



## **City Council Meeting Minutes**

December 16, 2021 at 10:00am

City Council Chambers |315 Main Street South

**IN ATTENDANCE** – Councilor Kyle Palmer, Councilor Gina Pettie, Councilor Steve Ovick and Councilor Mary Kay Sloan

**STAFF IN ATTENDANCE** – City Administrator Scott Hildebrand, Deputy Clerk Billi Larson, Parks and Recreation Director Stacy O'Rourke, Public Works Supervisor Maury Montbriand, Liquor Operations Manager Lara Smetana, Fire Chief Tom Miller and Community Development Director Mike Gainor.

**CALL TO ORDER** – Council President Steve Ovick called the meeting to order at 10:00am

**PUBLIC FORUM** – There was a call for public comment but hearing none the public forum was closed.

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

**CONSIDERATION AND APPROVAL OF MINUTES** – December 1, 2021 – Councilor Pettie made a motion to approve the minutes. Councilor Palmer seconded. Motion carried.

**CONSENT ITEMS** - The following consent items were submitted:

- a. Pine City Pioneer Bid for Official Newspaper Designation.
- b. NWTF Pine County Thunderin Toms Gambling Permit Application.
- c. Pine City Youth Hockey Gambling Permit Application.
- d. Budget YTD Rev-Exp Report.
- e. November 2021 Check Detail Register.
- f. November 2021 Paid Check Register Departments.
- g. November 2021 Payroll Check Register.

*Item (a.) Pine City Pioneer Bid has been tabled until the January 5, 2022 meeting. A motion was made by Councilor Palmer to approve the remaining consent items as*

*presented. Seconded by Councilor Pettie. Motion carried.*

**UNFINISHED BUSINESS** - 20 year warranty transferability for roof repair. It was discussed that a warranty has been approved and that the details of that warranty will be coming soon. It was decided that this item should remain on the unfinished business section of future agendas until the details of the warranty have been received.

**NEW BUSINESS –**

a. Ehler's Financial Management Presentation. Informational presentation and no action taken.

b. Pine City Historical Society Request. Don Stoffel from PCHS has requested \$300 for materials for a new display at the Room of Villages at the Museum in Askov. *It was discussed that \$1000 had already been budgeted for PCHS and that this request could be earmarked out of that money.*

c. Waste Management RFP. *Councilor Ovick made a motion to approve WM proposal. Councilor Palmer seconded. Motion carried.*

e. Don Julio's Pine City 2022 Liquor License. A request by staff was made to allow the \$2200 paid to the City in 2019 for the liquor license be applied to 2022 waiving the fee for the 28 days in 2021 that the restaurant was operational. *Councilor Palmer made a motion to allow that money to be put towards 2022 license. Councilor Sloan seconded. Motion carried.*

f. Fire Chief Position. There was a discussion regarding the final approval of the full time Fire Chief position and salary. *Councilor Sloan made a motion to approve the position and proposed salary. Councilor Pettie seconded. Motion carried.*

g. Fire and Life Safety Inspector Position. Discussion was had regarding the posting of the new position and the job description language. With the addition of adding blight and city ordinances and policies Councilor Ovick made a motion to approve the posting. Councilor Pettie Seconded. Motion carried.

h. Discussion of OSHA consultation. City staff participated in a consultation from OSHA to get an idea of where the city is if an inspection comes up. Overall, the city did well with a few minor changes to be made with record keeping and a few minor changes to be made at public works, the bottle shop and the fire station.

**ENGINEERING REPORT** - None

**FINANCE** - None

**DEPARTMENT REPORTS** - The Bottle Shop, PCFD, Parks and Recreation and Public Works provided their monthly reports.


**MAYOR'S REPORT** – None

**COUNCIL CONCERNS/MISC.** – Councilor Sloan requested an update regarding the

snow plowing across the bridge and asked that staff look into the agreement between the City and the County to determine who is responsible for the clearing of snow.

Councilor Pettie asked for follow up regarding the issue with Rum River Construction Consultants and the fees for sign hanging.

**ADJOURN-** Motion was made by Councilor Pettie made a motion to adjourn at 11:38am, seconded by Councilor Sloan.  
Motion Carried.



Steve Ovick, Acting Mayor



Scott Hildebrand, City Administrator

Minutes taken by Deputy Clerk Billi Larson  
Next Regular Council meeting is January 5, 2022

### City of Pine City

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