



**Regular City Council Meeting Minutes**  
**May 5, 2021 at 6:30pm**  
**Remote Meeting**  
315 Main Street South

Link: <https://meetings.ringcentral.com/j/1481911129>

Meeting ID: 148 191 1129

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

**Staff in attendance** – Interim City Administrator Lezlie Sauter, Park and Recreation Director Stacy O'Rourke, Liquor Operations Manager Lara Smetana, Fire Chief Tom Miller, Interim Treasurer Catherine Demes Maydew, Public Works Supervisor Maury Montbriand, and SEH City Engineer Greg Anderson.

**Others in attendance** – Resident Becky Schueller, Business Owner Rob Morrissette, and Resident Cal Stenlund

**Call to Order** – Mayor Pederson called the meeting to order at 6:31pm.

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

**Proposed Additions or Deletions to Agenda** – Request from Sauter to add two Special Event Applications from Three Twenty Brewing Co. under the Consent Items. *Motion by Pettie, second by Sloan to approve the agenda with the addition of the two special event applications for Three Twenty Brewing Co. On a roll-call vote, Ovick, Palmer, Sloan, Pettie and Pederson all voted in favor and none against. Motion carried.*

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

Approval of Meeting Minutes - April 7, 2021

Approval of April 2021 expenditures

Approval of April 2021 accounts payable

Approval of Claims over \$10,000 - Kroschel Land Surveyors for \$10,300.00 for Technology Park staking lot corners, preparing final plat and reviewing title commitment (not yet received).

Approval of March 2021 fines report

Approval of One Day Liquor Licenses for Pine City for the Arts (June 4 and July 2, 2021)

Approval of Three Twenty Brewing Co. - Special Event Application for Event on 05/22/2021

Approval of Three Twenty Brewing Co. - Special Event Application for Event on 05/28/2021

*Motion made by Sloan, second by Ovick to approve Consent Items. Discussion on payroll check register misrepresenting firefighter and council member payroll allocation by department. Maydew explained the limitations of the payroll system and will look into a way to report this more transparently. On a roll-call vote, Pettie, Sloan, Pederson, Palmer and Ovick all voted in favor and none against. Motion carried.*

**Open Forum** – Nothing was brought forth.

**Sheriff's Report** - No one was present to provide the report.

**Public Hearing** - First Reading & Public Comment on Ordinance #21-05 Amendment to Chapter 8, Section 820 & Chapter 6, Section 600 to allow Al Fresco Dining, Liquor and Beer areas and expanded outdoor seating within the Central Business District (CBD). Mayor Pederson opened the public hearing at 6:44pm for the proposed Ordinance #21-05. Rob Morrissette (business owner at 150 Main Street S and resident at 23513 Contrast Rd Pine City) was present to voice his concern with the number of parking spaces occupied by al fresco dining areas which reduces the ability of the patrons to

park near the businesses in the downtown area. The hearing was closed at 7:19pm. Pederson suggested that the City look into the availability of handicap accessible parking in the downtown area.

**Ordinance #21-05** - *Motion by Pettie to approve Ordinance #21-05 Amendment to Chapter 8, Section 820 & Chapter 6, Section 600 to allow Al Fresco Dining, Liquor and Beer areas and expanded outdoor seating within the Central Business District (CBD) and to waive the second reading, seconded by Ovick. On a roll-call vote, Sloan, Pederson, Pettie, Ovick and Palmer all voted in favor and none against. Motion carried.*

## **DEPARTMENT/COMMITTEE REPORTS**

### **ADMINISTRATION**

**2020 Year End Financial Report** - Interim Treasurer Demes Maydew provided an overview summarizing the 2020 year end financial report, un-audited. Pederson asked for more information on the building inspection revenues versus expenses. Sloan asked for more information on the unallocated expense of \$200,000. Pederson asked for the capital fund balance. Demes Maydew also gave a report on the audit work papers and expects to have everything to the auditors by next Friday and requested a Council member to volunteer to help write the Management Discussion and Analysis (MD&A) and Pederson volunteered. Discussion continued on the bank reconciliation process and Demes Maydew indicated that they just finished March. Demes Maydew also made the suggestion that more than one staff person be on the City's accounts to help with obtaining statements and that she is working on an RFP for banking services and that she is intending to begin working on the financial policies and procedures. Council thanked Demes Maydew for the reports and assisting staff with their work.

**Resolution #21-24 Exercise Purchase Option for 18540 Grantit Drive NE, PID #42.0049.009** - Sauter provided a memo summarizing the next steps for the City to purchase the remaining 1 acre parcel (internally referred to as Orvis Property). *Motion by Ovick to approve Resolution #21-24 Approving the Purchase of Real Property in Pine City - 18540 Grantit Drive NE, PID 42.0049.009 and for staff to exercise the purchase agreement with Donna Hampey, seconded by Pederson. On a roll-call vote, Sloan, Palmer, Pettie, Pederson and Ovick all voted in favor and none against. Motion carried.*

**Executive Committee Memo:** Sauter presented a memo from the Executive Committee asking for approval of four job descriptions and posting three of the jobs for employment.

Administrative Intern Position - *Motion by Sloan to approve the Administrative Intern job description as presented and to move forward with advertising, seconded by Ovick. On a roll-call vote Sloan, Pederson, Ovick, Palmer, and Pettie all voted in favor and none against.*

Building Maintenance Manager - *Motion by Sloan to approve the Building Maintenance Manager job description as presented and to move forward with advertising, seconded by Ovick. On a roll-call vote Sloan, Pettie, Ovick voted in favor and Palmer and Pederson against. Motion carried 3-2.*

Deputy Clerk - *Motion by Petite to accept the Deputy Clerk position and advertise as presented, seconded by Pederson. On a roll-call vote Sloan, Pederson, Ovick, Palmer and Pettie all voted in favor. Motion carried.*

Safety Inspector Manager - *Motion by Pederson to accept the Safety Inspector Manager position which would be a revision to the current Safety Inspector position held by Andy Luedtke, seconded by Pettie. On a roll-call vote Sloan, Pederson, Ovick and Pettie voted in favor and Palmer against. Motion carried.*

### **COMMUNITY DEVELOPMENT**

Items tabled by the Planning Commission until next month.

### **PARKS & RECREATION**

**Approval of 2021 Lifeguards and Water Safety Instructors** - O'Rourke is recommending Council hire:

Emily Carpenter will be the Lead Lifeguard at a rate of \$12.25 (Lifeguard & WSI)

Isabell Helseth & Noha Miller will be returning as Lifeguards at a rate of \$11.75

Jacob Merrick will be returning at a rate of \$11.75 (Lifeguard & WSI)

Cole Waxburg will be returning as a Lifeguard at a rate of \$11.25

Michelle Crandall and Madison Berglund will be at a rate of \$11.25 (Lifeguard & WSI)

Logan Kurth and Maggie Smetana will be at a rate of \$11.00 (new Lifeguards)

In addition to the hiring recommendation, staff is seeking approval to advertise for 15 year old certified lifeguards on the City's website and facebook pages. *Motion by Pederson to approve hiring Emily Carpenter, Isabell Helseth, Noah Miller, Jacob Merrick, Cole Waxburg, Michelle Crandall, Madison Berglund, Logan Kurth and Maggie Smetana as Lifeguards for the 2021 season at the staff recommended rates and for staff to continue advertising efforts for more lifeguards, seconded by Palmer. On a roll-call vote, Sloan, Pederson, Ovick, Palmer and Pettie all voted in favor and none against. Motion carried.*

**Approval of hiring 2021 Seasonal Parks & Recreation Maintenance Worker** - O'Rourke is recommending Council hire Autumn Groninga at the rate of \$11.00 per hour and recommended the position remain open in hopes to obtain additional applications. *Motion by Ovick to approve hiring Autumn Groninga as Seasonal Parks & Recreation Maintenance Worker for the 2021 season at the staff recommended rates and for staff to continue advertising efforts, seconded by Pettie. Pederson asked for staff to investigate the capacity to increase the wages and hours for mow crew positions. On a roll-call vote, Sloan, Pederson, Ovick, Palmer and Pettie all voted in favor and none against. Motion carried.*

**Removal of Old Warming House at Hilltop Recreation Area** - O'Rourke is seeking permission to advertise the old warming house on the city's website, in the Pine City Pioneer and on K-Bid online auctions for 30 days. Also, if bids are received the money obtained from the sale will go into the Park & Recreation Hilltop Recreation Area budget 100-45124-810. However, if no bids are received staff will reach out to local nonprofits and offer the building in accordance with the policy for donating surplus equipment and if no nonprofits are interested the building will be demolished. *Motion by Pederson to advertise for open bid for whatever number of days staff determine to get rid of it otherwise Public Works should tear it down with the loader, seconded by Ovick with an amendment to donate the proceeds to the Hilltop Recreation Area Project. On a roll-call vote Sloan, Pederson, Ovick, Palmer and Pettie all voted in favor and none against. Motion carried.*

### **LIQUOR**

**Monthly Reports** - Smetana presented the Voyageur Bottle Shop March 2021 monthly sales reports. Smetana explained that sales appear to be \$30,000 up from pre-pandemic time. Additionally, there were three payrolls in the month of April so the payroll costs appear higher than normal. *Motion by Ovick to accept the report, seconded by Pederson. On a roll-call vote Sloan, Pederson, Ovick, Palmer and Pettie all voted in favor and none against. Motion carried.*

### **FIRE DEPARTMENT**

**Monthly Update** - Fire Chief Miller provided a memo as an informational document to the Council summarizing the April 2021 incident totals, including 7 fires, 3 motor vehicle accidents and 3 other calls varying from a canceled call enroute, a smoke scare and helicopter landing zones. Additional updates included were on the Fire Committee May 4th meeting, personnel hiring process and station/equipment. Pederson requested a generator update and Chief Miller indicated that the project is moving forward as scheduled and expects to be contacted within the next 7-10 days from the installer to have the site survey completed.

**MAYOR** - Announced the Memorial Day event scheduled for 9:30am on May 31, 2021 at Birchwood Cemetery coordinated by the American Legion.

### **ADJOURN**

*Motion by Pederson to adjourn meeting, second by Pettie. Verbal vote, all in favor. Meeting adjourned at 8:56pm.*

Carl Pederson  
Carl Pederson (Jun 22, 2021 13:27 CDT)

Carl Pederson, Mayor

Lezlie Sauter

Lezlie Sauter, Interim City Administrator

Minutes taken by Interim City Administrator, Lezlie Sauter  
Next Regular Council meeting is May 27, 2021 at 10am









# 5-5-2021 Regular Meeting Minutes

Final Audit Report

2021-06-23

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