

Minutes of the regular Proctor City Council meeting held on November 6, 2017 in the Community Center Council Chambers

Mayor Larson called the meeting to order at 6:05 pm.

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

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown; Nick Greenwood; Eric Bingaman; Jim Aird, Midway Township; Kathy Hannan; Chris & Michelle Tabbert; Jim Rohweder; Russell Habermann; Nancy Lilliberg; Paul Hanschild

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To approve the October 16, 2017 Council Meeting Minutes.

APPROVAL OF AGENDA

Larson added: 6M Letter of Resignation.

Motion by Larson, seconded by Nowak and carried (5-0): To approve the agenda of November 6, 2017 as amended

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Michelle Tabbert said that she sent an email to the councilors and proceeded to read it aloud regarding the property they are interested in purchasing in Proctor.

*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

Benson asked about the bills paid under the category of Police Liaison ISD #704, and for Park Tree Planting. Casey said he would review.

PUBLIC HEARING REGARDING MUNICIPAL LIQUOR STORE

At 6:16pm, motion by Nowak, seconded by DeWall and carried: To close the city council meeting and open the Public Hearing.

Casey stated that the City of Proctor owns and operates the municipal liquor store and it there is a net loss in the most recent 2 of 3 consecutive years, a public hearing is required. Jennifer

Crown stated that Sunday sales are beneficial to the liquor store and holiday sales will add more revenue.

Motion by Schwarzbauer, seconded by Benson and carried: To close the Public Hearing at 6:22pm

Motion by Benson, seconded by Nowak and carried: To reopen the city council meeting at 6:23pm.

*1. COMMUNICATIONS

- A. Letter dated August 10, 2017 from Grandma's Marathon

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 10/15/17; Liquor Fund payroll ended 10/15/17 (attached)
- B. Government Fund payroll period ended 10/29/17; Liquor Fund payroll ended 10/29/17 (attached)

*4. COMMITTEE REPORTS

- A. PEDA Meeting Minutes of Tuesday, October 10, 2017
- B. PUC Meeting Minutes of September 11, 2017 and September 18, 2017

*5. UNFINISHED BUSINESS

- A. SRO

6. NEW BUSINESS

- A. Proctor Safe Routes to School Plan – Russell Habermann Presentation

Russell Habermann – ARDC spoke about the proctor Safe Routes to School. He stated that where it is safe, kids will walk and bike to school. Habermann went through a prepared presentation and proposed changed to City Code.
- B. Night to Shine – Request for Police Officer services

Mollie Haugen stated that the Night to Shine request for police officer services is the same as last year. They are asking for one uniformed officer during the event.

Motion by Nowak, seconded by Larson and carried (5-0): To provide a police officer on Feb 9, 2018 for the Night to Shine event for four hours.

- C. Resolution 45-17: Authorizing Execution of Agreement for City of Proctor (2018 – Toward Zero Death Campaign)

Chief Gaidis said that this is the same agreement that they have had for many years to accept funds. This year the amount is \$24, 091.00.

Motion by Benson, seconded by Schwarzbauer and carried: To approve Resolution 45-17 Authorizing Execution of Agreement for City of Proctor (2018 – Toward Zero Death Campaign)

- D. Property split – Parcel Code 185-0240-00430 – See attached maps and recommendation for approval from Planning and Zoning

Casey stated that this came from Planning and Zoning with a recommendation for approval. Bray stated that they are no creating non-conforming lots.

Motion by Nowak, seconded by DeWall and carried (5-0): To agree with the Property split as presented for parcel number 185-0240-00431.

- E. Resolution No. 47-17: Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License

Casey stated that this fundraiser is for the Annual Chamber Raffle. Benson asked Bray if he should abstain as he is on the board. Bray said that Benson should abstain.

Motion by Nowak, seconded by Schwarzbauer and carried (4-0, Benson abstained): To approve Resolution 47-17 Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License.

- F. League of MN Cities Special Services

Casey stated that he was contacted by the League of MN Cities offering some services if the council is interested in trainings. The councilors agreed that this was a good idea and each will submit available dates and time to the City Administrator.

- G. Personnel Handbook – see attached from Mr. Casey (handbook emailed to councilors)

Casey stated that he has made revisions and is presenting this for council input. He stated that any bargaining unit agreements take precedent over the Personnel Handbook. Benson said that he has not given this complete attention and would

request that this is in the next agenda.

H. Liquor Store Discussion

Casey stated that per State Statute 348.602 the city can choose, with a motion, if a question is to be posed “if the city should continue or discontinue the Liquor Store”. He said the councilors do not need to make a motion, but if they choose to do so, it has to be done at this meeting. No further comments were made.

I. Trails –Money for Planning (Benson)

Benson stated that he noticed that there are funds in the budget, and he would like to see continued movement on this item.

J. Boundary Avenue/9th Street Realignment (Benson) The Fair Board proposed this four years ago. It would provide the fair grounds with additional usable space and improve safety at 9th St and Boundary Ave. It was one of the uses written into the sales tax bill. See attached map.

Benson said that he was approached by the Fairboard about the roadway extending by the east/west building on the property. Casey said that Planning and Zoning should address this issue. Benson agreed, and said Public Safety and all committees should also review this option. Casey said that the city engineer should review the plans.

K. Pop Up Initiative (Benson) Pop up is an effort to fill the vacant buildings. The Chamber said they would participate if the City joins in. The idea is to help potential business by covering expenses for a short period - two or three months. The business should be retail and compliment and not compete against existing businesses.

I (Benson) am putting together a draft overview of the proposed program. It covers insurance, utilities, what is expected, hours of operation and application, eligibility and selection process.

Benson stated that this idea came from the Proctor Chamber of Commerce and he asked what the city could do to contribute. He asked that this item can be put on the next agenda and he will put together the eligibility process.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

Motion by DeWall, seconded by Benson and carried: To close the city council meeting at 7:22pm.

A. Property Proposal

B. Golf Course Property

Motion by DeWall, seconded by Benson and carried: To go back to the regular city council meeting at 8:11pm

Motion by Nowak, seconded by Larson and resume regular meeting at 8:11pm.

6. NEW BUSINESS (continued)

L. Property Decisions

Larson advised Tabberts that there are a couple of proposals to be presented and asked them to visit with Casey in the morning.

M. Letter of Resignation

Larson notified the council that the city has received a letter of resignation from Tammie McDonald. The city will need authorization to post the position. Larson thanked McDonald for her service at City Hall.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To accept the resignation of Tammie McDonald and have administration post for the position of Confidential Administrative Assistant.

MEMBER CONCERNS

Casey stated that City Hall and Public Utilities will be closed Friday, November 10, 2017 in honor of Veterans Day.

BILLS FOR APPROVAL

General Fund
\$123,862.43

Liquor Fund
\$47,832.56

\$171,694.99 TOTAL BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded Nowak and carried: To approve the General Fund and Liquor Fund bills list in the about of \$171,694.99.

ADJOURNMENT

Motion by Nowak, seconded by Larson and carried: To adjourn the City Council meeting at 8:18pm.

Respectfully submitted,

Philip Larson, Mayor

Mark Casey, City Administrator