



Regular City Council Meeting Minutes

August 4, 2021

City Council Chambers | 315 Main Street South

IN ATTENDANCE – Mayor Carl Pederson (arrived at 4:25 pm), Councilor Mary Kay Sloan, Councilor Steve Ovick, Councilor Kyle Palmer and Councilor Gina Pettie

STAFF/OTHER ATTENDANCE – Interim City Administrator Lynda Woulfe, Park and Recreation Director Stacy O'Rourke, Public Works Supervisor Maury Montbriand, Liquor Operations Manager Lara Smetana, Interim Treasurer Catherine Demes Maydew, and Greg Anderson with SEH.

Call to Order

Acting Mayor Steve Ovick called the meeting to order at 4:10 pm.

Proposed 2022 General and Capital Fund Budgets

Councilmembers reviewed the first draft of the proposed 2022 budget and ten-year capital improvement program. A general overview of the proposed budget was presented by Woulfe, Maydew, O'Rourke, Montbriand, and Smetana. Woulfe noted that the preliminary levy increase needed to support current operations and the proposed 2022 budget is 7.17 percent. Woulfe reviewed the ten-year budget and levy projections. Woulfe noted that the current proposed budget does not include any new street improvement projects so the proposed budget is truly a work in progress if the Council desires to add additional debt service for new street projects.

Future budget meetings were scheduled for August 19 after the regular 10:00 am Council meeting and on September 1 at 4:00 pm.

The Budget Meeting was then temporarily adjourned until 6:30 pm by unanimous consent.

Call to Order

Pederson reconvened the Council meeting at 6:30 pm.

Approval of Agenda

Pettie moved, seconded by Ovick, to approve the agenda with the addition of item 6E Cross Lake Preserve sidewalks. The motion carried unanimously.

Consent Agenda

Ovick moved, seconded by Palmer to approve the consent agenda as presented.

- a. Meeting Minutes - July 7, 2021
- b. July 2021 expenditures
 - i. Check Register by Department Check #118130 - #11834, Check #118150 -118320, and EFTs 1026-1061e
Total Amount \$507,295.67
 - ii. Check Detail Register
 - iii. Payroll Check Register Total Amount \$108,452.83
 - iv. Revenue Overview
 - v. Expenditure Overview
- c. July 2021 accounts payable
- d. June 2021 Fines Report

- e. Approve 2020 Street Improvements Application for Payment #8 to A-1 Excavating Inc \$103,214.28

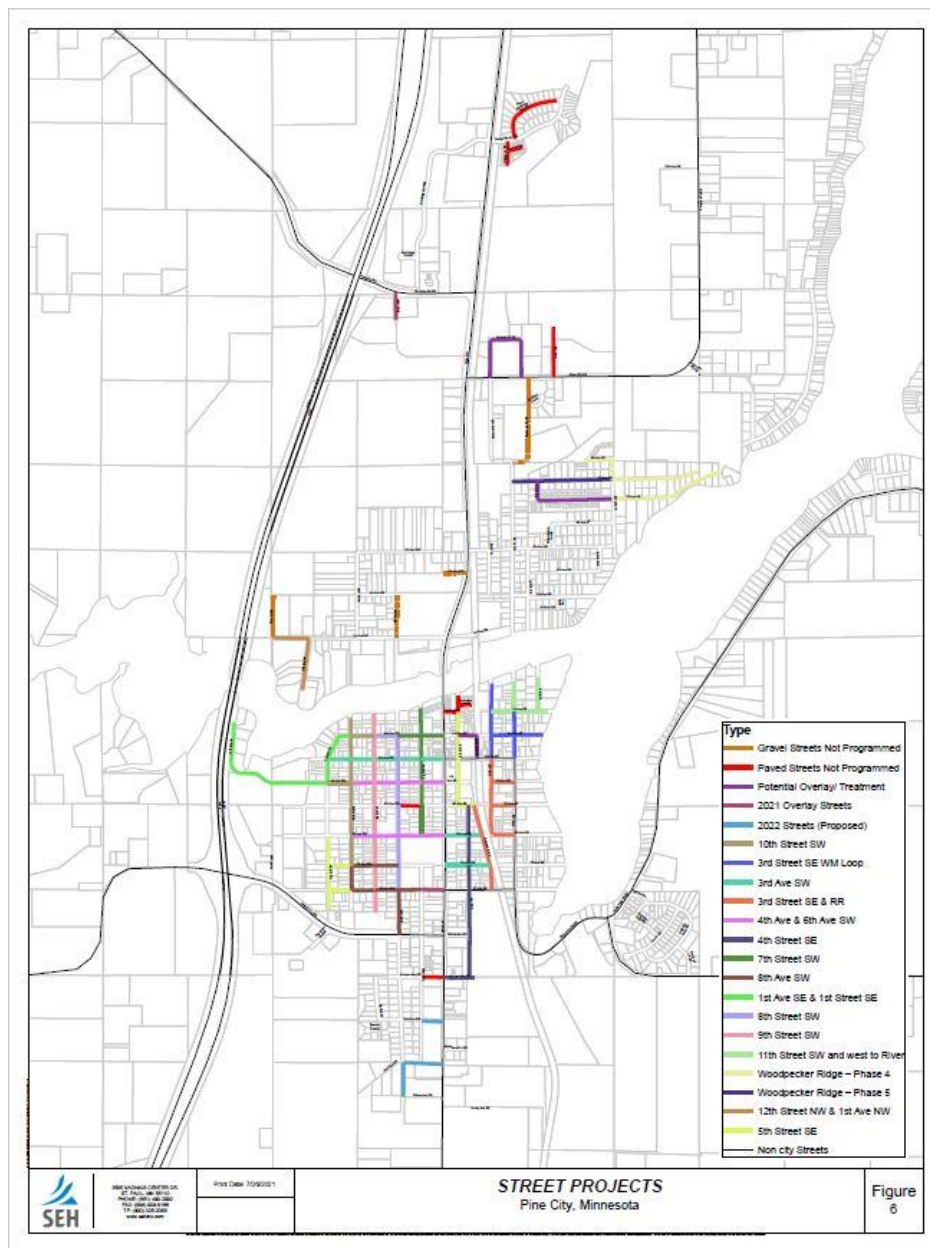
Upon call of the roll, Palmer, Pettie, Sloan, Pederson, and Ovick voted aye, no nay; the motion carried unanimously.

Work Session - The Sheriff's Department did not appear to provide a report.

Unfinished Business

Street Capital Improvement Plan

Greg Anderson reviewed the proposed street Capital Improvement Program prepared by SEH. Anderson stated the purpose of the program is to provide a comprehensive look at major street, sewer, water, storm sewer, and sidewalk improvements that are necessary to meet the ongoing needs of the community. The Capital Plan is a valuable tool which the City can use to rank the priority of public improvement projects and to determine the level and method of financing required each year to support those projects. Based upon the information collected, the Capital Plan recommends the following schedule for public improvement projects:



The Council discussed the report in detail, inquired about water looping in Fawn Meadows, water looping by Wilcox for the High School, and other minor adjustments. Anderson will the suggested changes into the plan and it will be placed on a future Council agenda for final approval.

Councilmembers also requested the street project plan be sent to Ehlers so they can conduct a debt study for the timing of the projects. Woulfe responded that she would follow up with Ehlers and request a proposal to perform such a study.

Accept ECE Operation Round Up Grant for Fire Skid Unit, Trailer, and First Aid Supplies

Miller noted the City has budgeted for the fire skid unit, but knew that the City was going to fall short in the funding due to the price of outfitting this UTV unit for a wild land fire and a rescue type vehicle. Miller stated the capital fund has \$5,000.00 left to get this vehicle ready for wild land fires. The committee from the fire department decided to make this more functional vehicle by adding a patient litter and first aid equipment for remote area rescues. This makes the unit far more versatile but also increased the outfitting costs. Miller stated he applied for an ECE Operation Round Up Grant and was awarded a \$10,000 grant. With the grant, the City can spend \$11,376.08. This includes \$2,599.00 for the trailer, \$7,226.00 for the skid with rescue provisions, \$1,329.10 for the medical supplies and \$221.98 for the medical response bag. This comes to a total investment of \$11,376.08 by the city, minus the grant from ECE which is \$10,000.00. Thus, leaving the balance of \$1,376.08 as the City of Pine City's responsibility.

Pederson moved, seconded by Sloan, to authorize the expenditures as outlined and to accept the ECE Operation Round Up Grant in the amount of \$10,000.00. The motion carried unanimously.

Electric Vehicle Charging Station Installation Approval

O'Rourke noted that ECE took applications in January of 2021 for placing an electric vehicle (EV) charging station in a city or county recreational area to promote electric vehicle use and attract those who drive them to destination-type areas. ECE awarded the City a grant to purchase an EV charging station and staff was charged with identifying how to pay for the installation costs and where to locate the station.

O'Rourke stated the EV charging station could be located in Robinson Park to promote downtown tourism and that she gathered two quotes from local electricians for the installation (\$7,500). O'Rourke commented that ECE is now providing up to \$2,500 to assist in the cost of installation so the City's share would drop to \$5,000. City staff did apply to the Greater Pine Area Endowment, as this project will have economic and community development benefits but . The Greater Pine Area Endowment chose not to fund 50% of the cost to install the EV charging station in Robinson Park.

Palmer stated he didn't feel it was appropriate to install the unit due to the annual cost to taxpayers and that subsidizes the operating cost of electric vehicles for non-residents. Sloan moved, seconded by Pettie, to approve the installation of the EV charging station at Robinson Park with the City paying no more than \$5,000, accept the \$2,500 from ECE for installation costs, directed staff to revisit this issue in two years, and provide quarterly reports on usage of the charging station to Council. The motion carried with Palmer voting nay.

Chamber of Commerce Lease Agreement

Pettie moved, seconded by Palmer, to approve the Chamber of Commerce proposed lease as presented. The motion carried unanimously.

Cross Lake Sidewalks

Montbriand noted that he is having great difficulty in obtaining other quotes for the installation of the missing sidewalks in Cross Lake Preserve and is requesting Council to award the bid to Jones Construction. Montbriand noted for the record that he has solicited quotes from K & K Concrete as well as Pankin and Sons and neither provided a quote for the work. Peterson moved, seconded by Palmer to award the work to Jones Construction and the cost cannot exceed \$55 per linear foot, to replace the ADA sidewalks ramps with the truncated dome ramps to be ADA compliant, and for the project not to exceed \$30,000.00. The motion carried unanimously.

New Business

There was no new business.

Department – Committee Reports

Liquor

Smetana reported an issue with the Point of Sale (POS) software that prevented her from running month end reports in a timely manner and that the reports would be distributed next week.

Woulfe asked Council for permission to gather quotes on making the Liquor Store’s bathroom ADA accessible due to two recent incidents when customers went to the bathroom on the public sidewalk outside the store because they were denied use of the current bathroom. Smetana said the bathroom has been closed to patrons because it is not ADA accessible. Council agreed that staff could investigate a remodel to the bathroom to make it ADA accessible.

Public Works

Montbriand stated that the mill and overlay project should begin on August 23.

Parks & Recreation

O’Rourke noted the summer season is going well and that the beach will most likely close on August 22 for the year due to lifeguards returning to school and fall sports.

COUNCIL CONCERNS

Sloan asked that Council reconsider putting the flashing pedestrian and street lights across the crosswalk by the Civic Center and High School this year instead of having it as a two-three year priority from the visioning session. Woulfe reported the County declined to financially participate in the project but would permit it in their right of way provided it was designed by the City’s engineer. The Council directed staff to prepare a letter to the County Commissioners asking for a financial contribution to the project. Anderson said the estimated cost of the flashing light and additional street lights could be in the neighborhood of \$40,000.00. Council directed staff to obtain costs for installation this year.

ADJOURN

Pederson moved, seconded by Palmer to adjourn the meeting at 8:05 pm. The motion carried unanimously. Meeting adjourned at 8:05pm.

ATTEST:

Carl Pederson, Mayor

Linda J. Woulfe, Interim City Administrator