

Minutes of the regular Proctor City Council meeting held on May 15, 2017 in the Community Center Council Chambers

Mayor Philip Larson called the meeting to order at 6:00pm.

MEMBERS PRESENT: Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, and Deputy Mayor Gary Nowak and Mayor Philip Larson

OTHERS PRESENT: Mark Casey, City Administrator; Jennifer Crown; John Bray, City Attorney; Jim Aird, Midway Township; Officer Kent Gaidis; Jennifer Peterson

APPROVAL OF MINUTES:

Motion by DeWall, seconded by Schwarzbauer and carried: To approve the May 1, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Casey added 6H: Plant a Tree on City Property

Motion by Larson, seconded by Schwarzbauer and carried: To approve the agenda of May 15, 2017 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

*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

Motion by Schwarzbauer, seconded Larson and carried: To approve the Consent Agenda of May 15, 2017.

*1. COMMUNICATIONS

- A. Law Enforcement Memorial events planned May 17-18
- B. Mediacom Notification
- C. Thank you from Amsoil Northland K-9 Law Enforcement

2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 04/30/17; Liquor Fund payroll ended 04/30/17 (attached).

*4. COMMITTEE REPORTS

- A. Minutes of the Proctor Local Board of Appeal & Equalization Meeting held on April 25, 2018
- B. Police Civil Service Commission Meeting Minutes of May 4, 2017

5. UNFINISHED BUSINESS

- *A. Personnel Handbook
- *B. ATV Ordinance

6. NEW BUSINESS

- A. GIS Proposal ó Information provided by SEH City Engineer, Matt Bolf

Casey stated that this item is for mapping of infrastructure. Administration and Public Utilities both recommend Option 2 on the proposal which addresses more water issues. Option 2 is the lesser dollar figure and we can always add more to that as the city proceeds. Casey stated that this will be split between PUC and the Sewer Fund.

Motion by Nowak, seconded by DeWall and carried: To approve Option 2 as presented in the amount of \$8000.00 and the Annual subscription fee of \$1500.

- B. Liquor Control Committee addition ó Jennifer Peterson

Larson stated that the Liquor Control Committee met at 5pm and approved the nomination for Jennifer Peterson to serve on their board.

Benson asked Peterson about her interest in serving on this committee. Peterson said that she is a resident of Proctor and was looking for ways to serve the community. She works at MN Power in regulatory affairs. Schwarzbauer asked Peterson about the Beyond Yellow Ribbon Certification process.

Motion by Nowak, seconded by Schwarzbauer and carried: To approve the nomination of Jennifer Peterson to serve on the Liquor Control Committee.

C. Council Handbook (emailed to Councilors)

Schwarzbauer suggested calling a special meeting to discuss this item page by page. Benson also suggested taking a chapter at each meeting. Larson said he would prefer a working session. DeWalt stated that the reason the handbook was sent out early was for everyone to review and make suggestions about any changes. He would like to see what the other councilors are suggesting as changes prior to the working session. Casey stated that Benson sent some suggestions and they were added to the handbook today. Larson asked the councilors to choose a date for a working session before the next council meeting and submit changes to the City Administrator prior to the meeting. Casey asked Attorney Bray if the councilors could be surveyed and then the city could post a meeting ó Bray stated that would be fine.

D. Sunday Liquor Ordinance (discussed at Liquor Control Meeting 5/15/17)

Larson said that Liquor Control Committee discussed this item at the meeting about adopting the State Ordinance. Casey asked about the city's current language.

E. Management Agreement between The South St. Louis County Fair Board Association and the Dirt Floor Arena of Directors

Casey stated that anytime the Fair Board enters into an agreement with another entity, it needs to come before the fair board.

Schwarzbauer asked about the contract dated May 1, 2017. Casey stated that the city received it after the Fair Board and the Dirt Floor Arena representatives. Bray said that the May 1st issue isn't detrimental at this time, and Casey will let the parties know to submit an agreement prior to a renewal date.

Motion by Benson, seconded by Nowak and carried: To approve the Management Agreement between The South St. Louis County Fair Board Association and the Dirt Floor Arena of Directors as presented.

F. Resolution 19-17 ó Adopting a Budget Amendment

Casey stated that the councilors are aware that the City entered into an agreement with Chris Klatte to manage the golf course. The budget was adopted prior to the agreement and this amendment will better reflect what is happening with the finances. Casey wanted to make one change: 2017 Operating Transfer to \$35,000 which was originally in the budget, not \$30,000.

Motion by DeWall, seconded by Larson and carried: To approve Resolution 19-17 as amended and presented.

G. Resolution 20-17 ó Adopting an Amended Sewer Rate Service Fee

Casey stated that there is not an increase in the Sewer Fees until 2021, and a 3% increase in 2026. Casey said that having the resolution adopted now is that we are doing it the same time that PUC is increasing the rates.

Benson asked about how the rates were developed. Casey said that the rate study was extensive and based on the history, the cash flow has been diminishing.

Motion by Schwarzbauer, seconded by Nowak and carried: To approve Resolution 20-17 as presented.

H. Plant a Tree

Casey stated that the City received a request to plant a tree in memory of a loved one. Benson stated that Proctor is part of the Tree City USA and have been a member for several years. Jennifer Peterson confirmed that the city has been in contact with the representatives of Tree City USA.

Motion by Larson, seconded by Benson and carried: To approve a citizen to plant a tree on city property in memory of her brother as discussed.

Motion by DeWall, seconded by Larson and carried: To recess to closed session at 6:52pm.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

Motion by DeWall, seconded by Larson and carried: To reopen to regular meeting at 7:12pm.

6. NEW BUSINESS (continued)

I. Annexation

MEMBER CONCERNS

Schwarzbauer gave the councilors an update on the Mesabi Misses. He and Casey met with the sculpture and Schwarzbauer also removed all the timbers in Trainquility Park. The Historical Society is also going to start using drones to promote the park.

Schwarzbauer also discussed the \$20,000 loan from the City to the Historical Society. He asked

for the document that he distributed to be added to the next council agenda.

BILLS FOR APPROVAL

General Fund
\$111,611.96

Liquor Fund
\$31,339.28

\$142,951.24 TOTAL BILLS FOR APPROVAL

Motion by Benson, seconded by Schwarzbauer and carried: To approve the General Fund and Liquor Fund bills in the amount of \$142,951.24.

ADJOURNMENT

Motion by Nowak, seconded by Larson and carried: To adjourn the city council meeting at 7:24pm.