



Draft Minutes
Special City Council Meeting
Wednesday, October 21, 2020 – 2:00pm
Council Chambers or Via Remote RingCentral Meeting
(315 Main St S)

Link: <https://meetings.ringcentral.com/j/1496184934>

Meeting ID: 149 618 4934

In attendance – Mayor Carl Pederson, Councilor Steve Ovick (arrived at approximately 2:36p.m.), Councilor Brian Scholin, and Councilor Mary Kay Sloan.

Absent – Councilor Gina Pettie.

Staff in attendance – City Administrator Matthew Van Steenwyk, Public Works Supervisor Maury Montbriand, and Community Development Director Lezlie Sauter, Park and Recreation Director Stacy O’Rourke, Safety Inspector Andre Luedtke, Treasurer/Deputy Clerk Maggie Olson, and Liquor Operations Manager Lara Smetana.

The Mayor called the meeting to order at approximately 2:05 p.m.

Robinson Park Plan – O’Rourke provided an overview of the two quotes received for completion of the Robinson Park Park Plan. O’Rourke provided the staff recommendation to proceed with MSA due to their detail. Council requested where this could be funded. O’Rourke and Van Steenwyk noted that there is funding available in the Park & Recreation budget. A discussion was had on the potential to use COVID CARES funding for this project. Staff to determine if COVID CARES funds are available. *Motion by Scholin, seconded Sloan, to process with proceeding with the MSA agreement, potentially funded by COVID Cares. On a roll-call vote, Sloan, Pederson, and Scholin voted in favor and none against. Motion carried.*

2021 Budget Workshop – Council reviewed the proposed department reductions to address the \$80,000 goal for levy reduction. A review of the preliminary budget was done noting the following proposed reductions:

- Administration - \$2,000 reduction to office supplies – 100-41300-200
- Fire Department - \$2,500 reduction to Heavy Machinery – 100-42200-540
- Public Works – No change in the Mill & Overlay Budget was confirmed – 100-43100-407
- EDA – A reduction of \$7,870 was noted as a potential reduction to the levy amount. Confirmation will occur after the next EDA meeting.
- HRA – A reduction to the levy amount of \$10,000 was noted as approved from the HRA Board.

City of Pine City

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 Phone: 320.629.2575 Fax: 320.629.6081

E-mail: admin01@pinecitygov.com Web site: pinecity.govoffice.com

Pine City is an equal opportunity provider and employer

On the Financial Management Plan a noted change as follows:

- Shift the Ehlers FMP from 2021 to 2022 - \$20,000
- Remove the SRTS funding from 2021 - \$18,720
- Snow Blower – Staff were provided direction to proceed with verifying the items is still available, conducting an inspection of the item, and executing the purchase of the item if it is of sound quality.
- Staff were also directed to determine a more accurate quote for the purchase of the replacement for the Dodge 3500 w/ dump.

Motion by Pederson, seconded Scholin, to approved the adjustments to the 2021 budget at financial management plan. On a roll-call vote, Sloan, Pederson, and Scholin voted in favor and none against. Motion carried.

City Administrator - authority to adjust Utility Billing (late fee, large billings) – Van Steenwyk provided a summary of the request to consider providing the City Administrator position the ability to waive certain fees related to large water bills. Sloan noted the request was made by her. A discussion was had on what could be done in the instances of unplanned large water bills. Staff were directed to ensure that all steps are made to ensure the accuracy of the billings. Staff were directed to determine best course forward to allow for the reduction or eliminate of late fees as it relates to such billings. Staff to verify what is needed to be changed in the ordinance or fee schedule and provide a recommendation at a future meeting. No additional action was taken on this item.

Closed Session pursuant to Minn Stat. 13D.05 Subd. 3(a) to discuss performance evaluation of a City employee - Maggie Olson. – *Motion to enter into a closed session pursuant to Minn. Statute 13D.05 Subd 3.a, by Ovick, seconded Sloan, at approximately 3:26p.m. On a roll-call vote, Sloan, Pederson, Ovick and Scholin voted in favor and none against. Motion carried.*

Present in the Closed Session: Mayor Carl Pederson, Councilor Steve Ovick, Councilor Brian Scholin, Councilor Mary Kay Sloan, City Administrator Matthew Van Steenwyk, and Treasurer Deputy Clerk Maggie Olson.

Reconvene into an open session at approximately 3:47 p.m.

Council acknowledged the receipt of Maggie Olson’s one-month notice of resignation, in good standing, as Treasurer/Deputy Clerk with the noted end date of November 18th, 2020.

Motion by Sloan, seconded by Ovick, to approved providing full payout of accrued PTO, per City Policy and proving Health Benefits through the end of the calendar year following current employee contribution splits noting the one-month notice of separation. Van Steenwyk noted that proving benefits past the month of separation is outside of normal practice, but also noted that the impacts of COVID at this time is a factor in approving this request. *On a roll-call vote, Sloan, Pederson, Ovick and Scholin voted in favor and none against. Motion carried.*

Motion to Adjourn the meeting at 3:49p.m. by Ovick, seconded by Sloan. On a roll-call vote, Sloan, Pederson, Ovick and Scholin voted in favor and none against. Motion carried.