



Regular City Council Meeting Minutes
November 24, 2020 at 10:00am
Remote Meeting
315 Main Street South

Link: <https://meetings.ringcentral.com/j/1498456261>

Meeting ID: 149 845 6261

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, Park and Recreation Director Stacy O'Rourke, Liquor Store Manager Lara Smetana, Fire Chief Tom Miller, City Engineer Greg Anderson

Others in attendance – City Councilor elect Kyle Palmer, WCMP representative

Call to Order - Mayor Pederson called the meeting to order at 10:01

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

Proposed Additions or Deletions to Agenda – There were no changes to the agenda. *Motion by Pettie, second by Sloan to approve the agenda. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Open Forum – Nothing was brought forth.

Committee Discussions & Updates

Administration

There was discussion regarding the discontinuation of the 457 Deferred Compensation Plan and it was clarified that only non-union employees would be excluded from further contributions; plan would remain the same for Union employees. *Motion by Ovick to approve discontinuation of contributions into the 457 Deferred Compensation Plan with ICMA-RC for non-union employees effective January 1, 2021, second by Pettie. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Executive Committee

Assistant Liquor Operations Manager Job Description Smetana informed Council that the Job Description had been reviewed and approved by the Liquor Committee and Executive Committee and that she had used several other liquor stores' job descriptions and LMC as resources for it. *Motion by Pederson to approve the job description as written, second by Scholin. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Public Health Emergency Leave Policy & Procedure – Sauter explained that the Policy and Procedure was drafted from and complies with the Department of Labor statement regarding the Families First Coronavirus Response Act but an added benefit to employees was 2/3 of employee's regular pay for an additional 2 weeks if required. The plan would not affect the budget as payment would be in lieu of regular payroll. *Motion by Sloan to approve the policy and procedure as presented, second by Scholin. On a rollcall vote, Scholin, Sloan, Ovick, Pettie, and Pederson all voted in favor and none against. Motion carried.*

Finance Department & Interim Plan Status Update

Van Steenwyk reported that progress is being made on division of responsibilities between him and Interim Assistant City Administrator Sauter, clarification of meeting attendance and responsibility for minutes, memos for council meetings, more data entered on the calendar and communications. Pederson asked for additional updates at the 2nd meeting of each month.

Library Committee

Nothing to report

2021 Operation Budget Discussion

There was discussion regarding the option of retaining the previously discussed increase of 3.91% to the levy vs. taking an additional \$64,000 from reserves and having no increase in the levy. The consensus was to continue the 3.91% and not take any additional from reserve at this time.

Financial Management Plan

It was pointed out that purchase of Extrication Equipment for the Fire Department was postponed to 2022 with half the cost being paid in 2022 and half in 2023. a tanker chassis be purchased from the DNR for \$5,000 and the cost to refit the truck be paid over 2 years. The pumper truck would be ordered in 2022. Pederson, Ovick, Miller and Van Steenwyk will review the unexpended funds and whether that could be used for the down payment on a new pumper. *Motion by Pederson to purchase the chassis for the tanker from DNR with funds from 2020 Capital Expenses. Second by Ovick. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

Communications Team

November newspaper articles have been completed. Luedtke will prepare the article for December related to personal responsibility regarding parking on grass and snow shoveling.

Fire Committee

Miller provided an update on the generator that is scheduled to be completed on December 2. Pederson will give an update on the Fire Relief Association at the next meeting.

Public Works

A request from the owner of 420 1st Street NE to waive the special assessment on the basis of being a non-profit. It was noted that the city can legally charge special assessments to non-profits. Review of the assessment policy will be put on the January agenda for Public Works. Following discussion, motion by Scholin to deny the request to waive the special

assessments due to lack of timeliness and conformity with policy, second by Pederson. *On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried.*

The rates charged to the sanitary sewer districts were discussed as they are disproportionate and that construction on the lakes should affect the usage and rate. It was suggested that quotes be obtained from an outside entity to do a rate study, then be brought to Council

Parks & Recreation

There was discussion about the opening of the warming house and about public skating in compliance with the current Executive Order from the Governor that allows outdoor skating only within family groups. The use of the warming house needs to be clarified before decisions can be made. *Motion by Scholin that O'Rourke proceed with hiring 12 rink attendants with the understanding that the actual job is provisional based on circumstances, second by Pettie. On a roll call vote Pederson, Ovick, Scholin, Pettie and Sloan voted in favor and none against. Motion carried*

EDA

A verbal update on the purchase of the Orvis property was given by Van Steenwyk. Acquisition of the remaining acre of land and the house will be completed during 2021. A plat sketch of the Technology Park was presented for informational purposes.

HRA

A draft of the Strategic Plan was presented for information.

Miscellaneous

Miller reported on the status of the maintenance on the Fire Department fleet. Any safety related issues discovered have been completed and the inspections are still ongoing.

Adjourn

Motion by Pettie to adjourn meeting, second by Sloan. Verbal vote, all in favor. Meeting adjourned at 11:40 a.m. by Mayor Pederson.