



CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 10, 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: None
 - c. Others present: Nancy Pogatchnik, Town & Country Insurance; Wyatt Lucht, Joe Luedtke, Randy Millner, John Mikrot, Jeffrey Flaws
3. **APPROVAL OF MINUTES:** *A motion was made by Schaefer to approve the January 13, 2025 Regular Meeting minutes. All in favor. Motion carried.*
4. **PUBLIC FORUM** - Petitions/Compliments/Complaints
 - a. Jeffrey Flaws – Interested in filling City Council vacancy. *Motion by Morgan to appoint Jeffrey Flaws to the City Council position with the term ending 12/31/2028. All in favor. Motion carried.*
 - b. Nancy Pogatchnik – Presented 2025 insurance renewal premium summary
5. **CONSIDERATION OF AGENDA** – *A motion was made by Schaefer to accept the agenda with the following additions. All in favor. Motion carried.*
 - a. Addition: Oath of Office for newly appointed council member Flaws
 - b. Addition: Temporary liquor license applications for 6/14 & 6/21 from the Finlayson-Giese Lions Club
 - c. Addition: Building Permit application from Finlayson Properties at 6545 Broadway Street
6. **APPROVAL OF PAYMENTS:** *A motion was made by Schaefer to accept the January 2025 payments. All in favor. Motion carried.*
7. **ACKNOWLEDGMENT OF RECEIPT OF BOARD/COMMISSION MINUTES** (N/A)
8. **OATH OF OFFICE FOR NEWLY APPOINTED OFFICIALS:** The Oath of Office was recited by Councilmember Jeffrey Flaws for the terms ending 12/31/2028.
9. **BOARD/COMMISSION/COMMITTEE REPORTS**
 - a. Planning & Zoning Committee regular meeting has been rescheduled to February 20 and will be presenting an Annual Activities report to the council at the next meeting.
10. **STAFF REPORTS**
 - a. Water & Sewer Contractor - John Mikrot: An estimate for valves at the water plant has been received at \$14,635; if these fail this will be a high priority. He has not received an estimate back for the panel.
 - b. City Maintenance - Randy Millner: Equipment is functional. Mayor Auchter suggested Millner put together a list of items to be replaced or procured, along with estimates, so that the council can consider.
 - i. *Motion made by Morgan to modify the agenda to move item 10h (snowplowing on Broadway) up to City Maintenance staff reports. All in favor. Motion carried.* Various properties off Broadway, including the Pine County HRA (Manor), DSE, and all properties to the North of those are not the property of the City of Finlayson. Question about City property lines off 3rd Avenue were also questioned. The City does not have any rights or responsibilities to private properties, and therefore cannot maintain private properties. City Clerk will pull property line boundaries from Beacon and will draft letter to residents & business owners to clarify rights & responsibilities for those areas in question.
 - c. Bar Manager - Joe Luedtke: Reported that “dry January” resulted in lower sales. Luedtke is finalizing his Food Manager certification, as it was previously held by an employee who resigned. He hired another kitchen staff and is in the process of hiring another bartender.

- d. Fire Chief - Wyatt Lucht: FFD had 4 calls in January; 2 Medical, 2 Fire, for a total of 43 hours. They are currently at 13 calls for the year. FFD will be serving the community meal at the Methodist Church on 2/27 and encourages the community and council to attend. 2/17 there will be a Mass Casualty training at Pine Tech, which they will attend. 3/15 is the 1st Annual Fundraiser BBQ.
- e. City Clerk - Liz Kelly: Added "location" for Dept of Rev to begin paying sales tax for commercial utilities (and other items subject to sales/use tax.) Paid one-time cost for CTAS; will begin to use in conjunction with QuickBooks for Fund Balance & Financial Reporting. 2024 941s, 1099s and W2s filed. City is required to file electronically. OSHA 300A Summary posted. Annual water usage report submitted to DNR. Outstanding Indebtedness report submitted; since 2021 the long-term note payable was not included; it has been corrected. Working on reconciling Chart of Accounts to align with Uniform Chart of Accounts issued by the MN OSA. Community member has approached City to offer Community Service hours; Clerk will follow up.

11. NEW BUSINESS

- a. Finlayson-Giese Lions temporary liquor permits for 6/14/25 (private event), 6/21/25 (private event), 7/4/25 (community event). *Motion by Schaefer to approve temporary liquor permits. All in favor. Motion carried.*
- b. Staff report templates were presented to ensure the City Council receives necessary information prior to meetings, allowing for informed decision-making during council sessions & more efficient use of time at council meetings. City Clerk will work with departments to begin using for March meeting.
- c. Pine County Assessor 2026-2028 agreement. *Motion by Morgan to enter into agreement with the Pine County Assessor per the agreement. All in favor. Motion carried.*
- d. USPS Lease Renewal 2027-2032 (third term for five years) at \$14,759.10, beginning 4/26/27. *Motion by Schaefer to accept lease renewal for 2027-2032. All in favor. Motion carried.*
- e. PERA Exclusion Report – Due 2/28. City Clerk is in need of council contribution waivers.
- f. A Group Life & Short-Term Disability quote was presented to the council for future consideration when the Personnel Committee is considering benefits and pay. Cost to provide Group Life & Short-term Disability to the three full-time positions would be \$3286.20/year. No action taken.
- g. Annual Review
 - i. 2024 Fee Schedule presented for review. Planning & Zoning will be reviewing relevant fees and will make recommendations to the council. All other fees will be reviewed by the council for reconsideration next month.
 - ii. Ordinance #155 (Fee Schedule) – Council will be proposing to remove fee schedule from within the ordinance and will instead reference the fee schedule. Once the fee schedule is determined, the ordinance will be revised with regards to the public hearing requirements for ordinances. No action taken.
 - iii. Consent Agenda format – Clerk will draft consent agenda for March, in addition to regular meeting agenda for council consideration.
- h. Building Permit Applications
 - i. Equipment addition at 2212 Finland Ave - Quantum Innovations, Norm Kester. *Motion by Flaws to approve building permit for 2212 Finland Ave. All in favor. Motion carried.*
 - ii. New residential home at 6545 Broadway Ave – Finlayson Properties, Craig Skaff. Aucter recommended to have the Planning & Zoning Committee review. *Motion by Flaws to bring to Feb 20 Regular meeting of the Planning & Zoning Committee for review. All in favor. Motion carried.*
- i. Letters. *Motion made by Schaefer to approve letters issued in January. All in favor. Motion carried.*
- j. Ordinances & Resolutions
 - i. Resolution #2025-01 – 2025 Appointments & Designations. *Motion by Flaws to accept resolution #2025-01 designating official appointments of the City. All in favor. Motion carried.*

- ii. Resolution #2025-01B – 2025 Local Official, Commission & Committee Appointments. Note: The final resolution will need to be revised to allow for the positions established at the February Planning & Zoning regular meeting. The following committee appointments were made:
 - 1. Personnel & Policy (including Fire Department and Liquor Store): Schaefer & Morgan
 - 2. Public Works & Infrastructure (including Wellhead Protection): Flaws, Auchter *Auchter is temporary until councilmember vacancy can be filled.
 - a. Wellhead Protection Plan Manager: Auchter
 - 3. Budget & Finance Committee: Morgan, Schaefer

Motion by Schaefer to accept resolution #2025-01B, designating official Commission & Committee appointments of the City, with the understanding that it will be reviewed again once the Planning & Zoning designations are made. All in favor. Motion carried.
- iii. Resolution #2025-07 Contributions to Fund Events (NNO). Tabled to March regular meeting, without motion.

12. UNFINISHED BUSINESS

- a. ESST / PTO Policy – Personnel Committee will establish a meeting date to finalize PTO Policy for 2025.
- b. Hiring of a Zoning Administrator – Planning & Zoning commission is recommending Ed Melzark, who has previous experience and would be a subcontractor. *Motion by Flaws to proceed with the process of hiring a Zoning Administrator as a contracted position. All in favor. Motion carried.*
- c. Broadway Development – City Attorney is waiting to hear back from Cabak regarding vested deeds, to determine ownership and easement authority. *Motion by Auchter for the City Clerk to draft communication to Finlayson Properties & Cabak to reignite the discussion to move forward. All in favor, motion carried.*

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

- 14. ADJOURNMENT.** *Motion by Morgan to adjourn the regular council meeting at 8:47PM. All in favor. Motion carried.*

