



**Regular City Council Meeting Minutes DRAFT**  
**July 7, 2021 at 6:30pm**  
City Council Chambers | 315 Main Street South

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**IN ATTENDANCE** – Mayor Carl Pederson, 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, Liquor Operations Manager Lara Smetana, Fire Chief Tom Miller, Administrative Assistant Carissa Kranz (remotely) and Interim Treasurer Catherine Demes Maydew (remotely)

**OTHERS IN ATTENDANCE** – City Engineer SEH Greg Anderson (remotely), Resident Dennis Johnson, Resident Martin Carey and Pine City Fire Relief Association Treasurer Justin Jahnz

**CALL TO ORDER** – Mayor Pederson called the meeting to order at 6:30pm and led the Council in the pledge of Allegiance.

**OPEN FORUM** – No one was present at this time.

**PROPOSED ADDITIONS OR DELETIONS TO AGENDA** – An addition of a consent agenda item to approve hiring a seasonal maintenance worker and lifeguard was proposed. *Motion by Pettie, second by Sloan to approve the agenda with the additional content item as presented. Verbal vote all in favor, motion carried.*

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

- Approval of Meeting Minutes - May 27, 2021, June 2, 2021 and June 24, 2021
- Approval of June 2021 expenditures - Paid Check register by Department Check #117957 - 118129 and EFTs #989, 994-999, 1002-1009 total amount of \$620,178.47. Payroll Check Register total amount \$86,029.76.
- Approval of May 2021 accounts payable
- 2020 Street Project Pay Application # 7 to A1 Excavation \$44,184.75
- Resolution #21-33, Amendment to Resolution #20-43 Martin & Suzen Carey Minor Subdivision 1150 3rd Ave SW - 42.0210.000
- Temporary Liquor Licenses for Pine Center for the Arts events on 8-6-21 & 10-1-21
- State of Minnesota Department of Public Safety Lease Renewal for Driver’s Examination Station for 3 years expiring on July 31, 2024 \$275 per month payable quarterly.
- 2021 Street Improvement Plans - SEH Invoice #406075 \$31,403.52
- Fawn Meadows & Tech Park Expansion - MSA Invoice #R08181015.0-2 \$20,166.50
- Special Event Applications Three Twenty Brewing Co. event 7-11-21 & 7-30-21 - 8-1-21
- Approval of hiring William Woulfe as Seasonal Maintenance Worker at \$11.00 per hour and Dylan Andersen-Hernandez as Lifeguard at \$11.25 per hour

*Motion made by Ovick, second by Palmer to approve the Consent Items as presented. On a roll-call vote of Sloan, Palmer, Pederson, Pettie and Ovick voting in favor, none opposed. Motion carried.*

**WORK SESSION**

Sheriff’s Report - No one was present to provide the report.

Juneteenth Federal Holiday - Councilmembers confirmed that this was not a State Holiday and determined it was up to community members to determine how they wanted to celebrate the federal holiday.

## **UNFINISHED BUSINESS**

Fire Contracts for fire protection services - Chief Miller gave an update on the fire protection services agreements, noting that the legal review has not been completed yet. *Motion by Sloan to approve extending the contracts for an additional 90 days from July 31, 2021, seconded by Pederson. Verbal vote of Pederson, Ovick, Sloan and Pettie in favor and Palmer abstaining. Motion carried.*

## **NEW BUSINESS**

Discussion on street light at the west end of 3rd Ave SW - Dennis Johnson was present and suggested the Council leave the street light at the current location. Martin Carey was also present and supported the light remaining in place to encourage people not to party there. Justin Jahnz from ECE was present and explained the City is billed on a flat rate for each street light pole and this pole was recently switched to an LED fixture. *Motion by Ovick to direct staff to leave the pole at the west end of 3rd Ave SW and accept the electric costs, seconded by Sloan. Verbal vote of Pederson, Ovick, Sloan and Pettie in favor and Palmer abstaining due to a conflict of interest. Motion carried.*

Public Hearing Ordinance #21-07, Amending Chapter 2, Section 200.02 Regular Meetings. Mayor Pederson opened the public hearing at 6:55pm, no comments were presented and Pederson closed the public hearing at 6:55pm. Sloan questioned if the second meeting of the month will be a workshop meeting. Woulfe noted that the agenda structure has been changed for the second meeting to remain a work session and staff will try to have actionable items minimally included. Woulfe also explained that this ordinance change needs to be published in the newspaper and the new dates will go into effect at the end of August. *Motion by Pederson to approve Ordinance #21-07 Amending Chapter 2, Section 200.02 Regular Meetings and waive the second reading, seconded by Pettie. Verbal vote all in favor, none opposed. Motion carried.*

Amended and Restated Development Agreement with PCSL LLC (previously known as Pine City Senior Living) and Resolution #21-34, Authorizing Execution of an Amended and Restated Development Agreement and Collateral Assignment of Interest in Payments Under Tax Increment Revenue Note. *Motion by Sloan, seconded by Palmer to adopt the documents as presented and authorize the Mayor and City Administrator to execute the agreements on behalf of the City. Verbal vote all in favor, none opposed. Motion carried.*

Pine City Fire Relief Association Pension Benefit Increase - Justin Jahnz gave an overview of the request. *Motion by Pederson, seconded by Sloan to support the \$400.00 benefit increase to \$3,200 per year as requested since it is fully funded and does not require a municipal contribution. Verbal vote of Sloan, Pederson, Pettie and Ovick voting in favor and Palmer abstaining due to a conflict of interest. Motion carried.*

Water Emergency and Conservation Plan - Direction given for the Public Works Department to work on updating the Water Emergency and Conservation Plan and to provide an update at the second meeting in August with a timeline for completion of a new plan. Montbriand noted that Rural Water helps in developing and updating this plan that is required to submit to the MN DNR every 10 years.

Personnel Policy Amendment - Woulfe gave an overview on the amendment presented from the Executive Committee and read the wording changes that would state "PTO is accrued on a pay period basis and may be used after the month in which it was earned. Maximum PTO accrual allowed is 540 hours. Any hours over the maximum amount will be forfeited." Council directed staff to make this a topic when bargaining for new contracts with the Unions. *Motion by Sloan to approve the Personnel Policy Amendment as presented, seconded by Pettie. Verbal vote all in favor, none opposed. Motion carried.*

Request to Attend National Recreation and Park Association (NRPA) Annual Conference - Nashville, Tennessee - A lengthy discussion was had. Council directed O'Rourke to provide a summary of the Continuing Education credits she receives at the conclusion of the conference. *Motion by Pederson to approve Park and Recreation Director, Stacy O'Rourke, attend the National Recreation and Park Association Conference on September 21-23, 2021 using budget line items 100-45200-311 conferences and training, 100-45124-331 meals and travel and reallocate funds from 100-45200-510 land not to exceed \$1,212.00, seconded by Palmer. Verbal vote all in favor, none opposed. Motion carried.*

Approve 2021 Mill and Overlay Project - Montibrand and Anderson gave an overview of the bid process and a lengthy discussion was had. The base quote is for pavement work at 7th Street SW (south of Hillside Avenue), 8th Avenue SW (between Main Street and 7th Street SW) and 8th Street NW (dead-end into McDonalds and Speedway). Alternate A is for 2nd Ave SE (between 5th Street SE and Railroad St SE) and Railroad St SE (between 2nd Ave SE and 3rd Ave SE) and Alternate B is for 5th St SE (between 2nd Ave SE and 3rd Ave SE). *Motion to by Pettie, seconded by Pederson to award the 2021 Mill and Overlay project including alternatives A & B to MN Paving and Materials not to exceed the price of \$223,577.50, to direct the Treasurer to prepare the necessary budget adjustment to utilize the undesignated fund reserves in the amount of \$133,577.50 and to have MN Paving and Materials provide a quote on the sidewalks on the east/west and north side of Robinson Park. Verbal vote all in favor, none opposed. Motion carried.*

Request to Approve recommendation for liquor store employee - Smetana stated that there are currently two full time and six part time employees at the store. *Motion by Ovick, seconded by Palmer to approve moving Jacob Knoll into permanent Part-time employment with the Voyageur Bottle Shop, effective July 7th, 2021 at the rate of \$12.50 per hour. Verbal vote all in favor, none opposed. Motion carried.*

Water Aerobic Class Programming - O'Rourke explained that this is a new idea and a lifeguard has expressed interest in helping coach the classes with a possible schedule of 1 day a week for 5 weeks. *Motion by Pettie to authorize staff to develop the water aerobic program, liability waiver and class schedules and to bring back to Council for final approval at the July 29, 2021 meeting, seconded by Ovick. Verbal vote all in favor, none opposed. Motion carried.*

#### **DEPARTMENT/COMMITTEE REPORTS**

Liquor - June 2021 Monthly Liquor Reports

Public Works - Nothing to report.

Parks & Recreation - The City received the DNR Grant for the Hilltop Recreation Area in the amount of \$250,000.00. A resolution accepting the grant will come forward for approval at an upcoming meeting.

Fire Department - Monthly June 2021 Fire Report

Administration - Nothing to report.

**MAYOR'S REPORT** - Nothing to report.

**COUNCIL CONCERNS** - Nothing to report.

#### **ADJOURN**

*Pettie made a motion to adjourn the meeting, seconded by Sloan. Verbal vote all in favor. Meeting adjourned at 8:18pm.*

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Carl Pederson, Mayor

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Linda J. Woulfe, Interim City Administrator

Minutes taken by Administrative Assistant Carissa Kranz  
Next Regular Council meeting is July 29, 2021 at 10am