



Special City Council Meeting Minutes

October 5, 2022 Meeting

City Council Chambers | 315 Main Street South

IN ATTENDANCE – Mayor Carl Pederson, Councilor Steve Ovick, Councilor Mary Kay Sloan , Councilor Kyle Palmer, Councilor Gina Pettie

STAFF IN ATTENDANCE – City Administrator Scott Hildebrand, Deputy Clerk Billi Larson, Liquor Store Manager Lara Smetana, Community Development Director Mike Gainor, Finance Manager Becky Gestson, Public Works Director Maury Montbriand

CALL TO ORDER – Mayor Carl Pederson called the meeting to order at 6:30pm.

CONSIDERATION AND APPROVAL OF AGENDA – *Councilor Pettie made a motion to approve the agenda with the change to add the Street signs public request to New Business. Councilor Palmer seconded. Motion carried with Mayor Pederson and Councilors Palmer, Ovick, Pettie and Sloan voting aye. None opposed.*

PUBLIC FORUM -

a. Request for 2 hour parking sign - Krista Meyers
There was discussion from a business requesting a 2 hour parking sign to the road in front of their business. This item was added for discussion under New Business.

PUBLIC HEARING / PRESENTATIONS - There were no public hearings or presentations.

SHERIFF UPDATE - *Officer Farbrand updated the Council regarding vandalism at Robinson Park and Pine City Fire Department and gave a brief update regarding Hilltop Cottages.*

CONSENT ITEMS -

- a. Approval of Regular Council Meeting Minutes - September 26, 2022
- b. Approval of Paid Check Register
- c. Approval of Payroll Check Register

- d. Approval of American Legion Bingo Application
- e. Approval of VFW Bingo Application
- f. Acknowledgement of Pine County Historical Society 2023 Funding
- g. Approval of 320 Brewing Special Event Permit Application
- h. Approval of Nicole Tricker Step Increase
- i. Approval of PTCC Raffle Permit Application

Councilor Sloan made a motion to approve the consent items. Councilor Ovick seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.

OLD BUSINESS -

- a. Approval of Resolution 20220626-28 - Proposed 2023 HRA Levy

Councilor Ovick made a motion to approve Resolution 20220626-28. Councilor Sloan seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.

NEW BUSINESS -

- a. Street Sign Request - *The staff was directed to research and report back to Council.*
- b. Discussion and Possible Action regarding Orvis Property - *Two bids have been requested to go to EDA to determine whether Council or EDA will pay for or split the cost.*
- c. Discussion and Possible Action regarding waiving late fee for August and September utility bills. - *Mayor Pederson made a motion to approve the request and to allow staff to move forward with waivers without bringing it to Council but to provide them with an update. Councilor Oivck seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.*
- d. Discussion and Possible Action regarding Ball Field Proposals. *Councilor Sloan made a motion to approve the bid allowing that it does not exceed \$50,000. Mayor Pederson seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.*
- e. Discussion and Possible Action regarding the Hilltop Park Project - *Councilor Pettie made a motion to approve Anderson Electric's bid. Councilor Ovick seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.*
- f. Discussion and Possible Action regarding the Administrative Assistant Position. -*Mayor Pederson made a motion to approve the recommended Candidate for the Administrative Assistant position. Councilor Sloan seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.*
- g. Discussion and Possible Action regarding the Parks and Public Buildings Position.- *Councilor Ovick made a motion to approve the recommended candidate for the Parks and Public Buildings Manager. Councilor Palmer seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.*
- h. Discussion and Possible Action regarding Capital Improvement Plan and Possible Work Session Date. - *Council agreed on 11/04/2022 at 1:00pm to*

discuss the ARPA/Capital items and 11/10/2022 at 4:30 as a work session.

PLANNING/COMMUNITY DEVELOPMENT/ENGINEERING -

- a. Discussion and Possible Action regarding Change Order for Fire Hall concrete. - *Councilor Sloan made a motion to approve the change order for the Fire Hall concrete. Mayor Pederson seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.*
- b. Discussion and Possible Action regarding pay application #1-*Councilor Ovick made a motion to approve the pay application. Mayor Pederson seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.*
- c. Discussion and Possible Action regarding Conditional Use Permit -Mach -*Councilor Sloan made a motion to CUP for Mach. Councilor Palmer seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.*
- d. Discussion and Possible Action regarding Resolution 20221005-32 Rezoning PID 420041001. *Councilor Ovick made a motion to approve Resolution 20221005-32. Councilor Palmer seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.*
- e. Discussion and Possible Action regarding land acquisition.- *Councilor Ovick made a motion to approve the request. Councilor Pettie seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.*
- f. Discussion and Possible Action regarding 315 Main Street S - RFI - *Councilor Ovick made a motion to approve the RFI for 315 Main Street. Councilor Pettie seconded. The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye.*
- g. Visual Aids for above items.

FINANCE REPORTS -

- a. YTD Revenue / Expense
- b. Expenditures by Department

As Staff continues to get comfortable with the new accounting software and generating reports, Councilor Sloan and Mayor Pederson indicated that they would like Staff to see if BS&A is capable of producing pie charts and bar graphs to show salary information.

MAYOR'S REPORT - None

COUNCIL CONCERNS - Discussion regarding a meeting with Mille Lacs Band of Ojibwe and the County regarding expanding for new industry. There was discussion regarding the need for communication regarding street projects. There was discussion regarding the IT/Technology problems. It was discussed that a 30 day deadline for resolution be placed. Landlines will be obtained for all staff.

8:51pm the public meeting was closed. *Councilor Ovick made a motion to close the public meeting. Councilor Pettie seconded. The motion passed with Mayor Pederson*

and Councilors Palmer, Ovick, Sloan and Pettie voting aye.

8:56pm the closed session was opened.

CLOSED SESSION - Discussion regarding both Teamster and AFSCME Union contracts was held. No action was taken by Council.

9:14 Councilor Pettie made a motion to close the closed session. Councilor Sloan seconded. *The motion passed with Mayor Pederson and Councilors Palmer, Ovick, Sloan and Pettie voting aye*

ADJOURN- Councilor Ovick made a motion to adjourn. Councilor Sloan seconded. Motion carried with Mayor Pederson and Councilors Palmer, Ovick, Pettie and Sloan voting aye. Meeting adjourned at 9:15pm.

Carl Pederson, Mayor

Scott Hildebrand, City Administrator

Minutes taken by Deputy Clerk Billi Larson

Next regular Council meeting is October 20, 2022