



**Special City Council Meeting Minutes  
December 2, 2020 - 6:00 p.m.  
PUBLIC TRUTH-IN-TAXATION PUBLIC HEARING  
315 Main Street South  
OR  
Remotely via RingCentral Meeting 148 339 9441**

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**In Attendance** – Mayor Carl Pederson, Councilor Brian Scholin, Councilor Mary Kay Sloan, Councilor Steve Ovick and Councilor Gina Pettie

**Staff** – City Administrator Matthew Van Steenwyk, Interim Assistant City Administrator Lezlie Sauter, Liquor Store Manager Lara Smetana, Park & Recreation Stacy O’Rourke and Fire Chief Tom Miller

**Other** – Councilor-Elect Kyle Palmer and three citizens

Meeting was called to order at 6:00 pm by Mayor Pederson

Pederson gave a brief overview of the purpose of the meeting and the letter of explanation and budget that were distributed.

Public Hearing called to order by Mayor Pederson 6:04

There were questions from citizens regarding the increases in the taxes and how property values were determined. Van Steenwyk explained that the city portion of the taxes has increased approximately 3.2% but the rest of the tax bill would need answers from the county. There was also discussion regarding “other local entities.”

There being no further questions, Van Steenwyk presented his letter highlighting the main points of the 2021 budget and the 2021 levy, copies of which were made available to those attending. Brief discussion followed.

There being no further questions or comments the public hearing was declared closed by Mayor Pederson.

Meeting was adjourned by Mayor Pederson at 6:40 pm

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**City of Pine City**

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

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**Regular City Council Meeting Minutes**  
**December 2, 2020 - 6:30 p.m.**  
**Remotely via RingCentral Meeting 149 153 8341**

Link: <https://meetings.ringcentral.com/j/1491538341>

Meeting ID: 149 153 8341

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**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/Assistant City Administrator Lezlie Sauter, Park and Recreation Director Stacy O'Rourke, Liquor Store Manager Lara Smetana, Fire Chief Tom Miller, City Engineer Greg Anderson, Administrative Assistant Carole Lahti

**Others in attendance** – City Councilor elect Kyle Palmer, Deputy Sheriff Blake Richert, JoAnn Lindquist,

**Call to order** – The meeting was called to order at 6:42 pm by Mayor Pederson

**Pledge of Allegiance** – The Pledge of Allegiance was respectfully forgone due to remote meeting limitations

**Proposed Additions or Deletions to Agenda** - There were no changes to the agenda. *Motion by Sloan, second by Pettie to approve the agenda. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

**Consent Items -**

- a) Approval of Meeting Minutes: November 4, 2020 Regular Meeting, November 12, 2020 Special Meeting, November 13, 2020 Special Meeting, Regular Meeting November 24, 2020
- b) Approval of November expenditures
- c) Approval of November 2020 accounts payable
- d) Approval of October Fines Report
- e) Approval of License Renewals for 2021

*Motion by Ovick, second by Pettie to approve the consent items.* Scholin pointed out a correction to the November 24 was needed regarding the discussion and motion relating to the discontinuance of the 457 Deferred Compensation Plan; the plan is not being discontinued, rather contributions by non-union employees are being discontinued. *Motion was amended by Ovick to approve consent items with the noted correction to the November 24, 2020 minutes, second with support by Pettie. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

**Open Forum** – Nothing was brought forth

**Sheriff's Report** – Deputy Richert reported that there have been fewer calls than usual since the COVID restrictions and it has given him more time for routine patrols, including parks and construction sites.

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Pederson asked if Richert had any new information on the portable toilet fire at Voyageur Park, but he had nothing to report. O'Rourke clarified that LMC will be paying the claim. Miller asked about a peaceful ad hoc protest that drew about 30 cars that proceeded to the Courthouse with intent to place a memorial at the site of the shooting. Richert knew about it but had nothing more to add.

### Department/Committee Reports Community Development

**2nd & 3rd Apts LLC Development Site Plan Amendment - 355 2nd Street SE, PID 42.5193.000**  
Community Development Director Sauter presented **Res. #20-54, Second Amendment to the Development Site Plan – 2<sup>nd</sup> & 3<sup>rd</sup> Apartments, LLC.** The resolution seeks approval for phased construction of the remaining two planned units due to weather and materials availability, administrative review of the site plan and approval of a non-conforming trash enclosure. Sauter presented background information on the project to date and advised that the Planning Commission had reviewed the request and recommends approval of the phased construction and administrative review and denial of the non-conforming trash enclosure. *Motion by Scholin to adopt Resolution #20-54 with the conditions given and to approve administrative review of the project but excluding the approval of the non-conforming trash enclosure, second by Pettie. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

**Luke Hegge, Conditional Use Permit – 455 Main St S, PID 42.5310.000 – Resolution #20-55**  
Sauter gave a summary of the request for a conditional use permit to allow an electronic message board sign and background information. The Planning Commission has reviewed the request and recommends approval. Staff would also like condition #3 to be corrected to state “The base of the sign will be wholly on the property.” *Motion by Ovick to adopt Resolution #20-55, Conditional Use Permit for an Electronic Message Board Sign – Luke Hegge with correction to #3 on page 2, from “4’ from the property line” to “The base of the sign will be wholly on the property,” second by Pederson. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

### Fire Department

Budget to Anticipated Actuals through Year End 12/31/20 was presented by Van Steenwyk. It was noted that the maintenance of vehicles is anticipated to exceed the budget substantially. This increase is due to many issues found by the maintenance company's vehicle inspections. Issues of safety and lighting are being repaired as found; other issues are being postponed. A budget shortfall of approximately \$27,000 is anticipated but it can be absorbed by the general budget as underspending there is anticipated.

Fire Chief T. Miller reported that the generator was tested and given a clean bill of health. It was recommended that annual service be done to keep it in good condition. Installation will be scheduled as soon as possible.

T. Miller had contacted the DNR regarding the chassis to be purchased and found that none are available at this time but if either of two pending sales falls through, DNR will contact him.

### Liquor Store

Smetana reported that sales in November were up \$20,000 over last year and net profit year-to-date up over \$100,000 compared to last year.

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Salary Range for Assistant Liquor Operations Manager of \$45,000 to \$50,000 was discussed as well as possible part-time of not less than half-time discussed.

*Motion by Pederson to change salary range to \$40,000 to \$50,000 and either full time or part-time, but not less than half-time. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

### **Public Works**

Discussion was held in response to a letter from JoAnn Lindstrom received by the Mayor and Council Members regarding issues with the 2019 Street Improvements on Lake Street. There were some areas that remain to be completed but the letter showed greater concern about communications. Apologies were given to Mrs. Lindstrom by Pederson and Greg Anderson who also assured Mrs. Lindstrom that the remaining issues will be corrected in the spring.

### **Administrative**

Approval of the 2021 Budget and 2021 Levy - *Motion by Ovick to adopt the 2021 Budget and 2021 Levy as presented at the Truth in Taxation Meeting, second by Pettie. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

A claim for \$88,715.24 payable to Park Construction for 2019 Street Improvements was presented. Greg Anderson explained that the payment represents 97% of the work completed, with 1% or approximately \$22,000 held as retainage. *Motion by Ovick, second by Pettie to approve payment of the claim. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Resolution #20-53, Establishing Precinct and Polling Place for 2021 Elections was presented. *Motion by Sloan, second by Pederson to adopt Resolution #20-53. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried*

Resolution #21-11, Not to Waive Statutory Tort Liability Limits was presented. *Motion by Scholin to adopt said resolution #21-11, second by Pettie. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried*

The following were presented for information only:

- City Council Meeting Dates 2021
- 2021 Committee Appointments
- Commission-Committee Policy
- Lead and Copper report from MDH

### **Adjournment**

Motion by Sloan, second by Pettie to adjourn. Meeting adjourned at 8:08 pm by Mayor Pederson