



**Regular City Council Meeting Minutes**

**May 27, 2021 at 10:00am**

**Remote Meeting**

315 Main Street South

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

Meeting ID: 148 052 2218

---

Technical difficulties with hybrid meeting audio setting and had to switch to remote.

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

**Staff in attendance** – Interim City Administrator Lynda Woulfe, Park and Recreation Director Stacy O'Rourke, Liquor Store Operations Manager Lara Smetana, Public Works Supervisor Maury Montbriand, Administrative Assistant Carissa Kranz, Fire Chief Tom Miller, Safety Inspector Andy Luedtke, City Engineer Greg Anderson, Interim Treasurer Catherine Demes Maydew, and Administrative Assistant Lisa Dunbar

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

**Call to Order** – Mayor Pederson called the meeting to order at 10:38am

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

**Proposed Additions or Deletions to Agenda** – Woulfe requested to have a discussion regarding the Governor's Orders expiring on May 28th and reopening City Hall. *Motion by Pettie, second by Palmer to approve the agenda with the additional discussion added under Miscellaneous. On a roll-call vote, Pederson, Ovick, Palmer, Sloan and Pettie all voted in favor and none against. Motion carried.*

**Open Forum** – Palmer asked if this was the time to bring up various concerns that have been emailed/mailed to the Council members in the past two weeks regarding the ballfields and parking. Woulfe noted that the concerns should have been addressed but if not, they will move forward on an upcoming Council agenda.

**Consent Items:** The following consent items were submitted:

Pine City Area Chamber of Commerce Special Event Application for Freedom Fest Event on 6-26-2021

Pine City Area Chamber of Commerce Temporary Liquor License for Freedom Fest Event on 6-26-2021

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

**Mill Site Redevelopment Project - Resolution #21-25 Approving the sale of Mill Site Property & Dispensing with Review of the sale by the Planning Commission** - *Motion made by Sloan, second by Ovick to approve Resolution #21-25, Approving the sale of real property in Pine City, Minnesota and dispensing with review of the sale by the Pine City Planning Commission which includes the Purchase Agreement with The Village Apartments LLC for Parcel ID #42.5188.000 and #42.5186.000. On a roll call vote, Pederson, Ovick, Palmer, Sloan and Pettie all voted in favor and none against. Motion carried.*

**Committee Discussions & Updates**  
**Executive Committee**

**2021 Salary for Public Works Supervisor, Maurice Montbriand** - Discussion was had as to why the increase would be retroactive back to January 2021 when Montbriand was out for an extended period of time at the beginning of the year. *Motion made by Ovick, second by Sloan to approve the Executive Committee's recommendation to prorate a 1.85% increase to Maurice Montbriand's annual salary making his 2021 salary \$70,754.38. On a roll call vote, Pederson, Ovick and Sloan voted in favor, Palmer and Pettie voted against. Motion carried 3-2.*

## **Park & Recreation**

**Approval of Park & Recreation Committee Appointment - D. Phillips** - An application for the Park & Recreation Committee from Dana Phillips was received. Staff recommend Council to appoint Phillips to the Park & Recreation Committee with the term limit of January 31, 2024. O'Rourke also noted that Dana will be bringing her daughter Mya to the Park & Recreation Committee meetings to act as a Student Representative. *Motion made by Ovick, second by Pettie to appoint Dana Phillips to the Park & Recreation Committee with the term expiration date of January 31, 2024. On a roll call vote, Pederson, Ovick, Palmer, Sloan and Pettie all voted in favor and none against. Motion carried.*

## **Approval of 2021 Lifeguards and Water Safety Instructors**

O'Rourke is recommending Council hire:

Jolie Wicktor will be returning as a Lifeguard at a rate of \$11.75 and WSI (\$100 per class)

Tim Thole will be returning as a Lifeguard at a rate of \$11.50

Aidan Welch will be returning as a Lifeguard at a rate of \$11.25

Erin Pavelka WSI (\$100 per class)

Eight new staff will also be hired after successful completion of their Lifeguard training at a rate of \$11.00:

Luke Wilson as Lifeguard

Kameron Juszczak as Lifeguard

Andrew Thole as Lifeguard

Miriam Fromm as Lifeguard

Eva Johnson as Jr. Lifeguard

Lexa Valvoda as Jr. Lifeguard

Arisa Rydberg as Jr. Lifeguard

Oscar Gribauval as Jr. Lifeguard

In addition to the hiring recommendation, staff would like to leave the position open until June 17th to allow newly certified applicants time to apply. *Motion by Pettie to approve hiring Jolie Wicktor, Tim Thole, Aidan Welch, Erin Pavelka, Luke Wilson, Andrew Thole, Miriam Fromm, Eva Johnson, Lexa Valvoda, Arissa Rydberg and Oscar Gribauval as Lifeguards for the 2021 season at the staff recommended rates and for staff to continue advertising efforts for more lifeguards, seconded by Sloan. On a roll call vote, Pederson, Ovick, Palmer, Sloan and Pettie all voted in favor and none against. Motion carried.*

O'Rourke mentioned later in the meeting that she had received an additional application from Ava Rydberg for a 15 year old Jr. Lifeguard that was not included in the hiring recommendation memo. Wolfe noted that Council could conditionally approve the additional lifeguard and that staff would add the hire to the June 2nd Council meeting agenda under the consent agenda. Rydberg would be permitted to work starting immediately if she passes all pre-employment testing.

## **Liquor Committee**

**Military Appreciation Discount** - Beyond the Yellow Ribbon made a request for the City Council and Voyageur Bottle Shop to consider offering a Military Appreciation Discount for military members, past and present. Smetanta explained that other municipal liquor stores offer this type of discount and that the Voyageur Bottle Shop currently has a Senior Discount Day each week on Wednesdays. Smetana also noted that Mondays are typically slow days and having a Military Monday discount day would most likely generate additional sales on Mondays and staff would be able to ask customers to show their military IDs just like they currently do for Senior Discount Days. Discussion was had on if discount could be offered every day to show appreciation to past and present military personnel. Wolfe noted that military discounts are common among other municipal liquor stores and it varies as far as if it's on a certain day of the week or offered every day. *Motion by Palmer to approve Voyageur Bottle Shop offer a 10% discount every day to all current and past military*

members, seconded by Ovick. On a roll call vote, Pederson, Ovick, Palmer, Sloan and Pettie all voted in favor and none against. Motion carried.

### **Public Works**

**Approval of the 2021 Chip Sealing Project** - Montbriand gave a background on the following streets and avenues that have been determined to need chip sealing in order to preserve them: 5th Ave NE, 2nd Street NE, 1st Ave NE, 3rd Ave SE and 8th St SW. Two quotes were received from Asphalt Surface Technologies Corporation in the amount of \$24,413.50 and Pearson Bros Inc. in the amount of \$28,948.80. Discussion was had regarding 8th Ave in front of Cabin Coffees. Montbriand noted that he currently has a quote for subsurface and bituminous work for that area and is waiting for an additional quote to be received. The area torn up by the owners of Chubby's is their responsibility to fix, however, the City will work with the owners to try to fix the area all at once. Additional discussion was had on 1st & 2nd Ave SE needing a full reconstruction and mention of Chadwood Lane containing a large number of potholes. The Public Works Committee will be discussing the Capital Improvement Plan with SEH in the coming weeks. *Motion by Pederson to approve contracting with Asphalt Surface Technologies Corporation in the amount of \$24,413.50 to perform the 2021 chip sealing for 5th Ave NE, 2nd Street NE, 1st Ave NE, 3rd Ave SE and 8th St SW, seconded by Ovick. On a roll call vote, Pederson, Ovick, Palmer, Sloan and Pettie all voted in favor and none against. Motion carried.*

### **Planning Commission**

Planning Commission April 27, 2021 meeting minutes were presented for information.

### **EDA**

EDA draft April 28, 2021 meeting minutes were presented for information.

### **HRA**

HRA draft May 18, 2021 meeting minutes were presented for information. Meeting at 1pm for a special meeting transition plan and hiring ideas.

### **Fire Department**

Pederson asked Chief Miller to give an update on the Fire Department activities. Chief Miller noted that the generator is on the schedule for June, Miller is working with the City of Ely on obtaining a 2010 chassis that would be used for Unit 28 and noted an expensive repair on the ladder truck will be brought forward at an upcoming meeting. The truck committee has been meeting 1-2 times a week and have met with multiple vendors to obtain preliminary pricing.

**Mayor** - Discussion was had regarding the 2019 and 2020 street projects, their punch lists and proposed completion date. Also, a question on if the final assessments were completed on those projects. Dunbar explained that the 2019 Street Project was certified in 2020 and the 2020 Street Project has not been certified yet.

**Miscellaneous** - The Governor's restrictions expire on May 28th, Woulfe would like to discuss opening City Hall and hosting in person meetings (hybrid for staff and contractors to attend remotely when needed) moving forward. *Ovick made a motion to proceed with the opening of City Hall on Tuesday June 1st and for staff to notify the current tenants in the building, seconded by Palmer. On a roll call vote, Pederson, Ovick, Palmer, Sloan and Pettie all voted in favor and none against. Motion carried.*

### **Adjourn**

*Motion by Ovick to adjourn meeting, second by Sloan. Verbal vote, all in favor. Meeting adjourned at 11:38 am by Mayor Pederson.*

  
Carl Pederson (Jul 8, 2021 08:47 CDT)

Carl Pederson, Mayor



Linda Woulfe, Interim City Administrator









# 5-27-2021 Regular Meeting Minutes

Final Audit Report

2021-07-08

Created:	2021-07-08
By:	Carissa Kranz (ckranz@pinecitygov.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAugGqhhXlqTtlm8s89QseHK9DXx0L_S-2

## "5-27-2021 Regular Meeting Minutes" History

-  Document created by Carissa Kranz (ckranz@pinecitygov.com)  
2021-07-08 - 1:14:38 PM GMT- IP address: 24.111.45.78
-  Document emailed to Carl Pederson (cpederson@pinecitygov.com) for signature  
2021-07-08 - 1:15:12 PM GMT
-  Document emailed to Lynda Woulfe (administrator@pinecitygov.com) for signature  
2021-07-08 - 1:15:12 PM GMT
-  Email viewed by Lynda Woulfe (administrator@pinecitygov.com)  
2021-07-08 - 1:16:38 PM GMT- IP address: 74.125.212.128
-  Document e-signed by Lynda Woulfe (administrator@pinecitygov.com)  
Signature Date: 2021-07-08 - 1:16:51 PM GMT - Time Source: server- IP address: 24.111.45.78
-  Email viewed by Carl Pederson (cpederson@pinecitygov.com)  
2021-07-08 - 1:47:18 PM GMT- IP address: 69.9.240.62
-  Document e-signed by Carl Pederson (cpederson@pinecitygov.com)  
Signature Date: 2021-07-08 - 1:47:39 PM GMT - Time Source: server- IP address: 69.9.240.62
-  Agreement completed.  
2021-07-08 - 1:47:39 PM GMT