

Minutes of the regular Proctor City Council meeting held Tuesday January 22, 2019 in the Community Center Council Chambers.

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

MEMBERS PRESENT: Ward, Benson, DeWall and Johnson

MEMBERS ABSENT: Gary Nowak

OTHERS PRESENT: City Attorney John Bray, City Administrator Mark Casey, Confidential Administrative Assistant Robin Hansen, Police Chief Kent Gaidis, Phil Larson, Bill Blackwood, Jim Aird, Jim Schwarzbauer, Peggy Vanderscheuren, Russell Habermann and Kathy Hannan.

APPROVAL OF THE MINUTES:

Motion by Johnson, seconded by Benson and carried (4-0) to approve the City Council Meeting Minutes of Monday January 7, 2019.

APPROVAL OF THE AGENDA:

Motion by Benson, seconded by DeWall and carried (4-0) to approve the agenda with item 6C 1002.13 Sign Ordinance removed.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Ron Chicka gave a MIC (Metropolitan Interstate Council) presentation.
Jim Schwarzbauer, Historical Society Representative shared their summer plans.
Kathy Hannan suggested that Proctor not allow the sale of e-cigarettes in town.

***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 Benson, seconded by Johnson and carried (4-0) to approve the Consent Agenda and pull item 5A Equipment Loan Agreement Between the City of Proctor and Proctor Area Hockey Association for discussion.

Casey stated City Attorney Bray prepared the loan agreement to reflect the City was donating the equipment to PAHA.

Motion by Benson, seconded by Johnson and carried (4-0) to approve the Equipment Loan Agreement Between the City of Proctor and Proctor Area Hockey Association.

***1. COMMUNICATIONS**

- A. W.L.S.S.D. Letter Regarding Wastewater Treatment Plant Report for December 2018
- B. W.L.S.S.D. Year End
- C. Coalition of Greater Minnesota Cities Invitation to Attend the Legislative Action Day January 30, 2019

2. PLANNING AND ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government Fund Payroll and Liquor Fund Payroll Period Ended 01/06/19

***4. COMMITTEE REPORTS**

- A. Proctor Economic Development Authority Meeting Minutes of Monday, January 8, 2019

***5. UNFINISHED BUSINESS**

- A. 2019 Committee/Commission Appointments – Beautification & Trees Committee
- B. Adopt Robert’s Rules of Order

6. NEW BUSINESS

- A. Resolution 07-19 Application for W.L.S.S.D. Grant Funding for Fiscal Year 2019
Motion by Johnson, seconded by Benson and carried (4-0) to submit the application for W.L.S.S.D. Grant Funding for Fiscal Year 2019.

- B. W.L.S.S.D. Municipal Sewer Service Lateral and Sump Pump/Foundation Drain Compliance Program

Casey stated this is a prelude to a new sewer ordinance required by W.L.S.S.D.

Motion by DeWall, seconded by Johnson and carried (4-0) to accept the W.L.S.S.D. Municipal Sewer Service Lateral and Sump Pump/Foundation Drain Compliance Program.

- C. PEDA Reappoints Members

- a. Madson
- b. Lind

Casey stated PEDA is seeking council approval on the reappointment of Eric Madson and Carol Lind.

Motion by Johnson, seconded by DeWall and carried (4-0) to approve

reappointment of Eric Madson to the Proctor Economic Development Authority.

Motion by Benson, seconded by Johnson and carried (4-0) to approve the reappointment of Carol Lind to the Proctor Economic Development Authority.

D. PEDA Recommendation to Accept Application

a. Schwarzbauer

Casey stated PEDA is seeking the approval of council to accept the application of Jim Schwarzbauer to the membership of the Proctor Economic Development Authority.

Motion by Johnson, seconded by DeWall and carried (4-0) to approve the appointment of Jim Schwarzbauer to the Proctor Economic Development Authority.

Schwarzbauer asked the council if they had any concerns.

E. Resolution 04-19 Appointment of Officials to Make Electronic Fund Transfers

Casey said this is a recommendation from the auditor. It should have been done in 2018.

Motion by Benson, seconded by Johnson and carried (4-0) to approve the appointments of City Administrator Mark Casey, Char Jones of Public Utilities and Finance Director Noelle Lent to make electronic funds transfers.

F. Cooperative Agreement Between St. Louis County and City of Proctor for 2019 Maintenance Striping Project CP 0000-275368

Motion by Johnson, seconded by DeWall and carried (4-0) to approve the Cooperative Agreement Between St. Louis County and City of Proctor for 2019 Maintenance Striping Project CP 0000-275368.

G. Volunteer Fire Department Extractor (Councilor Benson)

Benson explained there are 13-14 firefighters and the cost to clean each unit is \$100. Councilor DeWall stated the units are being air-dried.

Motion by Benson, seconded by DeWall and carried (4-0) to approve Resolution 08-19 In Support of Purchasing An Extractor for Proctor Volunteer Fire Department, along with the bid from Grand Forks Fire Equipment L.L.C., in the amount

of \$4,070.

H. Resolution 05-19 Proclaiming Black Wood Blizzard Day in Proctor (Councilor Benson)

Motion by Benson, seconded by DeWall to adopt Resolution 05-19 Proclaiming Black Wood Blizzard Day in Proctor. Motion by Benson, seconded by Johnson to amend the original motion.

I. Resolution 06-19 In Support of Aid Furloughed Federal Employees During Government Shutdown (Councilor Benson)

Motion by Benson, seconded by Johnson to approve.

DeWall stated this would be discriminating to those who are not Federal Employees, and he did not see it in support of anyone who has a hardship. Benson responded by saying the council should not be looking at the letter from PUC unless it is part of the Agenda. Further discussion ensued and City Attorney Bray suggested amending the motion to direct the City Administrator to work with the Public Utilities Commission to set-up a plan under hardship.

Motion by Benson, seconded by Johnson and carried (4-0) to amend the original motion.

J. 2019 Official Designations – Personnel Committee

Johnson feels there is a conflict with him being a part of the Personnel Committee and made a request to be removed.

Motion by DeWall, seconded by Benson and carried (4-0) to unseat Johnson from the Personnel Committee.

Motion by Ward, seconded by DeWall and carried (4-0) to seat Benson on the Personnel Committee.

K. Mountain Spirits Liquor Store Beer Cooler Remodel Bids

- a. C J Construction
- b. Keith Christensen Inc.

Bill Blackwood stated the store will remain open during the cooler remodel, and also recommended C J Construction as Chris Jurkanis is a Proctorite and purchases from Mountain Spirits Liquor Store.

Motion by DeWall, seconded by Johnson and carried (4-0) to accept the lower

bid from C J Construction pending liability insurance, bonding and license.

L. Custodian Resignation

Casey recommended accepting Andrew Brunner's resignation and posting the custodian position opening.

Motion by Johnson, seconded by Benson and carried (4-0) to accept Andrew Brunner's resignation and post the Custodian opening.

Motion by Dewall, seconded by Johnson and carried (4-0) to recess the regular meeting to a Closed Meeting per MN Statutes 13D to discuss Labor and Negotiations. Time 7:26 p.m.

7. LABOR AND NEGOTIATIONS – Per MN Statutes 13D; Closed Meeting

A. Labor and Negotiation Discussion

Motion by Ward, seconded by Johnson and carried (3-1 Benson voting Nay) to adjourn the closed meeting and reconvene the regular City Council Meeting. Time 7:52 p.m.

MEMBERS CONCERNS:

Benson: The County Board met today and they will not be filling the St. Louis County Commissioner to the Fifth District open seat. They decided to schedule an election.

DeWall

Johnson:

Nowak:

Mayor Ward: He will be absent from the February 4, 2018 City Council Meeting and Benson will take his place in his absence.

BILLS FOR APPROVAL

General: \$104,704.01

Liquor: 21,002.04

Total: \$125,706.05

TOTAL BILLS FOR APPROVAL: \$125,706.05

Benson had concerns regarding check number 037851 to the Proctor Chamber of Commerce for membership dues.

Motion by Johnson, seconded by DeWall and carried (4-0) to approve the bills for payment as listed.

ADJOURNMENT

Motion by DeWall, seconded by Johnson and carried (4-0) to adjourn the City Council meeting at 7:59 p.m.