

Minutes of the regular Proctor City Council meeting held on January 16, 2018 in the Community Center Council Chambers.

Mayor Larson called the meeting to order 6:01 pm.

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

OTHERS PRESENT: Assistant Administrator Jennifer Crown (Administrator Mark Casey's representative), City Attorney John Bray, Confidential Administrative Assistant Robin Hansen, Midway Township Supervisor Jim Aird, Fire Department Chief Kerry Helquist.

APPROVAL OF THE MINUTES:

Motion by Jim Schwarzbauer, seconded by Mayor Larson and carried (5-0): To approve the January 2, 2018 Council Meeting Minutes.

APPROVAL OF THE AGENDA:

Motion by Gary Nowak, seconded by Jim Schwarzbauer and carried (5-0): To approve the agenda for January 16, 2018.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None.

***APPROVAL OF THE 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 Jim Schwarzbauer, seconded by Gary Nowak and carried (5-0): To approve the Consent Agenda.

***1. COMMUNICATIONS**

A. Public Information Letter from St. Louis County

2. PLANNING AND ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

A. Government Fund payroll ended 12/24/17: Liquor Fund payroll period ended 12/24/17.

***4. COMMITTEE REPORTS**

- A. Planning and Zoning Minutes of December 17, 2017
- B. PEDDA Minutes of January 9, 2018 (unofficial)

5. UNFINISHED BUSINESS

*A. SRO

6. NEW BUSINESS

A. Resolution 03-18 Appointment of Fire Department Officers

Fire Chief Kerry Helquist explained the reason for more than one Captain is because they are a volunteer fire department and at the time of the call they really don't know who will be showing up.

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To approve *Resolution 03-18 Appointment of Fire Department Officers*.

**CITY OF PROCTOR
RESOLUTION NO. 03-18
APPOINTMENT OF FIRE DEPARTMENT OFFICERS**

**STATE OF MINNESOTA)
COUNTY OF SAINT LOUIS)
CITY OF PROCTOR)**

WHEREAS, the Proctor Fire Department at a regular meeting has made the recommendation through the attached document to be considered for its officers; and,

WHEREAS, it is the desire of the City Council to appoint officers to its Fire Department to ensure that the Fire Departments interests and duties are carried out.

NOW THEREFORE, BE IT RESOLVED: through the actions of the Mayor and City Council of Proctor Minnesota, the attached document listing the officers of the Fire Department of Proctor are hereby appointed to serve until such time as the position may be vacated by themselves or to full terms as per the Policies of the Fire Department of Proctor.

Moved by Councilor _____ and seconded by Councilor _____ that the foregoing resolution be adopted.

Voting Aye:

Voting No:

Resolution declared adopted this 16th day of January, 2018.

Philip Larson
Mayor,

Attest: _____
Mark Casey
City Clerk/Administrator

B. Resolution 02-18 Increase in Salary for Fire Department Staff

Fire Chief Kerry Helquist stated there were 406 calls in 2017. Fifty-one were fire calls, three-hundred-two were medical and other hazardous calls, and twenty-five were public assistance calls.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0): To approve *Resolution 02-18 Increase in Salary for Fire Department Staff*.

**CITY OF PROCTOR
RESOLUTION
02-18**

STATE OF MINNESOTA)
COUNTY OF SAINT LOUIS)
CITY OF PROCTOR)

**RESOLUTION FOR THE INCREASE IN PAY FOR
FIRE DEPARTMENT STAFF**

WHEREAS, the Fire Department Board of the City of Proctor, desires to increase the wage of the Treasurer, Secretary, and Janitor to reflect additional duties being performed; and,

WHEREAS, the current wages of the Treasurer and Secretary are \$175 per quarter and the Janitor is \$9.50/hour at 10 hours per month; and,

WHEREAS, the Fire Department Board in accordance with city code, and personnel policies that apply, would increase the Treasurer and Secretary to \$200 per quarter and Janitor to \$10/hr. City

THEREFORE BE IT RESOLVED, through actions of the Mayor and City Council, increase the wage of the Secretary and Treasurer to \$200 per quarter and the Janitor to \$10 per hour retroactive to January 1, 2018. These positions are non-supervisory and do not include benefits. All work shall be in accordance with this resolution and City Code and Policies.

Upon vote taken thereon, the following voted:

For:
Against:

Whereupon said Resolution No. was declared duly passed and adopted this 16th January, 2018.

Attest: _____

Philip Larson
Mayor

Mark Casey
City Clerk/Administrator

C. Fire Department Resignation

Anthony Boespflug, firefighter/paramedic, has submitted his letter of resignation from the Proctor Fire Department due to conflict with his full-time employment.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To accept the resignation of Anthony Boespflug, firefighter/paramedic from the Proctor Fire Department.

D. Resolution 04-18 Establishing Council Meeting Time, Date and Place

Motion by Nowak, seconded by DeWall and carried (5-0): To accept Resolution 04-18 Establishing Council Meeting Time, Date and Place as written.

**RESOLUTION 04-18
ESTABLISHING
COUNCIL MEETING TIME, DATE & PLACE**

STATE OF MINNESOTA)
COUNTY OF SAINT LOUIS)
CITY OF PROCTOR)

WHEREAS, pursuant to Minnesota Statutes 412.191, the Governing Body has the authority and obligation to fix the time and place of its regular meetings and;

WHEREAS the Proctor City Council is interested in amending those dates and establish its regular meeting(s) time, date and place for holding meetings during 2018.

NOW THEREFORE BE IT RESOLVED that the City Council of Proctor, Saint Louis County, Minnesota, is interested in establishing its regular meeting(s) time, date and

place for holding meetings during the year of 2018 at 6:00 p.m. on the first Monday (regular) and third Monday (regular) of each month with the location in the Council Chambers at the Proctor City Hall Building and the first business day after, should the above dates fall on a designated holiday.

BE IT FURTHER RESOLVED that the City Council of Proctor, Saint Louis County, Minnesota hereby authorizes the mayor, or any two council members to establish other meeting time, date and place(s) when so required subject to the Minnesota Statute on “Open Meetings Law” 13D. Statute 412 etal for special meetings.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. 04-18 was declared duly passed and adopted this 16th day of January, 2018.

Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator/Clerk-Treas.

E. Liquor Control Committee – Schwarzbauer

Councilor Schwarzbauer handed out an informational document with regard to Liquor Control Boards, and to show that most places in Minnesota do not have one, or have abolished their boards.

F. Committee Appointments

Upon discussion of the Committee Appointments document it was noted that Rick LaLonde is a voting member of the committee, and that Dave Forneris is no longer on the Parks and Recreation Committee.

G. Event Application

Motion by Schwarzbauer, seconded by Mayor Larson and carried (5-0):
To accept the City of Proctor Special Event Application for the Winterfest Medallion Hunt.

H. PEDA Resignation

Eric Bingaman submitted his letter of resignation as commissioner on the PEDA Committee.

Motion by Mayor Larson, seconded by DeWall and carried (5-0): To accept Eric Bingaman's resignation as commissioner on the PEDA Committee.

Mayor Larson asked Jennifer Crown to draft a thank you letter to Eric for his service on the PEDA Committee.

I. Liquor Control Resignation

Eric Bingaman submitted his letter of resignation as commissioner on the Liquor Control Committee.

Motion by Mayor Larson, seconded by DeWall and carried (5-0): To accept Eric Bingaman's resignation as commissioner on the Liquor Control Committee.

Mayor Larson asked Jennifer Crown to draft a thank you letter to Eric for his service on the Liquor Control Committee.

J. Pay Equity Study

Assistant Administrator Jennifer Crown stated that the Pay Equity Study occurs once every three years and has to be approved by council. The study is to ensure the city is paying male and female employees in the same position similar wages and benefits. The City of Proctor is in compliance.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0): To accept the Pay Equity Study.

7. LABOR AND NEGOTIATIONS ISSUES – Closed Meeting

A. Discussion on Negotiation Strategy

Motion by DeWall and seconded by Mayor Larson and carried: To close the City Council Meeting at 6:31 p.m. per MN CH 13 D, for discussion on negotiation strategy.

The meeting was reopened to the general public at 7:18 p.m.

NEW BUSINESS (CONTINUED)

6. **K.** Motion by Schwarzbauer, seconded by Benson and carried (5-0): To enter into negotiations with Tod Huff for a full-time position at Proctor City Hall.

MEMBERS CONCERNS:

Benson:

DeWall:

Nowak:

Schwarzbauer:

Mayor Larson: There was discussion about the \$230 PEDDA Loan Enforcement and renegotiation. City Attorney Bray suggested to, consolidate; the City pays first and then is reimbursed on it.

Administrator:

BILLS FOR APPROVAL

General: \$72,241.22
Liquor: \$16,916.14
Total: \$89,157.36

Motion by Nowak, seconded by Schwarzbauer and carried (4-0): To approve all the bills totaling \$89,157.36. Benson abstained on voting on the Proctor Journal bill.

There was discussion of the Proctor Journal bill by Mayor Larson who only wanted to say that it is a substantial savings to the City to summarize the City Council Meeting Minutes. Councilor Benson replied the \$1600 bill was for numerous meeting minutes that had not been published and he had been instructed to publish them.

DeWall inquired about the DVS license tab renewal bills just to make certain they were not for any of the tax exempt vehicles.

Benson inquired as to why there was a difference in the amount for some employee's cell phone reimbursement. DeWall responded by explaining that some employees are required to be available 24/7 and therefore are reimbursed for that usage.

ADJOURNMENT

Motion by DeWall, seconded by Larson and carried: To adjourn the City Council meeting at 7:27 p.m.

Respectfully submitted,

Philip Larson, Mayor

Mark Casey, City Administrator