



**Regular City Council Meeting Minutes DRAFT
July 29, 2021 at 10am**

City Council Chambers | 315 Main Street South

Mayor Carl Pederson will be joining remotely through RingCentral from: Trails RV Park, 9424 MN 371, Walker, MN 56484

IN ATTENDANCE – Mayor Carl Pederson (remotely), Councilor Mary Kay Sloan, Councilor Steve Ovick, Councilor Kyle Palmer and Councilor Gina Pettie

STAFF IN ATTENDANCE – Interim City Administrator Lynda Woulfe, Park and Recreation Director Stacy O’Rourke, Public Works Supervisor Maury Montbriand, Safety Inspector Andy Luedtke, Liquor Operations Manager Lara Smetana (remotely), Fire Chief Tom Miller, Administrative Assistant Carissa Kranz and Interim Treasurer Catherine Demes Maydew (remotely).

OTHERS IN ATTENDANCE – Resident Terry Netizel, Chamber Executive Director and Resident Becky Schueller, WCOMP representative Joe Keyport, and Resident Richard Hambley

CALL TO ORDER – Acting Mayor Ovick called the meeting to order at 10am and led the Council in the pledge of Allegiance.

APPROVAL OF THE AGENDA – *Motion by Pettie, second by Sloan to approve the agenda with the additional Administrator’s Report items as presented. On a roll-call vote of Pederson, Palmer, Pettie, Sloan and Ovick voting in favor, none opposed. Motion carried.*

OPEN FORUM – Terry Netizel at 720 2nd Ave SW - Mr. Netizel spoke about an apartment he resided in 2017 and has since moved out of in 2019. Netizel noted the wall heater in that apartment was insufficient at that time and that he would be suing the City for his heating bills.

CONSENT ITEMS - The following consent items were submitted:

- Budget Year to Date Update
- Accounts Payable through 7-21-21 total of \$75,860.69
- Approval of hiring Earl Willhite as Seasonal Maintenance Worker at \$11.00 per hour, Anthony Rank as Lifeguard at \$11.25 per hour, Ava Rydberg as Jr. Lifeguard at \$11.00 per hour, and Brenna Youngbauer as Jr. Lifeguard at \$11.00 per hour
- **Resolution #21-35**, Authorizing Phase Three of Orderly Annexation Agreement dated August 2, 2006 between the City of Pine City and Pokegama Township
- 2020 Street Improvements Assessment Hearing - SEH
 - **Resolution #21-38**, Resolution Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment
 - **Resolution #21-39**, Resolution for Hearing on Proposed Assessments 2020 Street Improvements
- **Resolution #21-36**, Approval to Accept Award of the Alternative Landscaping Equipment Grant
- **Resolution #21-37**, Approval to Accept Donations for LeRoy Samuelson Memorial Park
- Special Event Pine County Fair Parade 8-7-21
- Accept Administrative Assistant Carissa Kranz’s resignation

Motion made by Ovick, second by Palmer to approve the Consent Items as presented with the clarification that 1.99% interest rate needs to be listed on Resolution #21-35. On a roll-call vote of Pederson, Palmer, Pettie, Sloan and Ovick voting in favor, none opposed. Motion carried.

WORK SESSION

UNFINISHED BUSINESS

Sidewalks on the East/West side of Robinson Park

O'Rourke referenced the December 30, 2020 Robinson Park Conceptual Plan. Montbriand explained the current mill and overlay project. Discussion was had about the possibility of trees dying in the park if sidewalks are installed. Additional discussion and consensus that the already approved mill and overlay project would proceed as listed in the scope of work and that the additional sidewalks would be handled in conjunction with other improvements in Robinson Park.

Sloan asked for an update on the 420 7th Ave SE, Sally Silva street concern from the June, 2021 Council meeting. Montibrand noted that the area will be patched with blacktop during general maintenance done by the Public Works crew within the next month.

Contract for Certified Appraiser - Special Benefit Test for Proposed Street Project

Motion by Pederson to accept the proposal from BRKW for the Appraisal Services – Special Benefit Valuation review and direct a budget line-item adjustment made to move \$12,500 from 100-43100-400 (Repairs and Maintenance) to 100-43100-300 (Professional Services), seconded by Palmer. On a roll-call vote of Pederson, Palmer, Pettie, Sloan and Ovick voting in favor, none opposed. Motion carried.

Water Aerobics Program at West Side Park and Beach

O'Rourke presented an example of a Water Aerobics Class Program, a Waiver and Release Statement for Water Aerobics and a 2021 Water Aerobics Class Schedule as directed by the City Council at the July 7, 2021 meeting. Any of the Lifeguards can run the program since it's not being advertised as a certified course, it's just a workout course.

Motion by Pettie, seconded by Ovick for Park & Recreation Director to proceed with the Water Aerobics Program. On a roll-call vote of Pederson, Palmer, Pettie, Sloan and Ovick voting in favor, none opposed. Motion carried.

NEW BUSINESS

Stormwater Basin Repair on 7th Ave NE between Lake Street NE and Fourth St NE

Motion by Palmer to contract with Jensen Backhoe, LLC in the amount of \$6,630.00 to perform the Stormwater Basin repair on 7th Avenue NE between Lake Street NE and 4th Street NE, seconded by Sloan. On a roll-call vote of Pederson, Palmer, Pettie, Sloan and Ovick voting in favor, none opposed. Motion carried.

Dick Hambly 450 7th Ave NE - Mr. Hambly was present and stated that the water in the street has to go up 5 inches to be able to drain into the current grate, because of this the road is deteriorating and he's grateful this project is happening.

Nuisance Abatement Order for 340 4th Ave NE

Luedtke gave an overview of the enforcement process and that every effort has been made to reach out to the current property owner, including Luedtke hand delivering a letter to the property owners address in Wyoming, MN. *Motion by Sloan to authorize staff to follow abatement process for property 340 4th Ave NE, seconded by Pettie. On a roll-call vote of Pederson, Ovick, Sloan, Pettie and Palmer voting in favor, none opposed. Motion carried.*

Laserfiche Scope of Work Contract and purchase of two desktop scanners

Motion by Sloan to authorize Interim City Administrator to sign the work proposal and order Laserfiche scanners from OPG3 and to use undesignated fund balance to add \$7,800.00 to line item 100-41300-309 Computers/Internet if necessary at the end of the year and direct the Treasurer to prepare the necessary budget adjustment, seconded by Palmer. On a roll-call vote of Ovick, Sloan, Pettie, Palmer and Pederson, none opposed. Motion carried.

Pederson would like staff to come back and let Council know how it's being paid for.

Approve job description and hiring process for Deputy Clerk position

Motion by Pederson to approve the Deputy Clerk Position Description as presented and authorize Interim City Administrator to advertise this position with an application deadline of August 18, 2021, seconded by Ovick. Amendment to the motion was made by Pederson to include allowing staff to internally proceed with a hiring process and make a

hiring recommendation to the City Council based on internal interviews of applicants, Ovick seconded the amendment. On a roll-call vote of Pederson, Palmer, Pettie, Sloan and Ovick voting in favor, none opposed. Motion carried.

DEPARTMENT/COMMITTEE REPORTS

Liquor - Nothing to report.

Public Works - Nothing to report.

Parks & Recreation - Nothing to report.

Fire Department - Nothing to report.

Administration -

Year to Date Expenditures and Year to Date Revenues through June 30, 2021.

Demes Maydew explained that we are 50% through the year, looking good on Expenditures and looking under budget currently. Water fund numbers will need to be looked into. Deeper discussion will be held at the upcoming budgeting meeting.

Salary Study Wage Matrix

Motion by Ovick to approve Thompson Co & SHRS at the cost of \$9,000.00 to conduct a salary study wage matrix, seconded by Pettie. On a roll-call vote of Pederson, Palmer, Pettie, Sloan and Ovick voting in favor, none opposed. Motion carried.

Hiring Process for City Administrator - A lengthy discussion was had on the process for interviewing the top 10 candidates out of the 21 City Administrator Applications received. Motion by Ovick to conduct 8 in person interviews on August 6, 2021 and for BerganKDV to conduct 2 phone interviews with the bottom two candidates, seconded by Pettie. *On a roll-call vote of Pederson, Pettie, Sloan and Ovick voted in favor, and Palmer opposed. Motion carried.*

INFORMATIONAL - Ordinance Review Committee Minutes from April 16, 2021 and May 6, 2021 meetings were presented as informational as well as the July Planning Commission meeting cancellation.

MAYOR'S REPORT - Nothing to report.

COUNCIL CONCERNS - Palmer would like Council to discuss at a future time once the new Administrator and Deputy Clerk are hired to evaluate the HR services contract with BerganKDV. Palmer would also like staff to be flexible and notice committee meetings further in advance.

ADJOURN

Pettie made a motion to adjourn the meeting, seconded by Sloan. Verbal vote all in favor. Meeting adjourned at 12:06pm.

Carl Pederson, Mayor

Linda J. Woulfe, Interim City Administrator

Minutes taken by Administrative Assistant Carissa Kranz
Next Regular Council meeting is August 4, 2021