agenda with the addition of approval of the Park Signs, and the Pay application for Park Construction – 2019 Street Project, by Pettie, seconded by Scholin. 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. August 27, 2020 regular meeting
 - ii. September 2, 2020 Regular Meeting
 - iii. September 10, 2020 Special Meeting
 - iv. September 17, 2020 Special Meeting
 - v. September 24, Regular Meeting
- b. Approval of September expenditures
- c. Approval of September 2020 accounts payable
- d. Approval of August Fines Report
- e. Approval of application for exempt permit for Pine Tech gun raffle
Motion to approve the Consent Items by Sloan, seconded by Ovick. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

5. Open Forum

Mr. Jake Ubi provided the City with a letter for the open forum regarding a large water bill from August 2020. Mr. Ubi provided comment that he does not believe his household utilized 5,000 gallons during a weeklong period. The incident seems to have corrected itself and the homeowner does not believe the water was used or that there was an issue within the home. Staff provided comment, that while 5,000 is a lot of water to go through the system per day it is feasible. Staff noted that such flow rates have been seen in other toilets during similar issues in the past. Van Steenwyk also noted that the City of Pine City is following a similar process for incidents such as this as our neighboring cities of Hinckley and Sandstone. City staff will look into the issue further and do a manual read of the meter.

6. Sheriff's Report

Deputy Gavzy is present. Brief discussion on some transient activity in the area in multiple vacant lots, as well as vehicles driving within the new fog lines that were painted to indicate parking along Main Street. O'Rourke made note of the concern regarding youths accessing the railroad bridge. Deputy Gavzy noted he was aware of the concerns and working to monitor.

7. Department/Committee Reports

- a) Community Development
 - i. Building Official Update (Andy Schreder - Building Official)- Schreder provided an overview and summary of his processes and work being completed in the community. Schreder noted his efforts in engaging developers through his training conducted at Pine Technical & Community College. Schreder responded to inquiries on his availability to respond to questions via email and phone and in person. No action was taken on this item.

ii. Approval of Citizen Planner & Site Improvement Awards – The two nominations for the awards are Pine City Youth Hockey, for the Hilltop Recreation project, and Pokegama Pines Student Housing.

Motion by Scholin to award both awards, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

iii. Approval of EDA Strategic Plan 2020-2025 – Sauter provided information on a mission statement change within the EDA. Additionally, one objective was added stating the EDA will review the Strategic Plan on an annual basis. A minor concern from Council was voiced regarding the wording in the updated mission statement, specifically around the promotion of industrial development only. Council would like the word “industrial” removed from the mission statement to be more inclusive to other types of development. The Strategic Plan will be brought back to the EDA. No action taken.

iv. Resolution 20-51 Transfer CARES Act Funds to EDA Emergency Relief Loan Fund

Motion by Scholin to authorize the transfer of CARES Act Funds in the amount of \$15,000.00 to the EDA Emergency Relief Loan Fund in order to make the fund whole, with note of correction on the amount of CARES funding attributable to the program, seconded by Sloan. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

b) Fire Department

i. Fire Hall Door Locks – Quote

The quote is for the replacement of the locking system in the Fire Hall which includes keys, as well as key fobs or key cards and a keypad. This expense would be out of the 2020 budget. Council expressed concern with the model choice because the technology is old. Discussion tabled for additional research.

ii. Purchase of new tires for Tanker #28

- a. A-1 Quote
- b. Pumps Quote

Motion by Ovick to approve the purchase of new tires from A-1 with sales tax removed (\$7,526.00), seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

iii. New turnout gear and structural fire gear

- a. Emergency Response quote – Quote for seven sets of gear for firefighters.

Motion by Ovick to approve the gear with added particulate filter to Emergency Response Solutions in the amount of \$19,538.47, seconded by Pederson. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

- iv. Consideration of purchasing a gear dryer

- a. Stick gear dryer quote

CARES Funds could be used for this purchase. The Fire Hall is already set up for this item.

Motion to approve the purchase of stick gear dryer from Municipal Emergency Services for quoted price (\$3,922.56) + shipping by Scholin, seconded by Ovick. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

- v. Approve the annual maintenance of fleet of vehicles

- a. EAM quote
- b. Macqueen quote

Fire Chief Miller recommends we use EAM for the annual maintenance of the fleet. *Motion to approve the EAM quote for annual maintenance of Fire Hall fleet in the amount of \$9,157.25 by Sloan, seconded by Scholin. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

- c) Liquor

- i. Monthly reports

- a. Sales Workbook

As of the end of September 2020, there have been over ~\$1.8 million dollars in sales as compared to ~\$1.5 million dollars in 2019. Year over year, the Municipal Liquor Operation is up \$300,000.

- ii. Approval to proceed with Assistant Manager position

The City Council provided direction to continue with research on salaries and job descriptions for an Assistant Manager position at the Municipal Liquor Store.

- d) Public Works

- i. Approve Probationary Review for Robert Joyce

Motion to approve the probationary review for Robert Joyce placing him into permanent status by Scholin, seconded by Pederson. On a roll call vote Pederson,

Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

ii. Adopt Resolution #20-46, Hearing on Proposed Final Assessments

Van Steenwyk noted that the resolution is needed as part of the official steps on our meeting on October 14th.

Motion to adopt Resolution #20-46 by Scholin, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

iii. Utility Bills – Past Due Summary

The City provided residents who are behind on their utility bills with a letter listing multiple avenues to seek help to get their bills paid down and that the City is seeking engagement with the citizens. It was noted that the City is not assessing late fees at this time and would like to set up payment plans with residents who have past due balances.

e) Parks & Recreation

i. Park Signs

This was an approved 2019 budgeted item. The Park & Rec Committee has chosen to purchase signs for 5th Street Docks, Meadow Ridge, and Challeen Park. The cost to build the signs has increased; therefore, it is over the initial budgeted amount for signage. Van Steenwyk made note that the proposed park hours will be modified to state a 6 a.m. opening time vs. 8 a.m. Ordinance Review has recommended this opening time change.

Motion to approve the purchase of the three signs by Pederson, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

f) Administrative

i. Ordinance 20-06 Amending Ordinance 20-03 to Include Mobile Food Units

The City of Pine City wants to encourage business within the City. Therefore, the request was made to include mobile food units in the al fresco dining ordinance, allowing for mobile food units to operate without paying a fee.

Motion to approve Ordinance 20-06 amending Ordinance 20-03 by Sloan, seconded by Pederson. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

ii. Resolution 20-50 for Addition of Stacy O'Rourke to Spire Visa

Motion to approve Resolution 20-50 for O'Rourke's Visa card, with an amendment listing the limit amount, by Scholin, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

iii. Audit Update

The City received a notice of reporting required from the State of Minnesota regarding an October 19th deadline for a completed audit. Van Steenwyk will communicate with the City's auditors and forward additional relevant information to the City Council. Van Steenwyk noted an 8:30 meeting scheduled for the following morning.

iv. Approval of Claims over \$10,000

- a. SEH, \$22,319.98 - 2020 Street Reconstruction, Project Engineer

Motion to pay SEH invoice in the amount of \$22,319.98, field time through August 2020, by Ovick, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried

- b. Park Construction - \$174,573.41 - 2019 Street Improvements

Motion to pay Park Construction invoice in the amount of \$174,573.41 by Scholin, seconded by Sloan. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried

iv. Budget

Van Steenwyk offered to send a summary list of proposed changes from Department Heads to reduce their budgets from different areas in an effort to reduce the levy for the taxpayers. The City Council's goal was to reduce the General budget by ~\$80,000.00. Van Steenwyk noted that there will likely be a special meeting scheduled following the document review by Council.

8. Mayor – Nothing to report.

9. Miscellaneous Items/No Action Required – Nothing to report.

10. Adjourn

Motion to adjourn at approximately 8:40 pm by Scholin, seconded by Ovick. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried

Minutes taken by:
Treasurer/City Clerk, Maggie Olsen