



City Council Meeting Minutes

January 5, 2022 at 6:30pm

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, Administrative Assistant Rebecca Gestson.

CALL TO ORDER – Council President and Acting Mayor Steve Ovick called the meeting to order at 6:30pm

SELECTION OF ACTING MAYOR - Councilor Pettie made a motion to approve the request to have Council President Steve Ovick continue into 2022 as the Acting Mayor delegate. Councilor Palmer seconded. Motion carried.

CONSIDERATION AND APPROVAL OF AGENDA – Councilor Palmer 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 – Ordinance 20220105-01 Fee Schedule – There was brief discussion regarding the fees proposed for the new Hilltop Recreation Center. It was discussed that there should be conversations with the community groups before adding fees to the fee schedule for this facility. Councilor Palmer made a motion to approve the fee schedule with the exclusion of the fees outlined for Hilltop Recreation Center. Councilor Pettie seconded. Motion carried

SHERIFF'S UPDATE - Deputy Kenow appeared before the Council to give a brief update on behalf of the Pine County Sheriff's Office.

CONSENT ITEMS - The following consent items were submitted:

- a. December 16, 2021 Minutes
- b. December Expenditures Claim Register
- c. December Claim Register 2
- d. Fire Captain Promotions

A motion was made by Councilor Sloan to approve the consent Items as presented. Seconded by Councilor Palmer. 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. 2022 Committee/Commission/Board Assignments
- b. Designate Official 2022 City Newspaper - Resolution 20220105-01. Councilor Sloan made a motion to approve the resolution. Seconded by Councilor Pettie. Motion carried.
- c. Designate Official 2022 City Depository and Signatories at US Bank - Resolution 20220105-02. Councilor Ovick made a motion to approve the resolution. Seconded by Councilor Sloan. Motion carried.
- e. Authorized City Administrator to Invest Idle Funds and to Designate Official Depositories of City Funds and Collateral - Resolution 20220105-03. Councilor Pettie made a motion to adopt the resolution. Seconded by Councilor Palmer. Motion carried.
- f. Not Waive Statutory Tort Liability Limits - Resolution 20220105-04. Councilor Sloan made a motion to adopt the resolution. Seconded by Councilor Pettie. Motion carried.
- g. Reappoint City Legal Service - Flaherty and Hood - tabled for bids.
- h. Establish Precinct and Polling Place - Resolution 20220105-05. Councilor Palmer made a motion to adopt the resolution. Seconded by Councilor Pettie. Motion carried.
- i. Approval of Fiscal Agent - Hinckley/Pine City Flames - Resolution 20220105-06. Councilor Pettie made a motion to adopt the resolution. Seconded by Councilor Sloan. Motion carried.
- j. Commit a portion of Capital Improvement Funds for Emergencies - Resolution 20220105-07. Councilor Pettie made a motion to adopt the resolution. Seconded by Councilor Palmer. Motion carried.
- k. Adopt 2022 Meeting schedule. Councilor Ovick made a motion to adopt the schedule as presented. Councilor Sloan seconded. Motion carried.

PLANNING/COMMUNITY DEVELOPMENT/ENGINEERING REPORT -

- a. Variance Amendment Request: The Village Apartments, LLC and Cole Newman - 320 3rd Street SE, PID#42.5188.000. Resolution 20220105-08. Councilor Sloan made a motion to approve the request. Councilor Pettie seconded. Motion Carried.

b. Subdivision Request: Jane E. Robbins - 440 4th Ave NE PID #42.0157.000. Resolution 20220105-09. Councilor Sloan made a motion to approve the request. Councilor Palmer seconded. Motion carried.

c. Minnesota Housing Finance Agency's Workforce Housing Grant Application. Resolution 20220105-10. January 11, 2022 deadline for applications. Councilor Pettie moves to approve the application. Councilor Ovick seconded. Motion carried.

d. Community Development Report - Community Development Director Mike Gainor discussed his first month in the position and gave updates to Council on the ribbon cutting for Hilltop Cottages, and status of leases for City owned buildings.

FINANCE - None

DEPARTMENT REPORTS - The Bottle Shop, PCFD, Parks and Recreation and Public Works provided their monthly reports. It was discussed during the Parks and Recreation report that there has been significant difficulty in recruiting rink attendants due to the posted wage. The Council discussed several options for recruitment including looking for volunteers from community groups ie. 4H, Leos, starting a referral program. It was ultimately decided to raise the wage for that position. Councilor Ovick made a motion to raise the wage for rink attendants from \$11.00/hr to \$12.50. Councilor Palmer seconded. Motion carried.

MAYOR'S REPORT – None

COUNCIL CONCERNS/MISC. – Councilor Palmer requested an update on the agreement with Pine County regarding the plowing of the bridge. It was discussed that there was a "handshake agreement" made between the City and Pine County while the Public Works Director was on leave. The verbal agreement was that the City would plow the highway bridge sidewalk and the sidewalk to Cross Lake Preserve and the County would grate the dirt roads. Councilor Palmer stated that he is strongly opposed to the City being responsible for the plowing of the highway bridge sidewalk with only a verbal agreement in place explaining the need for transparency. It was requested to have the County staff invited to the next Public Works Committee meeting.

The Council also discussed the recent presentation from Ehlers that outlined future property tax data in regards to anticipated projects. There was discussion regarding the need for a sales tax increase and annexation. The Council tasked City Administrator Hildebrand with looking into the creation of an annexation committee and returning to Council with answers.

ADJOURN- Motion was made by Councilor Pettie made a motion to adjourn at 7:52pm, seconded by Councilor Ovick. Motion carried and the meeting adjourned.



Steve Ovick, Acting Mayor



Scott Hildebrand, City Administrator

Minutes taken by Deputy Clerk Billi Larson

Next Regular Council meeting is January 20, 2022