



**Draft Meeting Minutes
Regular City Council Meeting
October 29, 2020 at 10:00am
Remote Meeting
315 Main Street South**

Link: <https://meetings.ringcentral.com/j/1490443048>
Meeting ID: 149 044 3048

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, Safety Inspector Andy Luedtke, Park and Recreation Director Stacy O'Rourke, Liquor Store Manager Lara Smetana, and Auditor from Redpath Andy Hering.

Proposed Additions or Deletions to Agenda - Van Steenwyk requested two quotes from Bombard Tech to be added to the COIVD Cares funding discussion. *Motion to accept the agenda with the additions requested by Pettie, seconded by Ovick. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

Open Forum – Van Steenwyk noted that there were no items presented for the open forum at this time.

Audit Presentation – Andy Hering from Redpath and Company provided a presentation of the 2019 Audit and related documents. Hering noted a conversation with Kathy Docter with OSA noting that there are no penalties or negative impacts related to the delayed completion of the audit but also noted that LGA can be withheld temporarily from cities who do not file audit paperwork in a timely manner. Discussions were had on the findings reported in the audit and the Council recommended to staff some steps to remediate the issues which caused the delay, moving forward.

CARES Act Business assistance expense approval & updated proposal – Sauter provided a summary of the work conducted by Mr. Steve Fredlund and the Small Small Business through the COVID Cares funds. Sauter noted 10 business took advantage of the program. Sauter also noted that a lifetime membership for the City was available for a nominal fee. *Motion to approve the payment of invoice 2020-10-05 in the amount of \$14,700 and to approve the lifetime membership purchase by Pederson, seconded by Scholin. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

City of Pine City

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Bombard Tech Council Chamber Quote – Van Steenwyk provided a summary of the project noting the quotes previously received. *Motion to approve proceeding with Bombard Tech for the Council audio/video in the amount of \$8,261.76 by Sloan, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

Bombard Tech Computer Setup Quote - Van Steenwyk provided a summary of the computers needing setup noting the additional quotes received from CW Technology, the City's current IT assistance provider. Van Steenwyk noted that he believes the quote provided by Bombard Tech for the Microsoft Windows may be reduced as an upgrade license could be obtained in lieu of a complete license. *Motion to approve proceeding with Bombard Tech for the computer setups in the amount not to exceed \$3,000 by Scholin, seconded by Pederson. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

Discussion regarding all staff back to normal work hours at the PCGC effective Nov. 1st. – A discussion was had on reopening the offices and bring staff back to normal operation. Concerns were voiced on full opening with direction that appointments and individuals could be let into the building to conduct business. A discussion was had on staff continuing to work from home when practical and unhindered by doing so. Staff are to begin the process of returning to work while keeping the CDC guidelines in mind.

Discussion on Organizational Changes – Van Steenwyk provided an overview of the proposed organization change to address the vacancy of the Treasurer position and the need to get the finances brought to a better position. Van Steenwyk noted the plan to place Sauter into an interim Assistant City Administrator position with the Public Works and Park & Recreation Departments under her purview. A discussion on how that would work was had and both Van Steenwyk and Sauter provided feedback. Additional discussion was had on Sauter's pay related to the additional duties. The Executive Committee will provide a recommendation at the next regular Council meeting. Following that conversation, Van Steenwyk is to provide an estimate of the impacts this change and the vacant position could have on the proposed Levy.

Discussion on Proceeding with Position Recruitment – No action was taken on this item, as noted above the Executive Committee plans to review the job descriptions within the finance department in the upcoming weeks.

City Hall Project Update – Van Steenwyk provided an update on the City Hall project noting the process for transition is continuing. Council discussed the acquisition of the building. *Motion to approve proceeding with the purchase agreement for the City Hall Building for \$1.00. Sloan, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

Library Committee – No updated provided.

Communications Team - Van Steenwyk noted the November column topic - Restricted Parking & Snow Plowing Information will be written by the Public Works Director and emailed out for Council review prior to publication on or around November 12.

Fire Committee – Ovick noted the process of the contracts for the 2021-2022 contract year.

Planning Commission – No additional update was provided.

Public Works – Van Steenwyk provided an update on the snow blower purchase noting staff intend to inspect the plow next week and seek to purchase if the item is of proper quality.

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Cross Lake Sanitary Sewer District, Pokegama Sanitary Sewer District, City of Henriette Sewer District – A brief discussion was had related to the need to update the existing contracts and to seek an engineer analysis of the rates being charged to the districts.

Parks & Recreation – O'Rourke provided an update of the recent Hocus Pocus drive-in movie night noting between 12 and 15 vehicles were present. O'Rourke provided an update on the budget balances, proposed uses of those funds, and an update on the Hilltop Recreation area.

EDA – An updated was provided on the EDA meeting held the day prior. Ovick noted that the EDA indicated support of the budget reduction, but did so reluctantly.

HRA -

Mill Site Redevelopment Update – Sauter provided an update of both the HRA and EDA recommendations related to the sale or retention of the Mill Site property. After a brief discussion, the intent is to retain the property as noted by Council.

Hilltop Cottages - Land Sale Proceeds Recommendation – Sauter noted the potential for transferring the proceeds from the sale to the HRA Loan fund for future housing development. A discussion was had on the potential future use of the funds for development. Direction from Council to retain the funds in the General fund and keep them separated internally.

Liquor Committee – No update was provided.

Ordinance Review – A note of the progress and efforts being made in the recodification was made. A specific note requesting feedback and input with regards to the cemetery ordinance, specifically the number of remains that can be housing in one plot, was requested.

Welia (FirstLight) Community Advisor – A note of the potential separation of Welia from Kanabec county was made. No other information was provided.

Board of Health - No update was provided.

Rush Line Corridor Task Force - No update was provided.

Rush City Regional Airport – Scholin noted that a masterplan was being generated.

Cable Commission – Scholin provided note that the City of Pine City will be serving as the Treasurer for the Joint Power. It was noted that Pine City has not taken that roll in the past.

Mayor - No update was provided.

Adjourn – *Motion by Ovick, seconded by Sloan, to adjourn the meeting at 12:31. Motion carried.*

Minutes taken by:

Matthew Van Steenwyk, City Administrator