



Regular City Council Meeting Minutes

April 29, 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 and 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, Public Works Supervisor Maury Montbriand, Fire Chief Tom Miller, Safety Inspector Andy Luedtke, City Engineer Greg Anderson, and Interim Treasurer Catherine Demes Maydew

Others in attendance – **Resident** and Pine City Area Chamber of Commerce Executive Director, Becky Schueller, Resident Chris McHugh and WCMP News

Call to Order – Mayor Pederson called the meeting to order at 10:00am

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 but a discussion on item #7 ensued on where it should be on the agenda and when it should be discussed. A Special City Council meeting was scheduled for May 10 at 8:30 am. *Motion by Pettie, second by Ovick to approve the agenda. On a roll-call vote, Pederson, Palmer, Pettie, Ovick and Sloan all voted in favor and none against. Motion carried.*

Open Forum – Becky Schueller sent a message via chat at the last Council meeting about City Hall opening up. Discussion on the cleaning costs associated with opening to the public and the future position being proposed at the next City Council meeting on May 5. Chris McHugh presented his concerns with the building report from the February 3 City Council meeting and that the City contracts all of its permitting through a contractor 50 miles away. Council gave direction to staff to schedule a focus group in the next few months inviting the Building Official and all permit applicants from the past two years to discuss the permitting process.

Consent Items: The following consent items were submitted:

Approval of Accounts Payable as of April 20, 2021

Three Twenty Brewing Co. Special Event Application for Event on 5-8-21

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

Committee Discussions & Updates

Administration

Hilltop Cottages land sale proceeds for Mill site remediation costs - Mayor Pederson and Interim City Administrator Sauter are proposing the Council approve utilizing the Hilltop Cottages land sale proceeds in the amount of \$59,904.75 to be earmarked for the Mill site project for the remediation of the property as part of the development project. The remediation cost estimate is roughly \$94,100.00. The City will still be seeking grant funds which may cover 75% of the

remediation costs. *Motion by Pettie, seconded by Sloan to approve earmarking the \$59,904 Hilltop Cottages land sale proceeds to be used towards the remediation of the Mill site property. On a roll-call vote, Sloan, Palmer, Ovick, Pederson and Pettie all voted in favor and none against. Motion carried.*

Approve Probationary Review for Stacy O'Rourke, Parks & Recreation Director - *Motion by Pederson to approve ending the probationary period for Stacy O'Rourke and she receive a 2.35% raise for an annual salary of \$51,175 commencing from her anniversary date of April 27th, seconded by Ovick. On a roll-call vote, Sloan, Palmer, Ovick, Pederson and Pettie all voted in favor and none against. Motion carried.*

Discussion on the use of 2020 Voyageur Bottle Shop profits -Demes Maydew gave an overview of the Voyageur Bottle Shop's 2020 profits equaling \$430,971.39, the liquor store had an unprecedented year in sales and is not something that should be expected annually. Transfers of \$125,000 into the general fund and \$35,000 into the general capital fund have already been made and \$270,971.39 remains. Recommendation to transfer an additional \$65,000 to the general fund, use \$80,000 for a much needed product lift at the Voyageur Bottle Shop, and contribute \$50,000 towards the Hilltop Recreation Area Project capital budget as well as \$75,000 to the Pine City Fire Department capital budget. *Motion by Sloan to approve the additional transfer from the 2020 liquor store profits of \$65,000 to the general fund, to use \$80,000 for the product lift and contribute \$50,000 towards the Hilltop Recreation Area Project as well as \$75,000 to the Pine City Fire Department, seconded by Palmer. On a roll-call vote, Sloan, Palmer, Ovick, Pederson and Pettie all voted in favor and none against. Motion carried.*

Pine City Senior Living Development Agreement and Stormwater Maintenance Agreement - Sauter explained that in July 2020 Council approved the Development and Stormwater Maintenance Agreements with Pine City Senior Living and due to staff turnover, the originals cannot be found. *Motion by Pettie to approve the Interim City Administrator sign the documents for execution. Seconded by Pederson. On a roll-call vote, Sloan, Palmer, Ovick, Pederson and Pettie all voted in favor and none against. Motion carried.*

Terminate contract with City of Sandstone - Resolution #21-23 - *Motion by Ovick to approve Resolution #21-23 approval to terminate service contract for rental inspection services between the City of Pine City and City of Sandstone, seconded by Sloan. On a roll-call vote, Sloan, Palmer, Ovick, Pederson and Pettie all voted in favor and none against. Motion carried.*

Executive Committee

Recommendation to approve Fire Chief Miller salary increase - *Motion by Pederson, second by Ovick to approve the base salary for Tom Miller Fire Chief at \$50,112.00 wages, \$3,835.00 FICA, \$3,758.00 PERA., \$16,068.00 Health, Dental & Life and make a budget adjustment of \$40,264.18 and to work the cost into the fire contracts, as applicable, and supplementing with the American Reinvestment funds. Further discussion was had on tracking the Fire Chief's hours and using that information to inform the budget for the upcoming year. On a roll-call vote, Sloan, Ovick, Pederson and Pettie all voted in favor and Palmer abstained. Motion carried.*

Public Works

Request for permission to sell surplus property - *Motion by Pederson seconded by Ovick to approve the sale of the surplus property of the late 1970's-1980's Pettibone front end loader attachment with a general motor power head and for the money received to be put in the Public Works Capital Equipment fund. On a roll-call vote, Sloan, Palmer, Ovick, Pederson and Pettie all voted in favor and none against. Motion carried.*

Scheduling a neighborhood meeting for the 2021 Street Improvement Project - SEH - City Engineer Greg Anderson provided available dates of May 12, 13, 17 and 20th to hold the neighborhood meeting. Consensus among the Council to schedule the meeting for 5-17-21 or 5-20-21 at the Hilltop Recreation Area at 6:30-7:30pm at the staff's discretion.

Park & Recreation

Recommendation to approve Seasonal Maintenance Worker job description - O'Rourke has updated the seasonal maintenance worker job description to edit outdated language and to change that the employees are to report to the

Park and Recreation Director. The Executive Committee has already reviewed the updated description. *Motion by Sloan to approve the updated Seasonal Maintenance Worker job description, seconded by Pettie. On a roll-call vote, Sloan, Palmer, Ovick, Pettie and Pederson all voted in favor and none against. Motion carried.*

Approve partnership with Pine County Master Gardeners to revitalize the garden in memory of Cindy Novy - O'Rourke gave an overview of the potential partnership request from the Pine County Master Gardeners and listed the items each group would be committing to when joining the partnership. *Motion by Pederson, to approve Park and Recreation partner with the Pine County Master Gardeners to revitalize the small garden located on the west side of 61 near First Avenue, previously known as the Rotary Park and rename it as the Cindy Novy Memorial garden, seconded by Ovick. On a roll-call vote, Sloan, Palmer, Ovick, Pettie and Pederson all voted in favor and none against. Motion carried.*

Carl Pederson left the meeting at approximately 11:30 am.

Planning Commission

Planning Commission February 23, 2021 and draft March 23, 2021 meeting minutes were presented for information.

EDA

EDA draft March 24, 2021 meeting minutes were presented for information.

HRA

HRA draft April 20, 2021 meeting minutes were presented for information.

Ordinance Review Committee

ORC draft April 16, 2021 meeting minutes were presented for information.

Communications Team

March News Release - Staff submitted the April Article topic of Earth Day, Park Clean-up Events and City Wide Clean-up day to the Pioneer & O'Rourke spoke about these topics with WCMP last week.

Mayor - The Interim City Administrator discussion was held during the approval of the agenda. Council intends to call a Special Meeting on May 10 at 8:30 am to fully discuss the transition process.

Adjourn

Motion by Sloan to adjourn meeting, second by Pettie. Verbal vote, all in favor. Meeting adjourned at 11:31 pm by Acting Mayor Ovick.

Carl Pederson
[Carl Pederson \(Jun 22, 2021 13:27 CDT\)](#)

Carl Pederson, Mayor

Lezlie Sauter

Lezlie Sauter, Interim City Administrator

Minutes taken by Lezlie Sauter, Interim City Administrator
Next Regular Council meeting is May 5, 2021 at 6:30pm









4-29-2021 Regular Meeting Minutes

Final Audit Report

2021-06-23

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