



**Minutes
Regular City Council Meeting
October 4, 2017 -- 6:30 p.m.
Council Chambers**

In attendance: Mayor Carl Pederson, Councilor Steve Ovick, Councilor Mary Kay Sloan, Councilor Brian Scholin, and Councilor Gina Pettie.

Absent: None

Staff in attendance: City Administrator Ken Cammilleri, City Treasurer Matthew Van Steenwyk, Liquor Store Manager/Park & Rec. Supervisor Lara Smetana, Public Works Supervisor Maury Montbriand, and Green Corp Member Jonathan Mueller.

The Mayor called the meeting to order at approximately 6:30 p.m. and led the Council in the Pledge of Allegiance.

Additions and/or Deletions to the Agenda – Requests were made to add a discussion and consideration of the Schuler and Wilson matter in Chaleen park related to a request for a land license or lease, property located at PID #42-0213-000 and PDI# 42-0214-000, and to add a discussion of the letter dated, Monday, October 2, from the Pine City Township. *Motion by Sloan, seconded Pettie, to approve the agenda as revised. Motion carried.*

Consent Agenda – The consent items include the approval of Minutes: August 31, 2017 Regular Meeting Minutes, September 6, 2017 Regular Meeting Minutes, September 11, 2017 Special Budget Meeting Minutes, September 18, 2017 Special Budget Meeting Minutes, September 19, 2017 Special Beaver Pond Development Discussion Meeting Minutes and September 21, 2017 Special HRA Appointment Meeting Minutes, and September 21, 2017 Special Budget Meeting, approval of bills for September 2017, the acceptance of the Pine County Fines Report for August 2017, and the approval of a Gambling License for Pine Tech Community College for February 25, 2018 at PTCC. *Ovick made a motion, seconded by Sloan, to approve the consent items with previously noted corrections. The motion carried unanimously.*

Open Forum – Terry Neitzel, 545 4th St SE apartment # 2, provided comment on outstanding issues with his apartment and related outstanding court orders. Cammilleri provided an overview of the discussions and efforts made to date related to the property in question, noting what responsibilities are of the City.

Sheriff's Report – A representative from the Sheriff's Office was not in attendance to present the report.

Request to appeal late fees for Bottle Cap Condos accounts – Cammilleri provided a summary of the request to waive late fees made by the Bottle Cap Condos. *Scholin made a motion, seconded by Ovick, to deny the request to waive utility late fees. Motion carried.*

City of Pine City

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September 2017 Monthly Liquor Activity Report - Smetana provided a summary of the September Liquor sales. Council made note of positive sales trends. No action was taken on this item.

Summary of 2017 Park Reservations – Smetana provided a summary of the 2017 Park Reservation and Softball fees. No action was taken on this item.

Approval to proceed with matching grant for playground equipment - *Motion by Sloan, second by Pederson, to proceed with seeking a matching grant for playground equipment with City contribution not to exceed \$8,000. Motion carried.*

Approval to end the probationary period for John Wachtler and Todd Groninga - *Motion by Scholin, second by Pettie, to approve Mr. Wachtler and Mr. Groninga as the end of their 6 month probationary period as of anniversary date. Motion carried.*

Approval to spend remainder of budgeted seal coat and blacktop funds – Montbriand provided an overview of the areas intended to be addressed with the noted funds. A discussion was had on the bidding process. Direction from council to forgo additional work in 2017 and to propose a budget amendment in 2018 to include unspent funds with intent to focus funds in the NW Quadrant.

Pine City Township Letter – Cammilleri provided an overview of the letter received from the Pine City Township related to water flow issues and a need for the City to install a culvert. Montbriand provided his understanding of the location and the issues presented. Direction from Council for Montbriand to contact the Township for additional discussion.

Discussion and consideration of the Schuler and Wilson matter in Chaleen Park related to a request for a land license or lease, property located at PID #42-0213-000 and PDI# 42-0214-000 – Cammilleri provided a summary of the issue and the recommendation by the City’s legal counsel, being a license in lieu of a lease.

Wilson provided comment on the proposal.

Schuler provided comment on the proposal and concerns on non-resident input in the discussion.

Cammilleri made an inquiry on the petitioners’ opinion on the license option. Schuler noted acceptance of such an option. A discussion was had on the process of licensing and the potential for additional applicants in the future.

Cammilleri provided a summary of an email correspondence between the City and the City’s legal counsel.

Direction from Council to seek information on other City’s that may be doing a similar license agreement.

Call public hearing for November 1st for write offs – *Motion by Ovick, seconded by Pettie, to call a public hearing for the discussion of write offs to be set for November 1st at 6:30 pm. Motion carried.*

Approve Resolution #17-36, Declaring and Ordering preparation of final assessments & Approve Resolution #17-37, Ordering Public Hearing on proposed assessments 2017 Street Improvements (2nd Street SE & 4th Avenue SE) – *Motion by Sloan, seconded by Ovick, to authorize Resolution 17-36 declaring and ordering preparation of final assessments, and to authorize Resolution 17-37, ordering a public hearing, on November 1st at 6:30, proposed assessments for the 2017 Street Improvements (2nd Street SE & 4th Ave SE). The motion carried unanimously by roll call vote*

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Northdale Construction fourth pay request for 2nd Street project in the amount of \$37,637.71 – Anderson, from SEH, provided a summary of the work done under this request. *Motion by Pettie, seconded by Ovick, to authorize payment of the 4th pay request to Northdale Construction for the 2nd Street Project in the amount of \$37,637.71. Motion carried.*

Approval to proceed with the planning process through ECRDC for Safe Routes to Schools (SRTS) program – Jonathan Mueller, the City's Green Corp member, provided a summary of the Safe Routes to School program and his request to begin a planning process. Motion by Scholin, seconded by Sloan, to proceed with the planning process through ECRDC for the Safe Routes to School Program. Motion carried

Approval to proceed with St. Croix Valley Railroad fixing the railroad crossings at 1st Ave NE and 5th Ave NE – Cammilleri provided a summary of the proposed projects. *Motion by Ovick, seconded by Pederson, to proceed with the 1st Ave NE, and 5th Ave NE crossing projects in the amount of \$70,905.02. Motion carried.*

Approval to proceed with negotiating a contract with Payment Service Network (PSN) for Credit Card Services for City and Utility Payments (excluding the Liquor Store) – Direction from Council to proceed with negotiations with PSN using Option #1 whereby the City continues the practice of absorbing transaction fees.

2018 Capital Improvement Plan Workshop – Cammilleri provided a brief summary of the current status of the Capital Improvement Plan and the current list of proposed projects. No action was taken on this item.

Discussion of City Hall RFP – Cammilleri provided a summary of the potential RFP and the process. *Motion by Pederson, seconded by Scholin, to proceed with the City Hall RFP process as drafted. Motion carried.*

Approval of appointing Chloe Johnson to become a Student Rep for the Planning Commission – A discussion was had on the appointment of Ms. Johnson to the Student Rep for Planning Commission. *Motion by Ovick, seconded by Pettie, to approve appointing Chloe Johnson to the Student Representative position on the Planning Commission. Motion Carried.*

A brief discussion was had on the modification of hours of operation of the Pine City Library.

Mayor Pederson adjourned the meeting at approximately 8:31 am.

Matt Van Steenwyk
City Treasurer/Assistant to the City Administrator