

Minutes of the regular Proctor City Council meeting held on May 2, 2016 in the Community Center Council Chambers

Mayor Brenna called the meeting to order at 6:00 p.m.

MEMBERS PRESENT: Councilors Jake Benson, Jim Schwarzbauer, Travis White & Shawn McGovern; Mayor David Brenna

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Brian Walker; Chief Walter Wobig; Gary Nowak; Jay Boysen; Eric Bingaman; Nick Greenwood; Jan Rohweder; Jim Rohweder; Phil Larson; Jesse Annala; Dick Kari; Garry Hawkinson; Justin Otsea, ARDC; Kerry Helquist; Gordy Downs

APPROVAL OF MINUTES

White stated a correction for 6M ó he did not specify a replacement for McGovern.

Motion by McGovern, seconded by Schwarzbauer and carried: To approve the April 18, 2016 City Council Meeting Minutes as amended.

APPROVAL OF AGENDA

Casey added: 6E ó Vietnam Veterans Run

Casey added: 6F ó North County Ride

Casey added: 6G ó June Car Show

Schwarzbauer added: 7B ó Closed Session, Seasonal Golf Course Manager Contract

Motion by Benson, seconded by McGovern and carried: To approve the agenda of May 2, 2016 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Gordy Downs stated that he would like to hear a decision made about the Golf Course Manager position.

*APPROVAL OF CONSENT AGENDA (one Council motion can accept all items listed under this agenda, plus Council can pull any individual items out of this consent agenda and discuss/act on item separately - thus leaving others to be approved via consent agenda action) - bold print denotes need for Council action

*1. COMMUNICATIONS

2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 04/17/16; Liquor Fund payroll ended 04/17/16 (attached).

*4. COMMITTEE REPORTS

5. UNFINISHED BUSINESS

- *A. Almac Drive Drainage
- *B. Moving Street Department
- *C. Adopting Street Project Assessments
- *D. Flashing Stop Light at Kirkus and Boundary
- *E. Athletic Complex
- *F. Council Handbook

6. NEW BUSINESS

- A. Application for Membership Consideration - City of Proctor Volunteer Advisory Committee (review of new form ó Benson)

Benson stated that this application is new and improved.

Motion by Benson, seconded by McGovern and carried (5-0): To approve the Application for Membership Consideration as presented.

- B. Public Safety Committee Applicants ó For Council Selection

Brenna asked the council how they wanted to make this choice for the Public Safety Committee. Benson suggested developing a subcommittee to go through the applications and administration could hold interviews. McGovern said that these are six fine candidates and it would be best to vet the process over the next two weeks. Brenna suggested that the interviews be just prior to the next council meeting. Casey will set up the interviews for May 16 at 5pm. Casey stated that this may cause precedent to be set for all committees.

C. Comprehensive Plan ó ARDC Presentation

Justin Otsea, Project Manager with ARDC gave a short presentation about the completed Comprehensive Plan. He stated that there were seven meetings that began in July 2015 following the Minnesota Design Team visit to Proctor. Otsea said he was very proud of this project, especially the online portion.

Casey said that various funding projects require comprehensive plans and Jim Rohweder and Tim Peterson should be commended for starting this and bringing it to fruition.

Motion by Schwarzbauer, seconded by McGovern and carried (5-0): To adopt the 1st Reading of the new Proctor Comprehensive Plan as presented.

D. Fire Agreement Between The Town of Midway and The City of Proctor

Jim Aird, Midway Township Supervisor said that the town board met with Chief Pogatchnik and Asst. Chief Kerry Helquist quarterly and at the most recent meeting they discussed the new agreement. Aird thought the free calls would be increased to 14 in the new agreement. Helquist said there would not be an issue with the increase to 14. McGovern said that he would like to see the agreement specify the years covered on the front page.

Motion by McGovern, seconded by White and carried (5-0): To approve the Fire Agreement between the Town of Midway and The City of Proctor with the stated corrections.

E. Vietnam Veterans Run

The councilors reviewed the event packet that was presented. Dick Kari, Powerhouse Bar stated that the event will be using the city parking lot instead of closing the street. He also stated that there will not be an outside bar, they will be serving alcohol from inside.

Motion by White, seconded by Schwarzbauer and carried (5-0): To approve the event application for the Vietnam Veterans Run as presented.

F. North County Ride

The council reviewed the application that was recently approved by Public Safety committee. Kari said that they will be using the city black top area and there will be a 2-3 piece band playing outside.

Motion by McGovern, seconded by White and carried (5-0): To accept the recommendation by Public Safety and approve the event application for the North County Ride as presented.

G. June Car Show

Kari said this is the Wednesday night car show and they are requesting the street to be blocked off. The Powerhouse will be serving alcohol inside and having additional security barricades in place.

Motion by McGovern, seconded by White and carried (5-0): To approve the event application for the June Car Show as presented.

7. LABOR AND NEGOTIATIONS ISSUES

A. Building Official

Brenna stated that the building official will be filled by Jay Boysen. The council packet included a copy of his contract addendum.

Motion by Schwarzbauer, seconded by McGovern and carried (5-0): To approve the Building Official contract with Jay Boysen as presented.

B. Close meeting to discuss possible litigation
(MN Statute Chapter 13D ó OML PUC)

Bray stated that this should not be a closed meeting as there will not be disciplinary action against an employee, not is the city looking at pending or threatening litigation. Benson said that a city entity violated state statute however for the good of the city he agrees to put it to rest. Benson asked the council how to procede. Brenna suggested ending the discussion tonight unless there is a reoccurrence and asked Benson if the council should censure the commission.

Motion by Brenna, seconded by White and carried (4-1, Benson abstained): To censure Proctor Public Utility Commission due to an illegal meeting.

C. Seasonal Golf Course Manager Contract

Bray stated that the council will not be talking about a discipline issue; instead they will be discussing a negotiation strategy with attorney/client privilege.

1. Motion by Schwarzbauer, seconded by White and carried (4-1, Benson opposed): To recess the City Council Meeting at 7:34pm.

2. Motion by McGovern, seconded by White and carried (5-0): To adjourn the recessed meeting at 8:17pm.
3. Motion by Schwarzbauer, seconded by White and carried: To reconvene the city council meeting at 8:17pm.

Brenna stated that the council agreed to move forward with negotiations.

BILLS FOR APPROVAL

Motion by McGovern, seconded by Schwarzbauer and carried (5-0): To approve the General Fund bills in the amount of \$41,671.40. Roll call vote: Schwarzbauer ó yes, White ó yes; Benson ó yes; McGovern ó yes, Brenna ó yes.

Motion by McGovern, seconded by Schwarzbauer and carried (4-1, White opposed): To approve the Liquor Fund bills in the amount of \$28,983.88. Roll call vote: Schwarzbauer ó yes, White ó no; Benson ó yes; McGovern ó yes; Brenna ó yes.

ADJOURNMENT

Motion by White, seconded by Brenna and carried: To adjourn the City Council Meeting of May 2, 2016 at 8:20p.m.