



**Regular City Council Meeting Minutes**  
**May 6, 2020 - 6:30 pm**  
**Remotely via Zoom Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/82040210384>

Meeting ID: 820 4021 0384

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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 Lezlie Sauter, Public Works Supervisor Maury Montbriand, Treasurer Maggie Olson, Liquor Store Manager Lara Smetana, and City Engineer (SEH) Greg Anderson.

Mayor Pederson called the meeting to order at approximately 6:30 p.m.

**Additions and/or Deletions to the Agenda** – A request was made to add consideration of a WAC/SAC fee reduction for Beaver Ponds Townhomes and to move the Non-union evaluations item to be under the Mayor section. *Motion by Pettie, seconded by Sloan, to accept the agenda as modified. On a rollcall vote, Scholin, Sloan, Pederson, Pettie, and Pederson all voted in favor and none against. Motion carried.*

**Consent Items** - The consent items include the approval of the minutes for the March 26, 2020 and April 1, 2020 Regular Council meetings, approval of the April 2020 expenditures, and the approval of the March Pine County Fines report. Council made note of some expenditures they had questions on. Staff will review those payments and provide the additional information to Council via email. *Ovick made a motion, seconded by Pettie, to approve the consent items with those noted questions. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

**Open Forum** – Van Steenwyk provided a summary of a request received from a citizen to consider waiving the sewer charges related to water usage to fill a pool. Staff were directed to determine the logistics of the request and present to the Public Works committee for consideration.

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**Sheriff's Report** – A representative was not present from the Sheriff's Department.

**Public Hearings** – No action was taken on this item as there were no public hearings.

**2nd & 3rd Apartments - Well Closure - Certificate of Occupancy Request** - Van Steenwyk provided a summary of the request and the related grant that has been approved and that is still pending. A discussion was had on the impacts of providing the certificate of occupancy without the well being sealed. Concerns were noted with the City losing its leverage on the well closure. Van Steenwyk to determine if there are other legal options for the City in this regard. Sauter noted that a revision to the developer's agreement would require review at the planning commission and then later at the City Council. Staff to reach out to Mr. Haug on his timeline and desire to commence the amendment process for the site plan agreement.

**WAC/SAC Reduction Request** – Sauter provided a summary of the Beaver Pond Townhomes WAC/SAC reduction request and how it applies to the City's WAC/SAC reduction policy. *Motion by Sloan, seconded by Pettie, to approve the reduction request. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

**April 2020 Liquor Report** – Smetana provided a summary of the April activity at the liquor store and the sanitizing practices at the store. No action was taken on this item.

**Recommendations for seasonal beach employees** – Smetana and O'Rourke provided an overview of the beach employee request noting that adjustments will be made as dictated by the state related to COVID-19. Ovick made an inquiry if the applicants were aware that the beach may not open. Staff indicated that the information has been shared. *Motion by Pettie, seconded by Sloan, to proceed with the beach hires as presented. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

**Discussion on Beach Closure** – Smetana and O'Rourke provided an update on discussions related to the beach closure. They noted that they were monitoring other cities practices and direction from the state. Staff are ordering new signs to educate and engage the public with regards to COVID-19. Additional updates to follow at later meetings.

**Acceptance of the Beaver Pond Lift Station - Resolution #20-31** – Montbriand and Anderson provided an overview of the inspection and work related to the lift station. *Motion by Scholin, seconded by Sloan to approved Resolution #20-31, accepting the Beaver Pond Lift Station. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

**Street Project Updates** - Anderson provided an update of the 2019 streets project and Park's current plan for finalizing the work. Anderson also provided an update on the 2020 streets project on 13<sup>th</sup> and 6<sup>th</sup>. A request was made to seek costs related to the completion of sidewalks north of 6<sup>th</sup>. Anderson to get that information and provide it at a later date.

**Fishing Piers** – Montbriand and Smetana provided an update on the status of the docks and the DNR pier. Montbriand noted that the DNR installs the docks. Council provided direction that if the DNR did not get the dock in in relative short time, staff should seek alternative installation methods.

**MnDOT** - Van Steenwyk provided an update on the MnDOT water main strike billing. Van Steenwyk noted that the MnDOT is no longer seeking payment from the City for the related costs. No action was taken on this item.

**Request from ECM Pride Planning Committee to move all Paid fees for 2020 to 2021** – Van Steenwyk provided a summary of the request. Council indicated support for allowing the request.

**Request from Pine City Arts Council to move all Paid fees for 2020 to 2021** - Van Steenwyk provided a summary of the request. Council indicated support for allowing the request.

A note was made that the budget for 2021 should reflect that the events did not occur in 2020 and fiscal support may not be duplicated in the next year.

**Approval of Committee Position Descriptions for Public Works Committee, Library Committee and Liquor Committee** – A brief discussion was had on the position descriptions. It was noted that the verbiage may be restricting to applicants as the strictness of the requirements may put some people off on applying. *Motion by Ovick, seconded by Sloan, to approved the committee position descriptions. Motion did not carry due to a lack of a roll-call vote.* Staff to revise the language and represent in the future.

**Approval of bank selection for participation in the ICS program through Stearns Bank** – Van Steenwyk provided an update on the program noting that the bank list selection is an exclusionary listing and not a direct selection. Van Steenwyk noted that he was compiling a list of exclusion banks and will represent at the next meeting. No action was taken on this item.

**Accounts Payable Policy Discussion** – Van Steenwyk provided a summary of the policy discussion to date. Staff to continue to work on the policy and will present for Council consideration at a future date.

**Grow MN Partnership Discussion** – Van Steenwyk provided an overview of the payment in question noting the support from legal, various state letters in regard to the EDA and its mission. Council discussed the appropriateness of the payment. A discussion was had on the budget presentation process of the detail of the EDA budget. Staff to include additional detail of the EDA budget in the Council budget discussions. *Motion by Pederson, seconded by Ovick, to approve the payment that was made to the MNCoC for the Grow Minnesota Partnership. On a rollcall vote, Pederson, and Ovick, voted in favor and Pettie, Sloan, and Scholin were against. Motion failed.*

**Discussion on proposed Salary Increase Rubric** – Van Steenwyk provided a summary of the drafted versions of the rubric noting the desire for an objecting table for applying evaluation scores. Council requested some explanation on how the rubric would be applied. Van Steenwyk provided some examples. *Motion by Ovick, seconded by Sloan, to approve proceeding with the rubric as presented in the more detailed granular format. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Revised Draft 5-6-20					
Score Range	A	B	C	D	E
Supervisory	105 - 96	95 - 75	74 - 54	53 - 33	32 - 21
Non Supervisory	75 - 68	67 - 53	52 - 38	37 - 23	22 - 15
				COLA	1.60%
Supervisory	10 pts	20 pts	20 pts	20 pts	12 pts
Non Supervisory	8 pts	10pts	15 pts	15 pts	8 pts
1	3.850%	2.850%	1.85%	1.60%	0.00%
2	4.100%	3.100%	2.10%	1.60%	0.00%
3	4.350%	3.350%	2.35%	1.60%	0.00%
4	4.600%	3.600%	2.60%	1.60%	0.00%

**Longevity Pay - Non-Union Discussion** – A discussion was had on the longevity component of pay. Van Steenwyk provided a summary of the recent discussions related to longevity. Motion by Scholin, seconded by Sloan, to approve Resolution 20-33, removing Longevity for non-union employees. *On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

**Discussion on Lara Smetana Salary in relation to the Cessation of P&R duties** – A discussion was had on the pay coding split for the joint P&R supervisor/Liquor store manager. Van Steenwyk provided a summary of the conversations to date. A discussion was had on what impacts the removal of the P&R duties should have on the salary of the position. Staff were directed to seek out some information with regard to a market analysis for the position. Staff to bring this matter back for discussion at a later date.

It was noted that Van Steenwyk will apply the evaluation scores to the rubric and present that to Council at the next meeting, with them being retroactive to 1/1/2020. It was also noted that due to the discussion still being open on the Liquor Store manager position, that salary discussion is on hold for the time being.

Resolution 20-32 - Adopting Non-Union Salaries and Wages – No action was taken on this item.

*At approximately 10:05 Pettie made a motion, seconded by Sloan, to postpone the meeting to commence on May 7<sup>th</sup>, at 10am in Council chambers. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Mayor Pederson reconvened the regular Council meeting at approximately 10am on Thursday, May 7<sup>th</sup> in the Council Chambers and via the same zoom meeting ID as the original meeting.

**Closed Session - AFSCME Grievance** - *Motion by Scholin, seconded by Sloan, to enter into a closed session pursuant to Minnesota Statute 13D.03 to discuss the AFSCME Grievance at approximately 10:03am. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

*Motion by Pettie, seconded by Ovick, to close the closed session and reenter into open session. Motion carried.*

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**AFSCME Grievance** – Motion by Scholin, seconded by Sloan, to deny the grievance over the insurance language. On a roll call vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.

A general discussion on the evaluation process.

**Closed Sessions - Non-union employee evaluations -**

Motion by Pettie, seconded by Sloan, to enter into a closed session pursuant to Minnesota Statute 13D.05 Subd3.a to discuss the evaluation of Maury Montbriand. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.

Motion by Pettie, seconded by Ovick, to close the closed session and reenter into open session. Motion carried.

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Motion by Sloan, seconded by Pettie, to enter into a closed session pursuant to Minnesota Statute 13D.05 Subd3.a to discuss the evaluation of Andy Luedtke. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.

Motion by Pettie, seconded by Ovick, to close the closed session and reenter into open session. Motion carried.

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Motion by Pettie, seconded by Ovick, to enter into a closed session pursuant to Minnesota Statute 13D.05 Subd3.a to discuss the evaluation of Lezlie Sauter. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.

Motion by Pettie, seconded by Sloan, to close the closed session and reenter into open session. Motion carried.

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Motion by Pettie, seconded by Scholin, to enter into a closed session pursuant to Minnesota Statute 13D.05 Subd3.a to discuss the evaluation of Tom Miller. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.

Motion by Pettie, seconded by Sloan, to close the closed session and reenter into open session. Motion carried.

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Motion by Pettie, seconded by Scholin, to enter into a closed session pursuant to Minnesota Statute 13D.05 Subd3.a to discuss the evaluation of Lara Smetana. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.

Motion by Pettie, seconded by Ovick, to close the closed session and reenter into open session. Motion carried.

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A discussion was had on the evaluation process in general.

A discussion was had to initiate the evaluation process for the City Administrator for his annual evaluation. Council indicated support with proceeding using the existing evaluation form and format.

*The meeting was adjourned at approximately 12:30pm.*

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Carl Pederson, Mayor

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Matthew Van Steenwyk, City Administrator