



## **City Council Meeting Minutes**

April 6, 2022

City Council Chambers | 315 Main Street South

**IN ATTENDANCE** – Acting Mayor Steve Ovick, Councilor Gina Pettie, Councilor Mary Kay Sloan, Councilor Kyle Palmer.

**STAFF IN ATTENDANCE** – City Administrator Scott Hildebrand, Deputy Clerk Billi Larson, Parks and Recreation Director Stacy O'Rourke, Fire Chief Tom Miller. The following staff attended remotely: Treasurer Catherine Demes Maydew, Public Works Supervisor Maury Montbriand, Liquor Operations Manager Lara Smetana, Community Development Director Mike Gainor.

**CALL TO ORDER** – Council President and Acting Mayor Steve Ovick called the meeting to order at 6:32pm.

**CONSIDERATION AND APPROVAL OF AGENDA** – Councilor Pettie made a motion to approve the agenda. Councilor Sloan seconded. Motion carried.

**PUBLIC FORUM** – Hearing none, the public forum portion of the meeting was closed.

### **PUBLIC HEARINGS/PRESENTATIONS/CORRESPONDENCE –**

- a. Blue Zone -Flyer included in the packet was informational only.
- b. Public Hearing Resolution 20220406-17 Property Tax Abatement of the Village Apartments. Community Development Director Mike Gainor addressed the Council and all present regarding the background of this project.

**SHERIFF'S UPDATE** - Sheriff Nelson attended the meeting with a brief update regarding communication, housing including that Hilltop Cottages has had 45 calls for service in 6 months. Councilor Sloan asked for a breakdown of those calls.

**CONSENT ITEMS** - The following consent items were submitted:

- a. March 17, 2022 Minutes
- b. Approval of Paid Check Register

- c. Approval of AP Register - Payments
- d. Approval of Payroll Check Register
- e. Approval of request to fill Budget Analyst position
- f. Approval of request to fill Administrative Assistant position
- g. Approval of Special Event Application - Freedom Fest
- h. Approval of Temporary Liquor License
- i. Approval of Food Truck Permit - Hickory Hog
- j. Approval of Food Truck Permit - Samurai Teppanyaki
- k. Approval of request to advertise for 2022 Seasonal Hires
- l. Approval of Resolution 20220406-15 Accepting Donation from Northwoods Bank
- m. Approval of Resolution 20220406-18 Accepting Donation from the Initiative Foundation
- n. Approval of Liquor License - Pizza Pub
- o. Approval of Alfresco Dining/Beer License - Pizza Pub

*A motion was made by Councilor Pettie to approve the consent Items as presented. Seconded by Councilor Palmer. Motion carried.*

#### **UNFINISHED BUSINESS -**

- a. Discussion regarding Fire Contracts - There was no action taken on this item. It was discussed that there was one township still outstanding.

#### **NEW BUSINESS –**

- a. Discussion and Approval of building security cameras and IT services. *Councilor Palmer made a motion to approve moving forward on the immediate needs and that phase 1 should not exceed \$100,000. Councilor Sloan seconded. Motion carried.*
- b. Discussion and Possible Action regarding donation request for Northwood's Freight Rail Study. *Councilor Sloan made a motion to approve a \$5000.00 donation. Councilor Palmer seconded. Motion carried.*

#### **PLANNING/COMMUNITY DEVELOPMENT/ENGINEERING REPORT -**

- a. Discussion and Possible Action regarding Kajo and Gregor Lift Station Improvements- Councilor Pettie made a motion to approve moving forward with seeking bids. Mayor Pederson seconded. Motion carried.
- b. Review of proposed 2022 Street Improvements - Councilor Palmer made a motion to approve the resolution. Councilor Pettie seconded. Motion carried.
- c. Review and Approval of Resolution 20220406-17 - Property Tax Abatement for the Village Apartments. Councilor Sloan made a motion to approve the abatement. Mayor Pederson seconded. Motion carried with Councilor Palmer opposed.
- d. Summary of Community Action Plan meeting.

#### **Department / Committee Reports**

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

**CLOSED SESSION** - Non-union employee evaluation - discussion regarding six month evaluation of non-union employee pursuant to Minnesota Statute 13D.05 Subd3.a. *Councilor Pettie made a motion to enter into executive session at 7:35pm. Councilor Palmer seconded. Motion carried.*

*Mayor Pederson moved to open the regular session at 8:12pm. Councilor Ovick seconded. Motion carried. No action taken by council. Evaluation completed with an exceeds expectations and salary increase to be confirmed at a later date.*

**MAYOR'S REPORT** – None

**COUNCIL CONCERNS/MISC.** – Councilor Pettie requested a follow-up on Froggy's liquor license.

**ADJOURN**- Councilor Palmer made a motion to adjourn at 8:17pm, seconded by Councilor Sloan.  
Motion carried and the meeting adjourned.

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Steve Ovick, Acting Mayor

Scott Hildebrand, City Administrator

Minutes taken by Deputy Clerk Billi Larson  
Next Regular Council meeting is April 21, 2022.