



## City Council Meeting Minutes

February 17, 2022

City Council Chambers | 315 Main Street South

**IN ATTENDANCE** – Acting Mayor Steve Ovick, Councilor Gina Pettie, Councilor Mary Kay Sloan, Mayor Carl Pederson and Councilor Kyle Palmer were not present.

**STAFF IN ATTENDANCE** – City Administrator Scott Hildebrand, Deputy Clerk Billi Larson, Fire Chief Tom Miller, Parks and Recreation Director Stacy O'Rourke were present in Council Chambers. The following staff attended remotely: Treasurer Catherine Demes Maydew, Public Works Supervisor Maury Montbriand, Liquor Operations Manager Lara Smetana, and Community Development Director Mike Gainor.

**CALL TO ORDER** – Council President and Acting Mayor Steve Ovick called the meeting to order at 10:02AM.

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

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

**PUBLIC HEARINGS/PRESENTATIONS/CORRESPONDENCE** – Todd Streeter presented to council "Creating Community Collaborative Engagement."

**SHERIFF'S UPDATE** - There was no update from the Sheriff's office.

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

- a. February 2, 2022 Minutes
- b. American Legion Bingo Permit
- c. Wishbone Food Truck Permit
- d. Resignation Letter - Personnel
- e. Approval of Bookkeeper position

- f. Approval of January 2022 Check Detail Register
- g. Approval of January 2022 Payroll Register

*A motion was made by Councilor Pettie to approve the consent Items as presented. Seconded by Councilor Sloan. Motion carried.*

**UNFINISHED BUSINESS** - There was no unfinished business.

**NEW BUSINESS –**

- a. Discussion regarding Township fire contracts - *Councilor Sloan made a motion to move forward on the discussions with the Townships to ensure that everyone is in agreement. Councilor Pettie seconded. Motion carried.*
- b. Discussion and possible action regarding staff vacancies - It was discussed and approved to post two additional openings for a budget analyst and administrative assistant as long as the budget parameters are met and to meet and confer with the Unions. The posting for Finance Director had already been approved.

**PLANNING/COMMUNITY DEVELOPMENT/ENGINEERING REPORT -**

- a. SEH -Application for payment #2 2021 Mill and Overlay Project. Councilor Sloan made a motion to approve the payment that will start the one year warranty period. Councilor Pettie seconded. Motion carried.
- b. SEH - Wastewater Pond Improvements - Councilor Sloan made a motion to allow SEH to get Pine City on the PPL list knowing that this does not commit the City in any way and the application can be amended later if needed. Councilor Ovick seconded. Motion carried.
- c. HRA - Discussion was held regarding the growing pains of transitioning and that there have been some paperwork issues. It was also discussed that Community Development Director Mike Gainor will be a signer for the HRA.

**FINANCE -**

- a. YTD Revenue - Expenses
- b. YTD Budget by Department

There was brief updates given regarding the upcoming audit, implementation of Dude Solutions, US Bank conversion, implementation of BS&A and K-Pay.

**MAYOR'S REPORT – None**

**COUNCIL CONCERNS/MISC. – The Councilors did not have any concerns to report.**

**ADJOURN**- Motion was made by Councilor Pettie made a motion to adjourn at 11:33am, seconded by Councilor Sloan.

Motion carried and the meeting adjourned.



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Steve Ovick, Acting Mayor



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Scott Hildebrand, City Administrator

Minutes taken by Deputy Clerk Billi Larson

Next Regular Council meeting is March 2, 2022.

