



Minutes

Regular City Council Meeting

September 24th, 2020 – 10:00 a.m.

Remotely via RingCentral Meeting 149 868 2926

<https://meetings.ringcentral.com/join?jid=1498682926>

Meeting ID 149 868 2926

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, Deputy Clerk/Treasurer Maggie Olson, Safety Inspector Andy Luedtke, Park and Recreation Director Stacy O'Rourke, Liquor Store Manager Lara Smetana, Fire Chief Tom Miller, and City Engineer (SEH) Greg Anderson.

1. **Call to Order** – Mayor Pederson called the meeting to order at approximately 10:00 a.m.
2. **The Pledge of Allegiance** was respectfully forgone due to remote meeting limitations.
3. **Additions and/or Deletions to Agenda** – Van Steenwyk requested a brief discussion on the next newspaper column. Sloan made a request for an audit update. *Motion to accept the agenda with the additions requested by Pettie, seconded by Sloan. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*
4. **Open Forum** – Lisa Dunbar, 715 Lake St. NE, submitted a letter to City Council for consideration to allow a shed onto her property on an already existing concrete slab. Van Steenwyk provided a summary of the request made by Ms. Dunbar related to the placement of a shed on an existing slab of concrete. Staff made note that the requested shed and non-permeable surface would exceed the permeability standards prescribed by the MN DNR by approximately 1.8%. Van Steenwyk made note that the concrete was already in place and that the land owner intended to remove another existing

structure that would reduce the nonpermeable surface area overall from its current status. A discussion was had on the request and a note that the proper process would be for the request to be routed through the Planning Commission as a variance request. Staff noted that variance requests are generally done in a situation where the owner did not cause the need for the variance. No action was taken on this item.

5. Consent Items – None.

6. Department/Committee Reports

a) Administration

i. Update on JCF Builders Development Agreement Enforcement – 845 Main Street S.

The property owner has requested a release of his letter of credit (\$25,000) and the return of any escrow held by the City in order to have the funds to make required improvements on the property. Luedtke and Sauter recommend returning the letter of credit to allow the project to be completed. If the letter of credit and escrow money were returned, and progress did not continue at the property, administrative citations can be issued on a weekly basis for each outstanding item.

Motion by Scholin, seconded by Sloan, to direct staff to issue a Site Completion Agreement putting into writing a November 30th, 2020 deadline for the completion of work and the release of the existing letter of credit only. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.

ii. Resolution #20-48 Approving 2021 Proposed General Fund Budget and Property Tax Levy and Setting the Public Hearing Date

There was a discussion on how to reduce the levy amount in order to not increase the tax rates of City of Pine City citizens, given the pandemic. It was noted that approval of the preliminary levy is just a part of the process; therefore, it cannot increase but it can be decreased. *Motion to approve the proposed general fund budget and property tax levy of \$1,646,106 with a public hearing / Truth & Taxation meeting to be scheduled on December 2nd, 2020 by Ovick, seconded by Sloan. On a roll call vote Pederson, Ovick, Pettie and Sloan in favor, and Scholin against. Motion carried.*

- 1) General Fund Budget – Additional discussions were had on reducing the levy in its final state. Staff were directed to work toward a \$80,000 reduction in the General Fund levy. Van Steenwyk will discuss with Department Heads regarding line items within their budgets and the potential of reductions.
- 2) Financial Management Plan – No action was taken on this item.

iii. City Hall Closure Status – A discussion was had on the potential resumption of foot traffic in City Hall. Council direction staff to keep City Hall closed to foot traffic due to the uptake in COVID-19 cases.

iv. Approval of Election Judges – Van Steenwyk made note that Lisa Dunbar will be removed from the election judge list, due to a conflict. *Motion to approve the election judge list, with the removal of Lisa Dunbar, by Ovick, seconded by Scholin. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

v. COVID Cares Funding – General discussion about the remaining CARES Funds available to the City, including the bids for WiFi in the parks and different ideas for supporting our local businesses. Staff were provided direction to proceed with the follow COVID Cares related items: EDA Loan to Grant \$15,000, Park and Recreation tables and hand sanitizers \$50,000 + \$9,000, Council Business Support Contract \$21,500, Beach Umbrellas \$324.00, Liquor Store Air Filters \$1,000, Inflatable Movie Screen \$11,595, Fire Department Bags, Filters, and Adapters \$7,850, Fire Department Dryer \$5,000, Hand Sanitizers \$1,000, Surface Pros x 6, \$6,000, and Air purifiers \$4,000. Staff will do additional analysis on the WIFI in the park and council chamber upgrades.

b) Communications Team - Van Steenwyk indicated Mayor Pederson’s first submittal for the column. Following a brief conversation on topics for the next column staff were directed to write two columns for the coming month focused on the budget and voting/elections.

c) Fire Committee

i. Generator Installation Update - The Council had indicated they would like a test run of the current generator prior to beginning work on the retrofitting, to ensure the existing generator would fulfill expectations. Miller is working with the vendor to establish a timeframe on the test run. *Council directed Miller to allow them to begin the generator retrofitting without a test run.*

d) Pine City Civic Center – Park & Recreation Director Stacy O’Rourke provided an update on the Hilltop Recreation Area. Volunteers are still needed to finish the building.

e) Planning Commission – No action was taken on this item.

f) Public Works – Van Steenwyk provided a verbal update on the Highway 61 Painting – The fog lines have been painted by the County on Highway 61, per Council preference. *Council directed Van Steenwyk to check on the status of crosswalk painting.*

Van Steenwyk provided an update on water quality reports as it relates to hydrant flushing. Van Steenwyk noted that additional updates will be provided. Additional conversation was requested to be had at the public works committee level.

g) Parks & Recs – O’Rourke noted the equipment for the Ninja Park will arrive next week.

h) EDA – Sauter noted that the revised strategic plan will be presented to City Council at next regular meeting.

i) HRA - Resolution #20-49 – Approving the proposed HRA Preliminary Levy - *Motion to approve the HRA Preliminary Levy by Ovick, seconded by Sloan, in the amount of \$43,265. On a roll call vote Pederson, Ovick, Scholin, and Sloan voted in favor and none against. Pettie had to leave the meeting. Motion carried.*

j) Liquor Committee – Staff noted that the proposed Assistant Manager position will be discussed at a later meeting.

k) Ordinance Review – No action was taken on this item.

l) Executive– No action was taken on this item.

m) City Hall Project– No action was taken on this item.

n) Library Board– No action was taken on this item.

- o) Summer Rec Board– No action was taken on this item.
- p) Welia (FirstLight) Community Advisor– No action was taken on this item.
- q) Board of Health– No action was taken on this item.
- r) Rush Line Corridor Task Force– No action was taken on this item.
- s) Rush City Regional Airport– No action was taken on this item.
- t) Cable Commission– No action was taken on this item.
- u) Cross Lake Sanitary Sewer District– No action was taken on this item.
- v) Pokegama Sanitary Sewer District– No action was taken on this item.
- w) City of Henriette Sewer District– No action was taken on this item.
- x) Firefighters Relief Association– No action was taken on this item.
- y) 2020 Complete Count– No action was taken on this item.
 - 1) State: 74.6%
 - 2) Pine County: 52.5%
 - 3) Pine City: 73.8%

7. **Mayor** – No action was taken on this item.

8. **Miscellaneous Items** – Van Steenwyk noted that a Public Hearing date for the Special Assessments needs to be scheduled. It will be a hybrid meeting, with the building open to the public as well as a Zoom option. Councilors can attend in person or remotely. After a discussion the meeting date was scheduled for October 14th at 6:30 p.m.

9. **Adjourn** – *Ovick motioned to adjourn the meeting at 1:30 p.m., seconded by Sloan. Motion carried.*