



Regular City Council Meeting Minutes
February 25, 2021 at 10:00am
Remote Meeting
315 Main Street South

Link: <https://meetings.ringcentral.com/j/1480522218>

Meeting ID: 148 052 2218

In attendance – Mayor Carl Pederson, Councilor Gina Pettie, Councilor Mary Kay Sloan and Councilor Steve Ovick

Absent: Councilor Kyle Palmer

Staff in attendance – Interim City Administrator/Community Development Director Lezlie Sauter, Park and Recreation Director Stacy O'Rourke, Liquor Store Operations Manager Lara Smetana, Fire Chief Tom Miller, Safety Inspector Andy Luedtke, Administrative Assistant Carissa Kranz, City Engineer Greg Anderson

Others in attendance – Resident Dihanna Fedder and Jeff Adams, WCMP News Radio and Resident Becky Schueller

Call to Order – Mayor Pederson called the meeting to order at 10:02am

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

Proposed Additions or Deletions to Agenda – Pederson would like to add two discussion items to the agenda. *Motion by Sloan, second by Pettie to approve the agenda with two additions under Liquor Committee 9.b.ii. Transfer of 2020 profits and addition under Public Works 9.b.iii. SEH rate analysis for sewer districts. On a roll-call vote, Pettie, Sloan, Ovick and Pederson all voted in favor and none against. Motion carried.*

Open Forum – Nothing was brought forth.

Senior Banner Project Discussion - Dihanna Fedder and Jeff Adams were present to start an open discussion with Council on the possibility of a joint partnership on hanging and removing Pine City High School Senior Class banners on the City's light poles, hanging the "Congratulations Seniors" banner across Highway 61 and if the City would charge for the Public Works assistance with these services. *Motion by Sloan, second by Pederson to not charge for hanging and removing the 2021 senior banners on the City's light poles and no charge to hang and remove the Congratulations banner on Highway 61, as long as the reservation time is open. On a roll-call vote, Pettie, Sloan, Ovick and Pederson all voted in favor and none against. Motion carried.*

Fedder also wanted to discuss the preparation of the Senior Parade on June 4th at 8pm. The tentative plans for graduation would be that attendees would leave the Pine City High School parking lot at 8pm to meet at the Pine County Fairgrounds for cap toss. *Motion by Pettie, second by Ovick to approve the parade route for graduation and Fedder to submit something in writing for the City to review including times, dates and route. On a roll-call vote, Pettie, Ovick, Sloan and Pederson all voted in favor and none against. Motion carried.*

2021 City Goals - Presentation, Discussion and Prioritization - Sauter presented a slideshow of the City of Pine City's 2021 goals and priorities. This included a summary of current projects each of the following departments are working on: Community Development, Park & Recreation, Administration, Public Works, Fire and the Voyageur Bottle Shop. Also noted was the overall City priorities of health and safety, ADA compliance, efficient and effective customer service,

communication and accountability and stability. The Council unanimously agreed that this is the direction they wish staff to continue moving in.

Street & Utility Project Planning Discussion - Greg Anderson SEH provided a memo concerning street and utility projects and project planning. Provided in the memo was an updated utility map and examples of infrastructure planning that SEH has done in the City of Cannon Falls. Anderson also summarized 4 steps to prepare a Capital Improvement Plan for the City infrastructure including: Inventory the Infrastructure, Compile the information, Planning and Implementation. Council would like SEH to present a formal proposal for this project and staff to obtain a second quote by the April 7, 2021 City Council meeting.

Committee Discussions & Updates

Administration

Approval of Resolution #21-10, Electronic Signature Policy - Staff worked with the City Attorney on the resolution and policy to allow all city departments and all city documents to be signed by electronic signatures. *Motion by Sloan, second by Pettie to approve Resolution #21-10, Electronic Signature Policy. On a roll-call vote, Pettie, Sloan, Ovick and Pederson all voted in favor and none against. Motion carried.*

Discussion on HR service proposals - Executive Committee, Councilor Sloan, Councilor Ovick and Interim City Administrator Sauter conducted interviews with 4 HR firms on February 22-23, 2021 and recommend that the Council engages a contract with BerganKDV for the proposed \$10,000 per month with no more than \$1,000 of additional out-of-pocket expenses. A lengthy discussion was had on what funds would need to be reallocated to cover this cost. *Motion by Pettie, second by Ovick to proceed contracting with BerganKDV as recommended by the Executive Committee for the proposed amount of \$10,000 per month with no more than \$1,000 of additional out-of-pocket expenses and to include the HR hotline for unlimited HR legal advice for \$79/month. On a roll-call vote, Sloan, Ovick, Pettie and Pederson all voted in favor and none against. Motion carried.*

Liquor Committee

Smetana provided a memo summarizing a recommendation to hire Deb Cunnien for the full time Assistant Manager position at the rate of \$21.50 per hour and Taylor Jacobson for the part time Customer Service Specialist position at the rate of \$16.78 per hour and to start as soon as they are able.

There was a lengthy discussion on the Teamsters Union Contract, Personnel Policy and FMLA policy. Smetana clarified that within the Teamsters contract there is no call back rights and no requirement to post the Assistant Manager or Customer Service Specialist positions internally. Council was concerned that if they add the Customer Service Specialist position, and the employee on leave would have rights under FMLA to request to return to their current position. Staff will look into the requirements for FMLA and bring this request back at the March 3, 2021 Council meeting.

Addition - Transfer of 2020 profits - Pederson asked if the Voyageur Bottle Shop's 2020 budgeted transfer of \$125,000.00 to the general fund, the \$35,000.00 to the capital fund and inquired if the addition \$65,000 to the capital fund was available to transfer to the capital fund as well. Smetana indicated that she believed all of the transfers for 2020 had been made. Pederson had also requested information on any additional funds that may be available for transfer from the liquor fund due to the great year the liquor store had in 2020. Smetana reported that she has been working with Interim Treasurer Demes Maydew and Bookkeeper Steffen on updating the balance sheet report created by a previous Administrator. Smetana noted that the information being requested will not be available until the bank reconciliations are up to date and any additional transfers should be done until after the 2020 audit is complete.

Public Works

Approval of Resolution #21-15, Support of an Application Local Road Improvement Program (LRIP) Grant - Anderson recommended the City apply for the LRIP Grant to improve 4th Street SE noting that Pine Tech Community College would be the driving force behind the positive local and regional impact to the area, County and State Highway system. Anderson also mentioned that Pine County has already approved their resolution agreeing to be the project sponsor should the City be awarded the grant. Discussion was had on estimated costs, estimated dates to start construction and

engaging with Ehlers on the City's Capital Improvement Plan. *Motion by Ovick, second by Pederson to approve Resolution #21-15, Resolution in support of an application for Local Road Improvement Program (LRIP) Grant for 4th Street SE improvements. On a roll-call vote, Sloan, Ovick and Pederson all voted in favor, none against and Pettie's audio dropped during the motion. Motion carried.*

Public Works Committee minutes (draft) from the January 29, 2021 meeting were presented for information.

Addition - SEH Rate Analysis for sewer districts - Discussion was had on the current sewer district contracts with Pokegama Township, Cross Lake Area Water and Sanitary Sewer District and City of Henriette. It was noted that the sewer districts are paying less than city residents, there is a need for a rate study and the possibility of new agreements. SEH clarified that the Council wishes to receive a proposal to review of the current agreements, review of costs and rates to look at more of an equitable distribution of the costs, a plan for Capital Improvements and how they will be addressed moving forward for all the sewer users. Direction for staff to bring forward two proposals at an upcoming Council meeting.

Finance Department

Update from the Finance Department - A memo was presented written by Interim Treasurer, Catherine Demes Maydew summarizing the past two weeks and projection that the 7 months of bank reconciliations should cost less than \$14,000.00 to complete.

EDA

EDA draft January 27, 2021 meeting minutes were presented for information.

HRA

HRA draft January 19, 2021 meeting minutes were presented for information.

Communications Team

Staff submitted the February Article topic of City Council meeting information to the Pine City Pioneer last week.

Fire Department

Fire Committee draft February 9, 2021 meeting minutes were presented for information.

Rush Line Corridor Task Force

Sloan indicated that the group met last week and there was nothing to report.

Cable Commission

The City of Pine City has been elected as the Treasurer of the Cable Commission for the next 3 to 5 years. Sauter, Sloan and Demes Maydew met with the former bookkeeper of the Cable Commission and the City of Braham's Administrator to see what our responsibilities are going to be. Sauter shared that we will need to get the checking account switched over to be able to send out payments to all of the members quarterly.

Mayor

Pederson spoke to Summit Development/Timber Pines developer and they indicated the project is moving forward with development and they should be reaching out next week to the city's building official (Rum River Construction Consultants) regarding the building plan review and to City Staff on extending their development site plan. Pederson thanked City staff for their hard work.

Miscellaneous

Nothing at this time.

Adjourn

Motion by Ovick to adjourn meeting, second by Sloan. Verbal vote, all in favor. Meeting adjourned at 12:27pm by Mayor Pederson.

Carl Pederson

[Carl Pederson \(May 15, 2021 08:09 CDT\)](#)

Carl Pederson, Mayor

Lezlie Sauter

Lezlie Sauter, Interim City Administrator

Minutes taken by Administrative Assistant, Carissa Kranz
Next Regular Council meeting is March 3, 2021 at 6:30pm









2-25-2021 Regular Meeting Minutes

Final Audit Report

2021-05-15

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