



Minutes
Regular City Council Meeting
December 6, 2017 -- 6:30 p.m.
Council Chambers

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 Ken Cammilleri, City Treasurer Matthew Van Steenwyk, Community Development Director Lezlie Sauter, Publics Works Supervisor Maury Montbriand, Liquor Store Manager/Park & Rec. Supervisor Lara Smetana, and Fire Chief Tom Miller.

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 – A requests was made to add a presentation of the Planning Commission Site Improvement Award to Three-Twenty Brewing. *Motion by Sloan, seconded Ovick, to approve the agenda as revised. Motion carried.*

Presentation of the Planning Commission Site Improvement Award to Three-Twenty Brewing – Mayor Pederson presented the Planning Commission Site Improvement Award to Three-Twenty Brewing. No additional action was taken on this item.

Consent Agenda – The consent items include the approval of Minutes: October 26, 2017 Regular Meeting Minutes, November 1, 2017 Regular Meeting Minutes, and November 6, 2017 Special Meeting Minutes. Approval of the November 2017 bills and approval of the October 2017 Pine County fines. Approval of a temporary on-sale liquor license for NWTF Pine County Thunderin’ Toms Chapter on March 17, 2018 and approval of an application for exempt permit for NWTF Pine County Thunderin’ Toms Chapter on March 17, 2018 to conduct a raffle at 1305 Main St. S. Approval of the 2018 liquor licenses, gaming licenses, and municipal solid waste removal licenses as follows:

GAMES LICENSES: \$20.00/year

- Heath Perkins American Legion Post #51
- Chubby’s Sports Bar & Grill Pine City LLC
- Froggies

City of Pine City

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- Pine City Civic Center
- National Entertainment Network, LLC for Wal-Mart #2367
- Pizza Pub
- The Village Bar and Grill, LLC

ON-SALE LIQUOR LICENSES: \$2,000.00/year

- Heath Perkins American Legion Post #51
- Chubby's Sports Bar & Grill Pine City LLC
- Froggies
- The Village Bar and Grill LLC

SPECIAL LICENSE FOR SUNDAY SALES: \$200.00/year

- Heath Perkins American Legion Post #51
- Chubby's Sports Bar & Grill Pine City LLC
- Froggies
- The Village Bar and Grill LLC

ON-SALE BEER: \$150.00/year

- P.H. North, Inc. d/b/a Pizza Hut of Pine City
- Pizza Pub

ON-SALE WINE: \$300.00/year

- Pizza Pub

BREWERY/TAPROOM: \$300.00/year + \$150.00/year (Taproom)

- Three Twenty Brewing Co.

MIXED MUNICIPAL SOLID WASTE COLLECTION: \$500.00/year plus \$3 per vehicle

Residential: Waste Management of MN
Talon Sanitation

Commercial: Waste Management of MN
Talon Sanitation

Scholin made a motion, seconded by Ovick, to approve the consent items as presented with noted changes to the 10/26/2017 & 11/1/2017 Regular Council Meeting Minutes. The motion carried unanimously.

Approval of 2018 Budget and Levy, Resolution #17-42, Approving 2018 General Fund, Enterprise Funds, Special Revenue Fund Budget and 2018 Property Tax Levy - Motion by Ovick, seconded by Pettie, to authorize Resolution 17-42, approving the 2018 General Fund, Enterprise Funds, Special Revenue Fund Budgets and 2018 Property Tax Levy. The motion carried unanimously by roll call vote.

Open Forum – Dale Scott, 223 5th St SE – Scotty's Parkside Café – conveyed his concerns related to his water service not being shut off as requested and the City's inaction on the matter. A discussion was had on the planned course of action to correct the winterization issue.

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No additional comments were presented.

Approval of Resolution #17-40, Conditional Use Permit – Pine Technical and Community College for a temporary office building and portable classroom – A discussion was had regarding the tracking of the Interim Use Permits and their expiration as well as the potential rezoning of the school. *Motion by Pettie, seconded by Ovick, to authorize Resolution 17-40, approving a Conditional Use Permit for Pine Technical and Community College for a temporary office building and portable classroom. The motion carried unanimously by roll call vote.*

Consideration and Approval of Partita Garage Encroachment License, located at PID 42-0116-000 – Cammilleri provided a summary of the Partita garage encroachment issue and the proposed encroachment license. Cammilleri relayed that staff recommends that the license fee be tabulated by staff taking into consideration staff and legal expense as well as the recording costs associated with the license. Staff also noted the approval of the license should be made contingent upon the receipt of an acceptable legal description of the encroaching property. A note was made on the requirement for the licensee to maintain liability insurance related to the encroaching property. *Scholin made a motion, seconded by Ovick, to approve an encroachment license for the Partita garage located at PID 42-0116-000. The motion carried unanimously.*

Sheriff's Report – Deputy Garret Munson provided the Sheriff's report. No additional action was taken on this item.

Public Hearing for Ordinance #18-01 Utility, Building Permit, and Fire Billing Fees – Mayor Pederson opened the public hearing at approximately 7:02. No public comments were made. The public hearing closed at 7:03.

Approval of Ordinance #18-01 and Repeal of prior Ordinance #17-01 Utility, Building Permit, and Fire Billing Fees – Council inquired on the rate increase for the base change on water. Staff noted on the intended use of the increased rates to go toward funding meter replacements. A discussion was had on the proposed monthly service charge rates. A discussion was also had on the proposed rate increase for the water reconnect fee.

Motion by Ovick, seconded by Pettie, to authorize the repeal of the prior ordinance #17-01 and approving Ordinance #18-01 establishing the 2018 Utility and Building Permit Fee Schedule with noted removal of the proposed rate increases to the monthly service charges and changes to the proposed water reconnection fee to reflect a fee of \$50 and an off-duty hours fee of \$142.00. The motion carried unanimously by roll call vote.

Public Hearing and approval of Ordinance #17-15, Repeal of previous conflicting Animal Control Ordinances prior to adoption of amendments made to Chapter 5, Section 525, Animal Control on April 5, 2017 – Staff is requesting this item be tabled and the public hearing be rescheduled to a later date. *The public hearing was canceled and the discussion and approval of Ordinance #17-15 was tabled.*

Approval of Resolution #18-01 2018 Fee Schedule – Discussion was had on the proposed 2018 fee schedule. Cammilleri noted that the proposed cemetery rate increases reflect rates consistent with our neighboring cemeteries. Additional discussion was had on the various proposed rate increases. A

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discussion was had regarding the proposed Parks Reservation fees. *Motion by Ovick, seconded by Scholin, to authorize Resolution 18-01, establishing the 2018 Fee Schedule with retention of the park reservation fee as adopted in 2017. The motion carried unanimously by roll call vote.*

Approval of two-year Agreement with Pine County for Prosecution Services – Cammilleri provided a summary of the proposed agreement. *Motion by Sloan, seconded Pettie, to approve the two-year agreement with Pine County for Prosecution Services. Motion carried.*

Approval of Long Range Financial Plan and 2018 Capital Outlay - *Motion by Ovick, seconded Scholin, to approve the Long Range Financial Plan and the 2018 Capital Outlay. Motion carried.*

Approval to Accept Matthew Van Steenwyk out of probationary period - *Motion by Pettie, seconded Sloan, to approve ending the probation period for Matthew Van Steenwyk. Motion carried.*

Approval of Resolution #17-41 for 2018 non-union wages - *Motion by Ovick, seconded by Scholin, to authorize Resolution 17-14, approving 2018 non-union wages. The motion carried unanimously by roll call vote.*

Approval of Resolution #17-43, Establishing Precinct and Polling Place - *Motion by Ovick, seconded by Sloan, to authorize Resolution 17-43, establishing precinct and polling places within Pine City. The motion carried unanimously by roll call vote.*

Approval of three-year Agreement with Pine County for Law Enforcement Services - *Motion by Ovick, seconded Pederson, to approve the three-year agreement with Pine County for Law Enforcement Services. Motion carried.*

October 2017 Monthly Liquor Activity Report - Smetana provided a summary of the November Liquor sales. No action was taken on this item.

Approval of Liquor Store Staffing Changes - *Pettie made a motion, seconded by Ovick, to approve the staffing changes as requested by Smetana (Deb Cunnien moved into bargaining unit as a Keyholder at \$11.38/hour, Jacob Bradys & Josh Erickson to non-union keyholders at \$10.50/hour, and Zack Nelson to a non-union permanent part-time cashier at \$10.00/hour). The motion carried unanimously.*

Park and Rec: Approval of recommended applicants for Skating Rink Attendant and Maintenance Worker - *Ovick made a motion, seconded by Sloan, to approve the hires for Skating Rink Attendant and Maintenance Workers as follows. The motion carried unanimously.*

Warming House Attendants: \$9.65/hour

Jared Kotek
Jonah Bergstrom
Beau Steele
Chloe Johnson
Allison Gusk
Melinda Rydberg
Elizabeth Cahill
Derek Clementson

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Addison Chryst

Outdoor Rink Maintenance: \$10.50/hour

Brandt Berube

Eric Paget

Andrew Clementson

Fire Department: Approval of all Fire Fighter Officer Appointments – Miller provided a summary of the requested appointments. *Sloan made a motion, seconded by Ovick, to approve the appointments for Fire Fighter Officers as follows: The motion carried unanimously.*

Paul Miller as Assistant Fire Chief for the remainder of the three-year term expiring 12/31/19.

Justin Jahnz as Captain 1 for a one-year term expiring 12/31/18.

Pete Leibel as Captain 2 for a two-year term expiring 12/31/19.

Kyle Borgstrom as Lieutenant 1 for a one-year term expiring 12/31/18.

Travis Stransky as Lieutenant 2 for a two-year term expiring 12/31/19.

Jason Skluzacek as Secretary.

Committee Appointments – A discussion was had on the appointments and areas of interest of council members. Will be revised at the January regular council meeting. Council to get priority appointments to Mayor by Christmas.

Project Tracking Workbook – Pederson provided a discussion on the project tracking workbook. Staff noted the need and intention to schedule a manager's meeting to discuss projects to be added to the list.

Cancelation of the December 28, 2017 Council meeting - *Ovick made a motion, seconded by Pettie, to cancel the December 28, 2017 regular Council meeting. The motion carried unanimously.*

Mayor Pederson adjourned the meeting at approximately 8:31 p.m.

Matt Van Steenwyk

City Treasurer/Assistant to the City Administrator