



CITY COUNCIL
REGULAR MEETING AGENDA
JANUARY 13, 2025 AT 6:30 PM
FINLAYSON CITY HALL

1. **CALL TO ORDER** – The meeting was called to order at 6:30PM, by Mayor Auchter, followed by the Pledge of Allegiance.
2. **ROLL CALL**
 - a. Council members present: Dave Auchter, Barb Morgan, Kim Schaefer
 - b. Council members absent: Russell Lucht
 - c. Others present: Jeff Nelson, PCSO; Wyatt Lucht & Bill Morgan, FFD; Don Roepke and Paul Peterson, Wagner Township
3. **OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS:** The Oath of Office was recited by Mayor Dave Auchter and Councilmember Kim Schaefer for their terms commencing January 2025.
4. **APPROVAL OF MINUTES:** A motion was made by Morgan to approve the December 9, 2024 Regular Meeting minutes. Second by Schaefer. All in favor. Motion carried.
5. **PUBLIC FORUM** - Petitions/Compliments/Complaints
 - a. Sheriff Jeff Nelson from Pine Co Sheriff's department presented the 1/1/25-12/31/26 contract with PCSO. Both the Sheriff's Dept and City Council acknowledged that contract had been previously approved, although neither party has record of it.
 - b. Roepke & Peterson, representing Wagner Township, discussed the 2025 Fire Contracts. Fire Contract formula options are being revised and Lucht confirmed townships will be given options to choose from, with the majority vote determining the formula to be used across the board, going forward. Auchter added that it is important to have a uniform formula, consistent across years. Roepke requested the City communicate any budgeting items (used in the formula) earlier in the year, to align with their annual levy meetings held in March. Roepke also mentioned a possible Pine County Fire District (Pine City, Hinckley, Sandstone) and concerns. Lucht will report any updates the idea of a Fire District to the Council. Both Roepke and Peterson expressed appreciation for the Finlayson Fire Department.
 - c. Barking dog at 6485 West Street – Addressed with a letter to the resident.
6. **CONSIDERATION OF AGENDA** – *A motion was made by Schaefer to accept the agenda with the following additions. Second by Morgan. All in favor. Motion carried.*
 - a. Addition of Resolution #2025-04 – Donation from Hedtke
 - b. Addition of Resolution #2025-05 – Donation from Hellman
 - c. Addition of Resolution #2025-06 – City Council Vacancy
7. **APPROVAL OF PAYMENTS:** A motion was made by Morgan to accept the December 2024 payments. Second by Schaefer. All in favor. Motion carried.
8. **ACKNOWLEDGMENT OF RECEIPT OF BOARD/COMMISSION MINUTES**
 - a. Planning & Zoning minutes received.
9. **BOARD/COMMISSION/COMMITTEE REPORTS:** No additional updates.
10. **STAFF REPORTS**
 - a. Water & Sewer Contractor - John Mikrot: Valve/Actuator at the water plant has been replaced & installed. The rest of the valves & control panel are a high priority; it will need to be replaced (cannot be repaired) if it goes out. This is on Bollig's list of top priorities as well. Hydrant by Petry's will be repaired in the Spring. John is monitoring City's water temp & suggests homeowners do the same. If the cold water gets below 40 degrees, it's a good idea to proactively run water to avoid frozen water pipes.
 - b. City Maintenance - Randy Millner (as reported to Council Member Schaefer): Skid steer has been acting up. Will need to budget for upcoming years to replace the plow truck and tractor.
 - c. Bar Manager - Joe Luedtke: Asked for clarification on discounts on drinks or meals; Council confirmed that cities (municipalities) cannot offer discounts or "free" items per Statute. Inventory went well.

- d. Fire Chief - Wyatt Lucht: FFD had 14 calls in December, all medical, for a total of 6 man hours. 157 runs in FY24, vs. 113 in FY23 (up nearly 40%). City now has 4 new SCBAs. FFD has three volunteers who have not been meeting attendance or training requirements as stated in the FFD Handbook. Seeking Council approval to draft letters to notify them of standards not being met. Lucht will work with Clerk to get letters issued. Fire Aid submissions are due March 1; has been completed by Lucht & submitted by Clerk to the State.
- e. City Clerk - Liz Kelly: Fund transfer from general to municipal postponed until after the audit has been completed, which is tentatively set for February 27 & 28, 2025. Engagement letter signed with auditors Oberloh & Oberloh for \$16,250. Public Notary commission has been renewed! Over \$600 annual savings for utility bill e-payment vs. check. Clerk wants to begin quarterly Newsletters to residents (and other subscribers), beginning in March 2025.
 - i. Financials: 2024 Profit & Loss v. Budget, 2024-12 Profit & Loss, 2024-12 Fund Balance.
 - 1. Clerk will look into SCI contract for service at firehall re: waiving fees.
 - 2. City is required to submit IRS filings electronically for 2024. Previous clerk submitted via manual/paper & IRS fined City \$927.42 for Q2 and \$1243.40 for Q3 & a letter was received in March 2024 requesting electronic filing. Current clerk set up electronic submission in October and City should not incur these fees going forward. W2s have been submitted electronically & accepted by Social Security Administration.

11. NEW BUSINESS

- a. Pine County Sheriff Contract 2025-2026. *Motion by Schaefer to accept contract. Second by Morgan. All in favor. Motion carried.*
 - b. City Council Vacancy (Res #2025-02); *addressed under item 11 I; Ordinances & Resolutions.*
 - c. Annual Review
 - i. Bylaws for City of Finlayson. The following modifications were made:
 - 1. VI – d: Motions and voting: The presiding officer may make motions, second motions, speak on any questions, **participate in debate**, and vote on any matter properly before the council.
 - 2. IX – a: Voting: The votes of the city council will be taken by voice vote **with a show of hands (if necessary for clarity)**. The presiding officer shall announce the results of all votes of the council.
 - 3. IX – e: Voting: **(Added) The presiding officer may ask for a verification by show of hands if the vote of a council member is not clear on the voice vote.**
 - 4. XII – a: Agenda: All requests to place an item on the agenda must be received by the city clerk/administrator by 8:00AM five (5) **calendar** days prior to the next council meeting.
 - 5. XII – b & c: Agenda: **(Remove items b & c.)**
 - 6. XII – d: Agenda: **Will change to item b.** The agenda, along with information materials, will be mailed or delivered to all city council members and the city attorney at least three (3) **calendar** days prior to the next council meeting.

Motion by Morgan to adopt bylaws with modifications. Second by Schaefer. All in favor. Motion carried.
 - ii. 2025 Fee Schedule (Ord #155 Revised 7/8/2024): Due to the process required to amend an ordinance, the 2025 Fee schedule was not changed. The process to amend the ordinance will be followed, to remove the fee schedule itself from the ordinance.
 - iii. Appointments to boards, commissions & committees (Res #2025-01): Due to council vacancies, modifications were made and this resolution will be added to the February regular meeting.
 - iv. Expense reimbursement limits & mileage rates: Included in Res #2025-01, above.
 - v. Consent Agenda format for future meetings: Will be drafted for the February regular meeting for consideration.
- d. Bank Account – Debit Cards for City Staff: Clerk will begin process with bank.

- e. LMC Liability Coverage Waiver Form: *Motion by Morgan to waive liability coverage. Second by Schaefer. All in favor. Motion carried.*
- f. Wagner Township – Requesting Fire Contract payments to be made semi-annually. Has been and can remain the practice. No motion required.
- g. Ragnar Run will take place Sat, August 9th 2AM-9AM; Ragnar organizes entirely. No motion required.
- h. Hiring of a Planning & Zoning Administrator. Auchter reported that it is the recommendation of the Planning & Zoning Commission to hire Ed Melczark as a City employee at \$25 per hour plus mileage. City Clerk believes it is more feasible to the City to contract this work, rather than create a new city job given the legal requirements and costs associated with establishing a new employee position. Melczark does not want to contract but is willing to be employed by the City. Clerk will reach out to Sandstone Township, who currently employs Mr. Melczark, for possible subcontracting through the Township. *Postponed to February regular meeting.*
- i. Training Opportunities
 - i. Mayor & Council: \$350 Elected Leader’s Institute (LMC) – various dates
 - ii. City Clerk: \$395 MCFOA Annual Conference (Clerk & Finance Officer) – March 18-21

Motion by Morgan to approve training for Clerk & Council should they elect to attend. Second by Schaefer. All in favor. Motion carried.
- j. Temp Liquor License – Finlayson-Giese Lions for 3/15/25 Fire Fundraiser. *Motion by Morgan to approve FGL temp liquor license. Second by Schaefer. All in favor. Motion carried.*
- k. Letters
 - i. 12/12/24 – Samuelson Revision
 - ii. 12/23/24 – Mn Dept of Health – Illness Reporting for Food Establishments
 - iii. 1/7/25 – Kubik, Monette, Potter, Tooker, Welle shut-off notices
 - iv. 1/9/25 – Madsen barking dog
- l. Ordinances & Resolutions
 - i. Resolution #2025-01 – 2025 Appointments. *Motion to appoint Barb Morgan as the Deputy Mayor by Auchter. Second by Schaefer. All in favor. Motion carried. Postponed remaining items & resolution to February regular meeting.*
 - ii. Resolution #2025-02 – City Council Vacancy. *Motion by Schaefer to adopt resolution. Second by Morgan. All in favor. Motion carried.*
 - iii. Resolution #2025-03 – Refunding WAC/SAC fees to Finlayson Properties for Broadway Dev’t. *Motion by Schaefer to adopt resolution. Second by Auchter. Opposed by Morgan. Majority rule; motion carried.*
 - iv. Resolution #2025-04 – Donation from Hedtke. *Motion by Schaefer to adopt resolution. Second by Morgan. All in favor. Motion carried.*
 - v. Resolution #2025-05 – Donation from Hellman. *Motion by Schaefer to adopt resolution. Second by Morgan. All in favor. Motion carried.*

12. UNFINISHED BUSINESS

- a. Bollig Engineering – PER payment options. *Motion by Schaefer to accept Task Order No. 2 with Bollig with a \$15,000 lump sum payment due, and the remaining \$30,000 to be paid once (grant) funding secured. Second by Morgan. All in favor. Motion carried.*
- b. EST / PTO Policy – Personnel Committee. *Postponed to February regular meeting.*
- c. Broadway Development: It is currently unclear whether each parcel on the Broadway Street extension/development (about 15) is subject to the easement. For the easement to be binding, they would each have to join the easement or grant the City a separate easement over their respective parcels. At this time the City Attorney is awaiting response from Cabak. The City wants to avoid extra costs associated with each property owner and their mortgage companies, to establish rights and interest that go with the ownership transition from Finlayson Properties to the City of Finlayson for the Broadway Street extension.

Parking Lot at Muni: At this time, Skaff will not be entering into a contractual lease with the City for the use of the parking lot. This may be revisited when the Broadway Development is completed.

- d. Fire Contracts rate formula: Clerk will send each township the formula options to bring to their respective councils. Majority vote on the formula will be the formula used for 2026 Fire Contracts going forward.
- e. POS System at Municipal Liquor Store: *Motion by Schaefer to accept the Toast POS system proposal for a 24-month contract & hardware. Second by Morgan. All in favor. Motion carried.*

13. **CONSIDERATION OF BILLS** – Ordinances/Legislation (none)

14. **ADJOURNMENT.** Motion by Schaefer to adjourn the regular council meeting at 9:39PM. Second by Morgan. All in favor. Motion carried.

Motion to reopen meeting at 9:40PM by Schaefer. Second by Auchter. All in favor. Motion carried.

Resolution #2025-06 – City Council Vacancy. *Motion by Morgan, with regrets, to adopt resolution. Second by Schaefer. All in favor. Motion carried.*

Motion to adjourn meeting at 9:41PM by Schaefer. Second by Morgan. All in favor. Motion carried.