



**Minutes**  
**Special City Council Meeting**  
**May 10, 2021 at 8:30am**  
**Hybrid In-Person & Remote Meeting**

Link: <https://meetings.ringcentral.com/j/1486960197>

Meeting ID: 148 696 0197

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**In attendance:** Mayor Carl Pederson (remotely), Councilor Steve Ovick (joined the meeting remotely at 9:19am), Councilor Mary Kay Sloan (in-person), Councilor Gina Pettie (in-person), and Councilor Kyler Palmer (in-person)

**Staff in attendance:** Interim City Administrator Lezlie Sauter (in-person), Interim Treasurer Catherine Demes Maydew (remotely), Public Works Supervisor Maury Montbriand (remotely), Fire Chief Tom Miller (remotely), Safety Inspector Andy Luedtke (remotely) and Administrative Assistant Carissa Kranz (remotely).

**Others in attendance:** Resident Becky Schueller (remotely)

**Call to Order:** Mayor Pederson called the meeting to order at 8:34am

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

**INTERIM CITY ADMINISTRATOR TRANSITION PLAN**

**Interim City Administrator candidates & interview process (identify team, date/time)**

Discussion was had on the candidates who are interested and available for an interview on Monday, May 10, 2021 for an evening remote interview. *Motion by Sloan to Interview the interested candidates for the position of Interim City Administrator, seconded by Palmer. On a roll-call vote Sloan, Palmer, Pettie and Pederson voted in favor and Ovick was not present at this time. Motion carried.* Additional discussion was had on who would be present for the interviewing process, consensus was that Council members could meet again at 7pm to hold remote interviews with the interested candidates. (Due to Data Practices and Open Meeting Law noticing requirements Council was not able to meet at 7pm on May 10, 2021)

**Agreement for Community Development & General Government Services Between Pine County and the City of Pine City (discuss/approve the hours/terms/conditions)**

Pine County drafted an Agreement for Sauter to provide services to the City and continue working on Community Development projects. Sauter gave a summary of some of the projects she would continue working on including the full administration of the FHLB Housing Rehab Project, continue to be the main contact for the Small Cities Development program between the City and Lakes and Pines, assisting with the Mill site redevelopment project leading up to construction and continuing to be the main contact for prospective businesses. *Motion made by Pederson to approve the Agreement for Community Development and General Governmental Services between Pine County and the City of Pine City for Sauter to continue working with City governance projects 1-2 hours per week and development projects 20 hours per month at \$54 per hour, seconded by Pettie. Amendment to motion to include a review with Sauter at 6 and 12 months to*

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**City of Pine City**

315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 Phone: 320.629.2575

E-mail: [info@pinecitygov.com](mailto:info@pinecitygov.com) Web site: [pinecity.gov/office.com](http://pinecity.gov/office.com)

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discuss if this is a long or short term solution. On a roll-call vote Sloan, Palmer, Pettie and Pederson all voted in favor, none against. Motion carried.

### **HR Professional Services Project Update (review project goals, update on progress)**

Sauter gave an overview on the progress of the HR Professional Services Project with BerganKDV/SHRS and included the Engagement Terms as a refresher for the Council to review:

1. Assist in the execution of a salary study. Which will include updating current job descriptions and developing a job classification and salary range plan.
2. Document employee management policies, procedures, and forms to allow the City to effectively conduct evaluations, discipline, and terminations, additionally to manage employee contracts, leave and benefits.
3. Utilizing best practices, we will document and develop the recruiting, application, interview, background checks, job offers and onboarding process.
4. Working with current OSHA safety standards our team will devise the plan for annual supervisor training.
5. Work with the City to design the best tracking and reporting method, required by law, to report recordable incidents to OSHA.

Demes Maydew indicated that the first project is underway and close to wrapping up. Sauter noted that she has been working closely with William (Bill) Kelly, Principal, SHRS, LLC to create, rework and review every job description as well as a salary range plan for each position.

Palmer asked how BerganKDV could remain impartial if the City chooses to proceed with BerganKDV as the Interim Treasurer, Interim HR Consultant and Interim City Administrator. Demes Maydew stated that the Interim City Administrator would report to the full Council and with BerganKDV's reputation on the line their ethical standards are always very high and each position/contract would have the City's best interest in mind.

Discussion was had on BerganKDV helping with the recruitment process of a new City Administrator, Demes Maydew noted that they could be a part of the Interim City Administrator interview later today but their current HR Contract did not specify headhunting services. HR Consultant Bill Kelly could provide those services should the Council wish to interview him for that task. Kelly's rate is 23% of the headhunting positions first year's salary (ex. \$23,000 if the City Administrator position was hired at \$100,000). Demes Maydew stated that by July 1st the City could be in the recruitment process for a new City Administrator.

Council requested Demes Maydew to look at the budget line items for Community Development Director/Interim City Administrator and see how much the new positions will cost and how much the City can afford to implement the restructuring plan.

Additional discussion on where the Union contracts come into play with the new position descriptions, and it was mentioned that the Unions can negotiate with the City on getting those positions into the bargaining unit.

*Motion by Pettie to adjourn meeting, seconded by Palmer. Meeting adjourned at approximately 9:43am.*

*Carl Pederson*

Carl Pederson (Jun 22, 2021 13:28 CDT)

*Carl Pederson, Mayor*

*Lezlie Sauter*

*Lezlie Sauter, Interim City Administrator*

*Minutes taken by Administrative Assistant Carissa Kranz  
Next Regular Council meeting is May 27, 2021 at 10am*

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# 5-10-2021 Special Meeting Minutes

Final Audit Report

2021-06-23

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