



Minutes
Special City Council Meeting
May 14, 2021 at 8:00am
Hybrid In-Person & Remote Meeting

Link: <https://meetings.ringcentral.com/j/1481114671>

Meeting ID: 148 111 4671

In attendance: Mayor Carl Pederson (in-person), Councilor Steve Ovick (in-person), Councilor Mary Kay Sloan (in-person), Councilor Gina Pettie (in-person), and Councilor Kyler Palmer (remotely).

Staff in attendance: Interim City Administrator Lezlie Sauter (in-person), Liquor Operations Manager Lara Smetana (remotely), Safety Inspector Andy Luedtke (remotely), Park and Recreation Director Stacy O'Rourke (remotely) and Administrative Assistant Carissa Kranz (remotely).

Call to Order: Mayor Pederson called the meeting to order at 8:03am

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

Discussion and Approval to Hire Lynda Woulfe as Interim City Administrator

Sauter explained that after the Special City Council meeting on May 10th Lynda Woulfe called to say that she recently retired from the City of Cambridge and would be interested in helping the City during this transition period. Since staff were unable to schedule a Special/Emergency meeting of the City Council on May 10th at 7pm due to Data Practices and Open Meeting Law requirements pointed out by the City's Attorney, the Executive Committee met to hold interviews on the three candidates. After the interview process, audio files of each interview were sent to the remaining Council members along with the Executive Committee's recommendation to hire Lynda Woulfe as Interim City Administrator. Sauter noted that Woulfe indicated she could start on May 24th and her contract could be for 16 weeks at \$40.00 per hour up to 32 hours per week, no benefits would be requested and a clause that indemnifies her through this transition process. Consensus among the Council that Lynda Woulfe was the best fit for this position.

Approval for Executive Committee to negotiate and execute Interim City Administrator contract with Lynda Woulfe

Discussion was had about the City Attorney's opinion on hiring via Contract. Pederson noted that when the Council had hired Interim City Administrators in the past that it was on a Professional Services Contract.

Motion by Pederson to approve the Executive Committee to negotiate and execute an Interim City Administrator contract with Lynda Woulfe, seconded by Pettie. On a roll-call vote Pettie, Palmer, Sloan, Pederson and Ovick all voted in favor and none against. Motion carried.

Approval of Resolutions for Interim City Administrator Woulfe to become signer on City Accounts

Amend Resolutions #21-01.01, 21-03.01, 21-04.01, 21-05.01, 21-06.01, 21-07 and 21-09.01 to update with Lynda Woulfe listed as an additional authorized signer. Each of the following amended resolutions will have Councilor Steve Ovick, Mayor Carl Pederson and Interim City Administrator Lynda Woulfe listed on them.

City of Pine City

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Amend Resolution #21-01.01, Authorizing the Interim City Administrator to Invest Idle Funds and to Designate Official Depositories of City Funds and Collateral, **Resolution #21-01.02**. *Motion by Sloan, second by Ovick to approve Resolution #21-01.02. On a roll call vote, Pettie, Palmer, Sloan, Pederson and Ovick all voted in favor and none against. Motion carried.*

Amend Resolution #21-03.01, Designating Official Signers on EDA Checking Account, Money Market Account, and CDs at Stearns Bank, Pine City, **Resolution #21-03.02**. *Motion made by Pettie, second by Pederson to approve Resolution #21-03.02. On a roll call vote, Pettie, Palmer, Sloan, Pederson and Ovick all voted in favor and none against. Motion carried.*

Amend Resolution #21-04.01 Designating Official Signers on City Checking Account, Money Market Account, and any Pledged Securities at Stearns Bank, Pine City, **Resolution #21-04.02**. *Motion made by Ovick, second by Sloan to approve Resolution #21-04.02. On a roll call vote, Pettie, Palmer, Sloan, Pederson and Ovick all voted in favor and none against. Motion carried.*

Amend Resolution #21-05.01, Designating Official Signers on the Savings Account & the VISA Credit Card Accounts at Spire Credit Union, Pine City, **Resolution #21-05.02**. *Motion made by Pettie, second by Ovick to approve Resolution #21-05.02. On a roll call vote, Pettie, Palmer, Sloan, Pederson and Ovick all voted in favor and none against. Motion carried.*

Amend Resolution #21-06.01, Authorizing Financial Institution Signers and Powers Granted at Northwoods Bank, Pine City (City), **Resolution #21-06.02**. *Motion made by Pederson, second by Ovick to approve Resolution #21-06.02. On a roll call vote, Pettie, Palmer, Sloan, Pederson and Ovick all voted in favor and none against. Motion carried.*

Amend Resolution #21-07.01, Authorizing Financial Institution Signers and Powers Granted at Northwoods Bank, Pine City (EDA), **Resolution #21-07.02**. *Motion made by Ovick, second by Pederson to approve Resolution #21-07.02. On a roll call vote, Pettie, Palmer, Sloan, Pederson and Ovick all voted in favor and none against. Motion carried.*

Amend Resolution #21-09.01, Designating Official Signers on City Money Market Account and Brokered CD Investment Accounts at RBC Wealth Management, Minneapolis, MN, **Resolution #21-09.02**. *Motion made by Ovick, second by Sloan to approve Resolution #21-09.02. On a roll call vote, Pettie, Palmer, Sloan, Pederson and Ovick all voted in favor and none against. Motion carried.*

The Council acknowledged Sauter's last day and thanked her for all she has done and for leaving the City in a better place. Members noted that they were grateful to be able to execute the contract between the City and Pine County for Sauter to continue assisting the City with development projects.

Motion by Pettie to adjourn meeting, seconded by Sloan. Verbal vote, all in favor. Meeting adjourned at approximately 8:26am



[Carl Pederson \(Jun 22, 2021 13:28 CDT\)](#)

Carl Pederson, Mayor



Lezlie Sauter, Interim City Administrator

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

City of Pine City

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5-14-2021 Special Meeting Minutes

Final Audit Report

2021-06-23

Created:	2021-06-22
By:	Carissa Kranz (ckranz@pinecitygov.com)
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