



## Minutes

### Regular City Council Meeting

November 4, 2020 - 6:30 p.m.

Remotely via RingCentral Meeting 148 761 1032

Link: <https://meetings.ringcentral.com/j/1480999392>  
Meeting ID: 148 099 9392

---

**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, 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, City Engineer (SEH) Greg Anderson and Administrative Assistant Carole Lahti.

**Other** – County Administrator David Minke, Pine County Deputy Blake Richert.

**Call to order** - Mayor Pederson called the meeting to order at 6:32 pm

**Pledge of Allegiance** (*forgone due to remote meeting limitation*)

**Proposed Additions or Deletions to Agenda** – Van Steenwyk requested additions to the agenda including Holiday Hours at the Liquor Store under Item 7.c, Conversation on wifi in Robinson Park under Item 7.f., and Continued Discussion on Temporary Reorganization under Item 7.f. *Motion to approve the agenda with the addition of approval of holiday hours, addition of conversation about wifi in Robinson Park and addition of Continued Discussion on Temporary Reorganization by Pettie, seconded by Scholin. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

### **Consent Items –**

1. Approval of Meeting Minutes from September 18 Special Meeting, September 24 Regular Meeting, October 7 Regular Meeting and October 29 Regular Meeting
2. Approval of October expenditures
3. Approval of October 2020 accounts payable
4. Approval of September Fines Report

*Motion to accept the Consent Items by Ovick, seconded by Sloan. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

### **Open Forum –** No items were brought forth

**Sheriff's Report** - Deputy Richert stated that no trends have been noticed and indicated he has been deputy in Pine City area less than a month. Mention was made by Ovick that he has noticed numerous issues in the area of the 9<sup>th</sup> Street Holiday station and Richert said that most have been drive-offs with some other incidents also. Van Steenwyk requested that Richert stop at the liquor store to discuss an issue with Smetana.

### **Department/Committee Reports –**

**a. Community Development –** no report

**b. Fire Department -**

**Random Drug Testing Policy** - Van Steenwyk reviewed the plan, saying that he had followed an LMC model in composing it. Miller expressed that it would be good policy for the safety of all department employees. Pederson commented that it would be good to protect not only the workforce but the community as well.

*Motion to approve the Random Drug Testing Policy for the Fire Department by Pederson, seconded by Ovick. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

**Update on Generator Installation –** Miller received a quote from Federated for approximately \$2000 for installation, including testing. Miller is trying to get it done as soon as possible. Pederson asked for update at the next meeting.

Pederson requested an update on grants. Miller reported that the Department had not been selected for the 2019 FEMA grant cycle, and asked permission to work with the grant writer to proceed with 2020 grant applications. A question was raised as to what had been included in the 2019 request; Miller responded that an air compressor, extrication equipment and the pumper were included. Further question was raised regarding the need for extrication equipment since some had been purchased within the past few years. Miller explained that current equipment is not effective for use on newer model year vehicles. When asked if

he could go another year without the extrication tools, Miller replied that he could.

Pederson asked how long it would take obtain the needed pumper if it was ordered today; Miller responded 10 to 14 months. Discussion ensued regarding the possibility of ordering it in 2021, making a portion of the capital outlay in 2021 and postponing balance to 2022 and beyond. As long as a contract to purchase is made prior to the application for a FEMA grant, it could be included in the grant application. Pederson reminded Council that the Townships want to know by early January what the capital outlay plan will be. Pederson, Ovick, Van Steenwyk and Miller will meet in early December to discuss further.

*Motion to approve proceeding with writing the FEMA grant with the grant writer by Sloan, seconded by Ovick.*

Discussion as to whether a motion was necessary, but Miller advised that FEMA requires Council permission before applying. *On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

#### **c. Liquor**

**Monthly Reports** - Sales were up \$40,000 for October 2020 compared to October 2019. Physical wine inventory was recently completed with less than 1% discrepancy with the inventory reports. Beer inventory will be done shortly. Sales have already surpassed the budgeted income for the year. Pederson inquired about the status of having video ads in stores; Smetana said it will be pursued further, but is not a priority at the present time and security cameras take priority.

**Seasonal holiday hours** – Smetana reviewed the proposed schedule of holiday hours and explained the reasoning behind them. *Motion to approve the holiday hours as presented by Ovick, second by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

#### **d. Public Works purview**

**Purchase Agreement - Compost Site** PID 28.0273.000 and 28.0435.000– Pederson questioned having to pay the County after 3 years for use by City residents. Montbriand offered that the City could find another city-owned located for compost if County did decide to charge after the three year period. *Motion to approve the Real Property Purchase Agreement for the “Compost site” PID28.0273.000 and 28.0435.000 by Scholin, seconded by Sloan. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

**Water/Sewer Large Bill Discussion** – Van Steenwyk reviewed the “Authority to Adjust Utility Billings” noting that it would allow for the reduction of sewer costs if the water is proven to not go into the system and would allow for the cessation of late fees while an active payment arrangement is in place. Sloan suggested

providing an information sheet to customers who have late bills, and she will forward to Van Steenwyk and Dunbar an information sheet that another city gives to customers. *Motion to approve “Authority to Adjust Utility Bills” by Ovick, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

**Utility Bills - Past Due Summary** - Van Steenwyk will have another letter sent to those customers who are past due, urging a payment arrangement and suggesting agencies that might help with payments. Pettie requested a comparison to past due accounts at this time last. Staff to provide at a later date.

**e. Parks & Recreation – Mulch**

O’Rourke reported that Robinson, Voyageur and the ballfield field park are lacking the proper amount of mulch and presented quotes from Minnesota-Wisconsin Playground and Safety First Playgrounds. Both quotes included mulch for the three parks; Safety First included additional needed items. The 2020 budget will cover the cost. Delivery of the mulch will be postponed until Spring. *Motion to approve the quote from Safety First by Sloan, seconded by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

**f. Administrative**

**Approval of Claims over \$10,000** – Application for Payment No. 5 to A1 Excavating for \$8,169.53 (amount corrected from amount of \$54,231.89 shown on agenda) for 2020 Street Improvements and AFP #1 to A1 Excavating for additional work the council had authorized on 9<sup>th</sup> Street SW and Johnson & Clark Street. Anderson gave a brief update on status of project. *Motion to approve Pay App #4 (\$8,169.53) and AFP #1 (\$54,231.89) to A1 Excavating by Ovick, seconded by Pederson. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

**Conversation on Wifi in Robinson Park** - Van Steenwyk reported that the library will extend their wifi to cover most of Robinson Park. He asked approval to include in Covid Cares Funding. *Motion to approve including cost of extending wifi to Robinson in the Covid Cares funding by Pederson, seconded by Scholin. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

**Approval of Remittance #3-Covid Cares funding.** - Remittance #3 included expenses through October 31, 2020; after remaining approved obligations are included the balance will be approximately \$7,000. As final expenses must be reported by November 15, a short meeting might be required on Thursday, November 12 to discuss final remittance. *Motion to approve Remittance #3 by Sloan, seconded by Scholin. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

**Discussion on Second meeting in November** – A proposed date and time for a second meeting was November 24 at 10:00 am. Consensus was that would work for all and will be put on the calendar.

**City Hall Purchase Agreement** – Minke indicated that the County was ready to proceed with the sale of the building to the City and agreement has been submitted to the City for their approval. *Motion to proceed with City Hall Purchase Agreement, PID 425208000 and 425202000 by Ovick, seconded by Sloan. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

**2021 Budget Discussion** - Van Steenwyk reminded Council that the goal was an \$80,000 reduction. Reductions have been made in Fire Department, Public Works, ERA and HRA. Using general fund balance to reduce levy had been discussed previously. The General fund is at roughly \$2,000,000. The current levy increase is 3.19% with a net impact to residents' taxes of approximately 1.67% for a rough income increase of \$61,000. Transfer from liquor store was also discussed. Further discussion will be at the November 24 meeting.

**Temporary Reorganization** – As Sauter has been appointed Interim Assistant City Administrator and will be assuming considerable additional responsibilities, the Executive Committee has recommended a pay increase of \$500 per pay period. *Motion to pay Sauter \$500 additional per pay period made by Pederson, seconded by Scholin. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

**Mayor** – Pederson noted that the election the previous day had resulted in the election of Kyle Palmer and Steve Ovick to the two Council positions. Pederson recognized the 28 years of Scholin's willingness to serve the City and his civil leadership, not only during Pederson's term but years before.

**Adjourn** - There being no further business the meeting was adjourned at 8:18 pm by Mayor Pederson.

Minutes taken by:  
Carole Lahti, Administrative Assistant