



MINUTES
Regular City Council Meeting
April 26, 2017 -- 6:30 p.m.
Council Chambers

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

Absent: None

Staff in attendance: City Administrator Ken Cammilleri, City Treasurer Matthew Van Steenwyk, Community Development Director/City Planner Andrew Mack, Fire Chief Tom Miller, Liquor Store Manager/Park & Rec. Supervisor Lara Smetana, and Public Works Supervisor Maury Montbriand.

The Mayor called the meeting to order at approximately 6:31 p.m. and led the Council in the Pledge of Allegiance.

Additions and/or Deletions to the Agenda – A request to add an order for the request for bid for the wastewater treatment pond repairs and the addition of consideration of applicants in the councilor application process. *Approved by unanimous consent.*

Open Forum – No public comments were made or offered.

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

Approve Recommendation and Award Letter for 2nd Street SE Project – Greg Anderson from SEH presented an overview of the bids for the 2nd Street project and noted the recommended action to award the project to Northdale Construction Co., Inc. A discussion was had regarding the Alternate A project. Staff was directed to create a change order to address drainage so that County funds can still qualify towards the project street delineation of 4th Ave.

Jim France of 305 1st St NE, provided a comment on possible damage from heavy equipment on the 4th Ave roadbed if any drainage work on the east end of 4th Ave is done.

Motion by Scholin, seconded by Ovick, to follow SEH's recommended action and approve awarding the schedule 1 2nd Street SE project to Northdale Construction Co., Inc. in the amount of \$604,679.93 without inclusion of Alternate A. Motion carried.

City of Pine City

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Wastewater treatment pond Request for Proposal – City Engineer, Greg Anderson, SEH provided an overview of the proposed pond repair project. *Motion by Pederson, seconded by Sloan, to proceed with the process to request bids (RFP) for the pond repair. Motion carried.*

Approve Application and Permit for a Temporary On-sale Liquor License for the Pine Center for the Arts for May 12, 2017 and June 9, 2017 - *Motion by Scholin, seconded by Ovick, to approve the Temporary On-sale Liquor License for the Pine Center for the Arts for May 12, 2017 & June 9, 2017. Motion carried.*

Update on City Hall Survey Results – extended deadline to May 24, 2017 – Cammilleri provided an update of the survey results. Cammilleri noted that a large portion of the survey results were not from residence or property owners in Pine City. Cammilleri noted that the deadline has been extended to May 24, 2017 to solicit additional responses. *The Council requested to include a notice of the survey in the Pine City Pioneer and to have a Facebook post regarding the survey to be regularly posted over the next 3 weeks. Council also requested an additional notation be placed on the next utility billing and to get ahold of WCMP radio station to do a public service announcement or the potential for an on-air discussion with Mayor Pederson.*

Discussion on next steps for City Hall Project - No discussion took place; no action was made by Council.

Update on City Audit Process - Cammilleri and Van Steenwyk provided an updated on the audit process. Cammilleri noted the error discovered in the fixed asset adjustment made in 2015 by AEM. A brief discussion was had on the impact on the utility rate study and capital plan.

Approval of Hiring of Seasonal Gardeners and Cemetery Worker– A discussion was had regarding the plan for the 2 gardener positions. *Motion by Pederson, seconded by Scholin, to approve proceeding with the hire of the Seasonal Gardeners Karin Gross and Kate Bindblom and Cemetery Worker Marie Larson. Motion carried.*

Approval of Hiring of PW2 Position – *Motion by Pederson, seconded by Ovick, to approve proceeding with the hire of John Wachtler for the PW2 position. Motion carried.*

Moving second meeting of the month to a daytime meeting - Mayor Pederson recommended moving the second Council meeting of the month to a day meeting. Sloan recommended holding off on any changes pending the appointment of the new council position. No action was taken by Council. The meeting time change request was tabled to be brought up at a later date once the council position has been filled.

Council Selection – Applicants: Gina Pettie, Kent Bombard, and Becky Schueller. Pederson recommended that interviews be conducted. Ovick inquired of any potential conflicts of interest with Schueller and her position on the Chamber. Council requested legal review of the potential conflict of interest. Council directed staff to schedule a Special Council meeting to conduct interviews for Monday the 8th at 4:00pm, 4:30pm, and 5:00pm.

Mayor - Mayor Pederson provided an update of the Pine City Planning Collaboration and requested feedback on proposed meeting times of the 6th of June at 5:00pm or the 19th of June at 8:30am. No conflicts with Council. Pederson will relay that either day is acceptable.

Workshop on Long Range Capital Plan - Cammilleri provided an overview of the current draft capital project listing. A discussion was had on the capital plan, fund balance, and projected fund balance. Miller provided

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details on the SCBA and the pumper requirements. Miller indicated that the SCBAs are an immediate safety need. Council recommended each council member provide a list of their identified priorities with a plan to compile and present to Elhers for inclusion in the long range financial plan and utility rate study. No formal action was taken but staff was directed to investigate obtaining grant writers.

The mayor adjourned the meeting at 8:30 p.m.

Matt Van Steenwyk
City Treasurer/Assistant to the City Administrator