



Regular City Council Meeting Minutes
January 6, 2021 - 6:30 p.m.
Remotely via RingCentral Meeting 148 943 9114

The Honorable Judge Krista Martin presided at the ceremonial swearing in of Incumbents Mayor Carl Pederson and Councilor Steve Ovick and newly elected Councilor Kyle Palmer.

In attendance – Mayor Carl Pederson, Councilor Steve Ovick, Councilor Kyle Palmer, 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, Interim Public Works Supervisor Matt Rookie, City Engineer Greg Anderson and Administrative Assistant Carole Lahti.

Others - Becky Schueller and Pine County Deputy Sheriff J. Kenow

Call to order - The meeting was called to order by Mayor Carl Pederson at 6:44 pm.

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

Proposed Additions or Deletions to Agenda – Requests were made to add “Administrative Citations” under Community Development, and supporting documents to agenda item “Fire Department Office Appointments” and “Fire Department Status of Hiring of Individuals.” *Motion made by Sloan, second by Pettie to add above three items to the agenda. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.*

Sheriff’s Report – Deputy J. Kenow reported that there had been a break-in at Ace Hardware, two other burglaries and a vehicle stolen from the parking lot behind Subway that was subsequently recovered and individual apprehended. He said patrols are done during regular shift hours but the same route is varied.

Selection of Acting Mayor – Mayor Pederson suggested Ovick be appointed Acting Mayor. By consensus of the Council, Ovick was appointed.

Consent Items: The following consent items were submitted:
Approval of Meeting Minutes – December 2, 2020
Approval of December expenditures,
Approval of December accounts payable
Approval of November fines report

Approval of Claims over \$10,000 – SEH Invoices for 2019 and 2020 Street Improvements
Approval of Talon Sanitation Municipal Solid Waste License Agreement

Motion made by Ovick, second by Pettie to approve Consent Items. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.

Open Forum – There was nothing brought forth.

Public Hearing – Hearing regarding Ordinance #21-01, 2021 Fee Schedule was opened by Mayor Pederson at 7:04. Nothing was brought forward and the hearing was closed by Pederson at 7:05. *Motion was made by Ovick, second by Pettie. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.*

Approval of 2021 Fee Schedule and first read- *Motion was made by Ovick to approve Ordinance #21-01 2102 Fee Schedule and waive the second read, second by Pettie. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.*

DEPARTMENT/COMMITTEE REPORTS

COMMUNITY DEVELOPMENT

Pine County Land Department, Minor Subdivision Request - 445 Saint Croix Road SE, PID 42.0242.000

Sauter explained that the subdivision was actually a land line adjustment to bring the neighboring property, 425 Saint Croix Road SE, PID 42.0239.000 in accord with actual use and that the remaining lot would not be a buildable lot. *Motion made by Ovick, second by Sloan to approve Resolution #21-13, Pine County Minor Subdivision. Motion was made by Ovick, second by Pettie. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.*

ECE Electric Vehicle Charging Station Grant: Sauter presented the advantages of having a charging station at Robinson Park as a draw to the area. Questions were asked regarding the utilization of the existing charging station and whether there is a minimum monthly payment regardless of use. *Motion made by Ovick, second by Sloan to proceed with grant application with direction to bring back to council before any commitment is made. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried*

2020 Year End Report: Sauter presented a summary year end report including 313 building permit applications received, , 58 planning and zoning applications received, 155 rental registrations, 34 right-of-way permit applications received, and an overview on the two current housing programs, Federal Home Loan Bank Pine City Rehabilitation Program and Small Cities Development Program. She plans to prepare a quarterly report in the future. It was suggested that such a report would be good to make public.

FIRE DEPARTMENT

Budget Amendment – Van Steenwyk explained that the 2020 Fire State Aid Payment normally received in October was delayed until 2021 creating the need for amendments to both the 2020 and 2021 budget. *Motion was made by Pederson to amend the 2020 budget and to increase the 2021 budget by the estimated state aid amount of \$57,771.00; second by Ovick. On a roll call vote, Ovick, Sloan, Pettie and Pedersen voted in favor, Palmer abstained from voting and none against. Motion carried*

2021 Officers Appointment recommendations - Miller reported that the officer committee recommended Justin Jahnz to remain Captain 1 and Brian Gray to be appointed to the position of Lt. 1. *Motion made by Sloan to approved recommendation, second by Pettie. On a roll call vote, Ovick, Sloan, Pettie and Pedersen voted in favor, Palmer abstained from voting and none against. Motion carried*

Fire Department Status of Hiring of Individuals – Miller explained that due to COVID training sessions have been delayed and one probationary member was not able to complete his training; three others have completed the required initial classes. *Motion made by Pettie, second by Pederson to hire the three who have completed their classes and the probationary period be extended by the one who has not. On a roll call vote, Ovick, Sloan, Pettie and Pedersen all voted in favor; Palmer abstained and none voted against. Motion carried*

Generator Update – Miller reported that the generator needs parts and they have been ordered. It is expected that a contract with Midwest Electric to refurbish the generator will be signed next week and check written at that time; work to follow shortly.

LIQUOR STORE

Monthly Report – Smetana reported that annual sales were up over \$400,000. She is looking into some capital improvements at the store, especially a lift for moving products from basement to store.

2021 Store Closing Dates – Smetana presented the proposed 2021 store closing dates for the Voyageur Bottle Shop as follows: Sunday, April 4, Monday, May 31, Monday September 6, Thursday, November 25, Friday December 25 and open on Friday, January 1, 2022 1-9pm. *Motion made by Sloan to approve scheduled closing dates, second by Ovick. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pederson all voted in favor and none against. Motion carried.*

Update on Assistant Manager Applications – Smetana has received three applications, all internal. She wants to extend the position open until January 15. Consensus was in favor.

PUBLIC WORKS

Stand By Pay for Matt Rookie, Interim PW Supervisor -*Motion was made by Sloan, second by Ovick to proceed with \$150 additional pay per week according to AFSCME contract. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pederson all voted in favor and none against. Motion carried.*

Question was raised whether he also should receive overtime if needed. Van Steenwyk and Sauter will check into that and let council know.

Snow Plowing – Palmer expressed concern about several snow plowing related issues, including the policy that plowing would be initiated when there are 2 inches or more. Palmer asked about the possibility of contracting out for snow plowing and salt versus brining. These questions will be referred to at the next Public Works Committee meeting for discussion. The plowing map was discussed and Sauter said she will be addressing that issue. Pederson asked that the snowplowing discussion be included on the Council agenda for the month-end meeting throughout the plow season.

Water Tower Lease – Sauter presented a request from Starwire Technologies to lease space on the north water tower. Questions were raised about where funds from current tower leases go; Van Steenwyk will verify, and about who pays the electricity related to the antenna; Sauter will look into.

PARK AND RECREATION

Update on Rink Attendant positions – O'Rourke presented staff recommendation to hire the following as seasonal rink attendants for the 2021 season: Lydia Adams, Jacob Merrick, Kaitlyn Miller, Katelyn Lorsung, Therese Welch, James Lindblom and Jacob Lindahl. All attendants will be paid \$11 per hour and the rink hours of operation shall be Monday thru Friday 3pm-10pm, and Saturday and Sunday 10am-10pm. *Motion was made by Ovick, second by Sloan to proceed with hiring the seven applicants. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.*

End of Year Report – O’Rourke presented a year-end report, covering park activities, improvement, safety precautions, new programs and maintenance throughout the year.

Discussion on the Potential Purchase of Blaha Sculpture – Joe Blaha, creator of the lighted globe displayed at Christmas at the library, has offered to sell the sculpture to the City for \$600, the cost of materials. Discussion will be included on the Park and Rec agenda and on Library agenda for further consideration.

ADMINISTRATIVE

Executive Committee – Sloan presented a report of proposed salaries for 2021 Non-Union Employees for discussion. The discussion included the need to determine what other municipal liquor store managers are paid, the need for a salary study, an RFP for a salary study, pay for part-time permanent liquor store employees who are not in the union, firefighter reviews and according to Federal guidelines the fire chief position is not an exempt employee. *Motion was made by Pederson, second by Pettie to approve salaries for Community Development Director, Safety Inspector and Park & Recreation Director. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.* Van Steenwyk will research options for a salary study.

COVID Leave Policy Expiration Date Discussion - The COVID Leave Policy is set to expire on January 31, 2021, a three month extension of time was requested due to the continued COVID-19 conditions. *Motion made by Sloan to continue for an additional three months with a new expiration date of March 31, 2021, second by Pederson. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.*

Commissions, Committees and Boards –

Policy Discussion -*Motion by Pederson to remove the sentence “No commission or committee member shall typically be appointed to more than two consecutive terms” second by Palmer. On a roll call vote, Ovick, Sloan, Palmer and Pedersen all voted in favor; Pettie voted against. Motion carried.*

Expiring Terms and 2021 Appointments – Sauter presented a memo breaking down the 2021 Commissions, Committee and Board member vacancies and listed the current members who have indicated they would like to be reappointed for an additional term. The Executive committee has reviewed all new applications and the recommendation for new/reappointment is as follows:

- Economic Development Authority board to appoint Justin Jahnz for the vacant position previously held by Frank Christopherson and serve until January 31, 2022 and reappoint Kevin Anderson, Mike Sauser and Tom Gahler serve until January 31, 2025.
- Planning Commission to reappoint Brent Jahnz, Roger Else and Susan Rydberg serve until January 31, 2024. Parks & Recreation Committee to reappoint Becky Schueller to serve until January 31, 2024.
- Housing Redevelopment Authority to reappoint Rita Watson to serve until January 31, 2026.
- Ordinance Review Committee to appoint Brian Scholin to serve until January 31, 2024.
- Library Board to appoint Mary Jo Mettler to serve until January 31, 2024
- Council representation changes to serve on the following Committees, Commissions and Boards for 2021 to include: Mary Kay Sloan on Planning Commission, Kyle Palmer on Ordinance Review Committee, Gina Pettie on Library Committee, Carl Pederson on the Cable Commission and Carl Pederson on the Parks & Recreation Committee replacing Mary Kay Sloan.

Motion made by Ovick, second by Pederson to appoint the persons indicated by Sauter. On a roll call vote, Ovick, Sloan, Palmer and Pedersen all voted in favor; Pettie voted against. Motion carried.

Council representation changes to serve on the following Committees, Commissions and Boards and to fill committee vacancies were: Kyle Palmer, Public Works, Liquor and Ordinance Review; Pettie to Library; Pederson to Cable Commission and Park and Recreation; Sloan to Planning. *Motion made by*

Pettie to approve the recommended Council member appointments. Second by Palmer On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.

IT Services Agreement – Service agreements by C & W and by Bombard Tech were presented. *Motion made by Sloan, second by Pettie to approve the Bombard Tech agreement at \$499.99/month. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried*

Additional signer on specific resolutions: *Motion made by Pettie, second by Sloan to approve Ovick as an additional signer on those resolutions requiring a third signer. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried*

Approve Resolution #21-01, Authorizing the City Administrator to Invest Idle Funds and to Designate Official Depositories of City Funds and Collateral. *Motion by Sloan, second by Pettie to approve Resolution #21-01. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.*

Approve Resolution #21-02, Designation of Official Newspaper. *Motion made by Pettie, second by Ovick to approve the Pine City Pioneer. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried*

Approve Resolution #21-03, Designating Official Signers on EDA Checking Account, Money Market Account, and CD's at Stearns Bank, Pine City. *Motion made by Ovick, second by Sloan to approve Resolution #21-03. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried*

Approve Resolution #21-04 Designating Official Signers on City Checking Account, Money Market Account, and any Pledged Securities at Stearns Bank, Pine City. *Motion made by Pettie, second by Sloan to approve Resolution #21-04. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried*

Approve Resolution #21-05, Designating Official Signers on the Savings Account & the VISA Credit Card Accounts at Spire Credit Union, Pine City. *Motion made by Pettie, second by Sloan to approve the Pine City Pioneer. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.*

Approve Resolution #21-06, Authorizing Financial Institution Signers and Powers Granted at Northwoods Bank, Pine City (City). *Motion made by Ovick, second by Pettie to approve the Pine City Pioneer. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried*

Approve Resolution #21-07, Authorizing Financial Institution Signers and Powers Granted at Northwoods Bank, Pine City (EDA). *Motion made by Ovick, second by Sloan to approve the Pine City Pioneer. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried*

Approve Resolution #21-08, Commit Portion of Capital Improvement Fund for Emergencies. *Motion made by Pettie, second by Ovick to approve Resolution #21-08. Following discussion, Pettie amended her motion to increase the portion of the capital improvement fund for emergencies from \$200,000 to \$250,000, Ovick agreed with the amendment. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried*

Approve Resolution #21-09, Designating Official Signers on City Money Market Account and Brokered CD Investment Accounts at RBC Wealth Management, Minneapolis, MN. *Motion made by Sloan, second by Ovick to approve the Pine City Pioneer. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried*

Approve Resolution #21-12, Approving City of Pine City to serve as fiscal agent for the Hinckley Pine City Flames. *Motion made by Ovick, second by Gina. On a roll call vote, Ovick, Sloan, Pettie, Palmer and Pedersen all voted in favor and none against. Motion carried.*

Flaherty & Hood Legal Service Rates for 2021 were presented for information purposes. A suggestion was made that an RFP be done for 2022 services.

A brief discussion was held regarding the publication of minutes in the newspaper. No action taken.

Meeting was adjourned at 10:10pm.

Minutes prepared by
Carole Lahti, Administrative Assistant