

Minutes of the regular Proctor City Council meeting held on June 5, 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; Tammie McDonald; Jennifer Crown; John Bray, City Attorney; Jim Aird, Midway Township; Jennifer Peterson; Suzi Hartwick; Ken Sorvari; Raymond Payne; Jan Resberg;

APPROVAL OF MINUTES:

Benson suggested the addition of which negotiating unit was discussed during the closed sessions.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the May 15, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Benson suggested that the agenda specify the exact reason that the meeting will be closed.

Motion by Nowak, seconded by Larson and carried: To approve the agenda of June 5, 2017

PRESENTATION OF CHIEF AND SERGEANT

Mayor Larson presented Chief Gaidis with an Oath of Office and congratulations.

Chief Gaidis presented Sergeant Redfield with an Oath of Office and congratulation.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Jennifer Peterson and Suzi Hartwick notified the Council that the City was awarded Yellow Ribbon status and a celebration is to be planned for August during Hoghead.

Ken Sarvari and Ray Payne shared their concerns about the possibility of Kwik Trip being built on Boundary Avenue. They live in Duluth but a former Proctor Graduate. They are opposed to the construction due to congestion in that area and also the wetlands and drainage. They stated that the City of Duluth will be voting to change the zoning from R1 to Multi Use.

*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 Nowak, seconded Schwazbauer and carried: To approve the Consent Agenda of June 5, 2017.

*1. COMMUNICATIONS

- A. Memo of Understanding for Law Enforcement 24/7 Response Protocol
- B. League of MN Cities letter dated May 19, 2017

2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 05/14/17; Liquor Fund payroll ended 05/14/17 (attached).

*4. COMMITTEE REPORTS

- A. Police Civil Service Commission meeting minutes of May 11, 2017

5. UNFINISHED BUSINESS

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

6. NEW BUSINESS

- A. Council Handbook (emailed to Councilors)

Larson stated that the council had a working session regarding the Handbook. Benson stated that the only other addition would be listing out more details in the Licensing & Permits section. Casey said that the Handbook is information and the list just contained a few examples of licenses available.

Motion by Nowak, seconded by Larson and carried (5-0): To accept the Council Handbook with the addendums under Licensing & Permits as discussed.

- B. 1st Reading - Ordinance 04-17 - Amending Section 701 of the City Code Entitled "Liquor and Beer"

Larson said that this is regarding Sunday Liquor Sales for the City beginning July 2, 2017.

Motion by Larson, seconded by DeWall and carried: To approve the 1st Reading of Ordinance 04-17 as presented.

- C. No Parking Sign on Park Road - Map and Letter included

Larson stated that the Street Department Foreman asked to add No Parking Signs by the ballfields. Benson asked if the city has a stop sign policy or rubric for when one is needed. Benson said that without a resolution, we could create a liability. Nowak said that this recommendation came through Public Safety. Benson said that it should also go through Public Safety.

Motion by DeWall, seconded by Nowak and carried (4-1, Benson opposed): To approve the implementation of No Parking Signs on Park Road as requested.

- D. July 3, 2017 City Council Meeting (If cancelled, a motion is need to pay the General Fund and Liquor Fund bills)

Larson stated that with the Fourth of July holiday on Tuesday, he would recommend canceling the meeting of July 3, 2017. With that being said, he would also recommend authorizing administration to pay the bills that week. Schwarzbauer asked if the list of bills could be sent out to the councilors.

Motion by Larson, seconded by Nowak and carried (4-1, Benson opposed): To cancel the City Council Meeting of July 3, 2017 however allow administration to pay the general fund and liquor fund bills and send out the bills list.

- E. Resolution 21-17 Declaring Surplus Equipment

Casey stated that the furniture in the PACC has outlived its life. Additionally, the Police Ford Expedition is starting to incur greater costs for maintenance.

Motion by Schwarzbauer, seconded by Benson and carried (5-0): To approve Resolution 21-17 Declaring Surplus Equipment as presented.

- F. Resolution 22-17 Resolution of Non-Objection

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To approve Resolution 22-17 Resolution of Non-Objection as presented.

G. Resolution 23-17 Salt/Sand Shed ó Capital Budget Bonding Request for Public Works Facility with Salt/Sand Shed

Casey stated that next year is a bonding year at the State. The city has developed a project for submission that is larger than the Salt/Sand Shed as it would include a facility for the Public Works Department, including the new PUC vehicle. Casey stated that he and Mayor Larson met with LaLonde, and engineers from SEH. He also said that the information needs to be submitted by June 15, 2017.

Larson also stated that two years ago, the MN Design Team came and suggested moving the Street Department Facility.

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To approve Resolution 23-17 Capital Budget Bonding Request as presented.

H. Loan Agreement between the City of Proctor and the Proctor Area Historical Society

Jan Resberg, President of the Historical Society stated that he was at the meeting to start the conversation about the outstanding loan from the city. Resberg invited all the councilors to see the new exhibits at the museum. After visiting the museum, Resberg would like to continue to conversation.

I. Traffic Management (Benson)

Benson stated that at the May 1st Public Safety Meeting, there was the approval of a stop sign. He asked if there was a policy for stop signs and this particular placement should have come to city council for approval for a formal motion. Nowak stated that a resident came to several meetings asking for a stop sign to be placed in that intersection.

J. Duluth File 17-028-0 (Benson)

Benson suggested that the city should write a resolution stating the City of Proctor concerns about the possible rezoning of the property and the placement of the new Kwik Trip.

Motion by Schwarzbauer, seconded by DeWall and carried: To direct City Administration to write a letter to the City of Duluth expressing the concerns discussed.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

Motion by DeWall, seconded by Schwarzbauer and carried (5-0): To recess to closed session at 8:04pm

Motion by Schwarzbauer, seconded Nowak and carried (5-0): To adjourn Closed Session at 8:26

6. NEW BUSINESS (continued)

N. Labor Agreement

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To ratify the Teamsters 346 Agreement as discussed.

MEMBER CONCERNS

Schwarzbauer distributed information about Frankenø Career Pathways partners.

BILLS FOR APPROVAL

General Fund
\$58,416.45

Liquor Fund
\$41,245.27

\$99,661.72 TOTAL BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded by Larson and carried (5-0): To approve the General Fund and Liquor Fund bills in the total amount of \$99,661.72.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried (5-0): To adjourn the City Council meeting of June 5, 2017 at 8:45pm.