



City Council Meeting Minutes

May 4, 2022

City Council Chambers | 315 Main Street South

IN ATTENDANCE – Acting Mayor Steve Ovick, Councilor Gina Pettie, Councilor Mary Kay Sloan, Councilor Kyle Palmer. Mayor Carl Pederson attended remotely, but did not participate in voting.

STAFF IN ATTENDANCE – City Administrator Scott Hildebrand, Parks and Recreation Director Stacy O'Rourke, Fire Chief Tom Miller, Liquor Operations Manager Lara Smetana. The following staff attended remotely: Public Works Supervisor Maury Montbriand.

CALL TO ORDER – Acting Mayor Steve Ovick called the meeting to order at 6:33 PM.

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

PUBLIC FORUM – *Councilor Sloan made a motion to open the public forum, Councilor Palmer seconded the motion. Motion carried*

PUBLIC HEARINGS/PRESENTATIONS/CORRESPONDENCE –

- a. Public Hearing - 2022 Street Improvements - [Memorandum](#) - [Resolution 20220504-19](#) Ordering Improvements and Preparation of Plans for 2022 Street Improvements.

Greg discussed the 8th St SW and Golf Ave. project, plan is to redo 36 ft of Golf Ave. and replace water and sewer mains and redo 8th St SW new pavement, and curb. New sidewalk on the west side of 8th St SW to line up with sidewalk going down to hilltop cottages. New storm sewer going down golf to main, also several other sewer pipes by the ice rinks/ warming house to help improve water drainage.

Public hearing open:

-Jonah Sauter spoke on behalf of the hilltop committee, they prefer option one. They would like to see 8th St SW to be a two way street to help with traffic for community events. The hilltop committee is requesting being notified of any changes and decisions made regarding this project. Hilltop committee has discussed the 4 way stop option and

states they are generally in favor of this. Hilltop committee has discussed adding sidewalks on the east side of 8th street (from the warming house to Golf Ave.)

-Resolution-19 Addition of sidewalk on east side of 8th St. SW

Councilor Sloan made a motion to approve Resolution 20220504-19, Councilor Pettie seconded the motion, motion carried.

4 way stop decision will be made once the street is completed.

Resolution-20220504-20

Councilor Palmer made a motion to pass Resolution 20220504-20, Councilor Pettie seconded, Resolution passed.

- b. Fire Contract Discussion - Township Representatives, Shawn Linnell- Pine City Township and Les Bloom in attendance.

-Shawn Linnell supervisor for Pine City township, acting as the spokesperson for the Pine City area townships. They have met a couple times as a group to discuss amounts of the contracts. Current contract issues; 1. Would like to see Pine City follow the formula provided by the Minnesota League of cities/ Minnesota association of townships for contract cost by using call number averages over 3 years, population, and values of all non taxable and taxable structures. 2. Items added under number 6 of the contract, percentages of ownership of specific equipment, they feel that since they are paying into the capital fund for equipment. They would like this noted and to receive credit for this. 3. Would like to see the actual finalized budget of revenues and expenditures each year. States they have not had an annual budget meeting for the past 2 years, would like this to be restarted. 4. Several members have questions regarding the \$30,000 that is budgeted. They have been notified that the number of fire calls continues to rise however the \$30,000 budget has not. Would like more information on calls and billing. 5. If a FEMA grant is awarded the townships would like to be reimbursed on the capital expenditure. 6. Next step would be to move to a fire district, forming a fire district with partners. Some of the fire contract partners believe it is time to move to a fire district. 7. Township meeting will be held on May 18th at Pine Town Hall.

American Legion Post 51 - [Donation Letter](#)

Councilor Pettie made a motion to close, Councilor Palmer seconded, motion carried.

SHERIFF'S UPDATE - Sheriff Nelson did not attend the meeting, this portion of the meeting was closed.

CONSENT ITEMS - The following consent items were submitted:

- a. Approval of Meeting Minutes
https://drive.google.com/file/d/1fhu6lVZw_1OBiOv70e4l1Is2aCFcQksu/view?usp=sharing
- b. Approval of [Paid Check Register](#)
- c. Approval of [April, 2022 AP Register](#) - Payments
- d. Approval of [Payroll Check Register](#)

- e. Approval of request to advertise Treasurer / Finance Manager position - [Memorandum](#)
- f. Approval of Special Event Application - The Garage Bar & Grill - [Application](#)

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

UNFINISHED BUSINESS -

- a. None

NEW BUSINESS –

- a. Discussion and Approval of Fire Department MOU - Firefighting / Hazardous Spills Response / Emergency Medical Service Assistance - [Memorandum](#)

Councilor Sloan made a motion to approve, Councilor Palmer seconded the motion, Motion carried.

- b. Discussion and Approval of Fire Department request to apply for matching DNR Grant to replace existing skid tanks - [Memorandum](#)

Councilor Pettie made a motion to approve, Councilor Sloan seconded the motion, Motion carried.

- c. Discussion and Approval of Hilltop Recreation Area Committee's request to hire American Arena for \$7,500 to complete engineered plans of the Hilltop Recreation Area - [Memorandum](#) [Contract Proposal](#)

Councilor Pettie made a motion to approve, Councilor Sloan seconded the motion, Motion carried.

PLANNING/COMMUNITY DEVELOPMENT/ENGINEERING REPORT -

- a. Update and possible action regarding pump quotes for Gregor and Kajo lift stations - [Memorandum](#)

Councilor Ovick made a motion to approve, Councilor Palmer seconded the motion, Motion carried.

-Will need all bids by May 26th so they are available for 1st June Meeting.

- b. Discussion and Approval of Mill and Overlay bids for 2022 - [Memorandum](#)

-Three quotes were presented to the City Council for approval; MN Paving & Materials, Knife River Corp., and KTM paving.

Councilor Ovick made a motion to approve MN Paving & Materials for 2022 Mill and Overlay project, Councilor Pettie seconded the motion, Motion carried.

- c. Discussion and Approval of [Resolution 20220504-20](#) - Approving the Plan and Specifications and Ordering the Advertisement for Bid of the 8th and Golf Project.

Councilor Palmer made a motion, Councilor Sloan seconded, Motion carried.

MAYOR'S REPORT – None

COUNCIL CONCERNS/MISC. – Councilor Palmer requested a response on bullet points prior to May 18th.

ADJOURN- Councilor Pettie made a motion to adjourn, seconded by Councilor Sloan. Motion carried and the meeting adjourned.

Steve Ovick, Acting Mayor

Scott Hildebrand, City Administrator

Minutes taken by City Administrator Scott Hildebrand

Next Regular Council meeting is May 19, 2022