

Minutes of the regular Proctor City Council meeting held Monday February 4, 2019 in the Community Center Council Chambers.

Mayor Pro-Tem Benson called the meeting to order at 6:00 p.m.

MEMBERS PRESENT: Benson, DeWall, Nowak and Johnson

MEMBERS ABSENT: Mayor Ward

OTHERS PRESENT: City Attorney John Bray, City Administrator Mark Casey, Confidential Administrative Assistant Robin Hansen, Midway Township Representative Jim Aird, Peggy Vanderscheuren and Matt Bolf of SEH.

APPROVAL OF THE MINUTES:

Motion by DeWall, seconded by Johnson and carried (4-0) to approve the City Council Meeting Minutes of Monday, January 22, 2019, and the Proctor City Council Special Meeting Minutes of Monday, January 22, 2019.

7A: Change Benson to NAY to close meeting on the City Council Meeting Minutes of Monday, January 22, 2019.

APPROVAL OF THE AGENDA:

Motion by DeWall, seconded by Nowak and carried (4-0) to approve the agenda as presented.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

***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 Johnson, seconded by DeWall and carried (4-0) to approve the Consent Agenda, and pull Communications item 1C St. Louis County 2019 Community Development Block Grant (CDBG) Funding Recommendations for discussion.

Casey stated he had given two presentations to the CDBG. There were two applications submitted and the Community Redevelopment application for \$50,000 was turned down, but the Playground for Everybody was approved for \$50,000 of the \$67,000 application. Benson extended his congratulations.

***1. COMMUNICATIONS**

- A. St. Louis County Board Update Regarding District 5 County Commissioner Vacancy
- B. St. Louis County Board Special Election To Fill Vacancy of St. Louis County Commissioner for the 5th District
- C. St. Louis County 2019 Community Development Block Grant (CDBG) Funding Recommendations
Pulled for discussion.

2. PLANNING AND ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government Fund Payroll and Liquor Fund Payroll Period Ended 01/20/19

Casey advised the City Council that the next meeting is moved from February 18, 2019 to February 19, 2019 due to the Presidents Day holiday.

***4. COMMITTEE REPORTS**

- A. Joint Liquor Control and Public Safety Committee Meeting Minutes of June 6, 2018
- B. Proctor Tourism Committee Meeting Minutes of October 23, 2018
- C. Beautification & Trees Meeting Minutes of October 23, 2018
- D. Planning & Zoning Meeting Minutes of January 28, 2019
- E. Public Safety Committee Unofficial Meeting Minutes of January 30, 2019

***5. UNFINISHED BUSINESS**

- A. 2019 Committee/Commission Appointments – Beautification & Trees Committee
Johnson stated Beautification & Trees would like to combine with Parks and Recreation. Parks and Recreation will be holding a meeting to discuss this matter.

Casey stated if they combine the City ordinance will need to be changed.

- B. Adopt Robert's Rules of Order
This item was tabled until Mayor Ward's return.

6. NEW BUSINESS

- A. National Museum of the United States Air Force (NMUSAF) Static Display Loan Program – 2019 Loan Agreement SDA0159

Casey stated this agreement for the F101 Jet at the golf course is an annual renewal.

Motion by DeWall, seconded by Johnson and carried (4-0) to approve the National Museum of the United States Air Force (NMUSAF) Static Display Loan Program – 2019 Loan Agreement SDA0159.

- B. Home Occupation Permit Request – Laurakate’s Healing Touch Massage
Casey explained this is a reapplication for the renewal of the home occupation permit.

Motion by Nowak, seconded by DeWall and carried (4-0) to approve the Home Occupation Permit Request for Laurakate’s Healing Touch Massage.

- C. St. Louis County 2018 Tax Forfeited Properties (Includes Resolution 09-19)
Casey said St. Louis County determined the risk of the property located at 621 North 3rd Avenue and the City has to approve to demolish.

Motion by DeWall, seconded by Nowak and carried (4-0) to approve to accept Resolution 09-19 Authorizing the Razing of A Hazardous Building Located At 621 North 3rd Avenue, Proctor Minnesota.

- D. 1002.13 Sign Ordinance
This item was tabled for Planning & Zoning to re-review.

- E. First National Bank of Proctor Corporate Authorization Resolution
Casey stated this happens every two years.

Motion by DeWall, seconded by Johnson and carried (3-0, Benson abstained) to approve the First National Bank of Proctor Corporate Authorization Resolution.

- F. Fire Department Resignation
Brian Taylor submitted his resignation as he has moved out of the required response time area.

Motion by DeWall, seconded by Johnson and carried (4-0) to accept the resignation of Brian Taylor from the Fire Department.

- G. 2019 Winter Frolic Event Application – March 2, 2019
Motion by Johnson, seconded by Nowak and carried (4-0) to approve the 2019 Winter Frolic Event Application contingent on the Chamber acquiring liability insurance for the event.

- H. 2019 Bike MS: CH Robinson MS150 Ride Application – June 7 & 8, 2019

Motion by DeWall, seconded by Nowak and carried (4-0) to approve the 2019 Bike MS: CH Robinson MS150 Ride Application.

I. 2019 Proctor Fair Event Application – July 10-14, 2019

Benson stated this is the 99th Annual Proctor Fair and that it should be added to the event on a future agenda.

Motion by Johnson, seconded by DeWall and carried (4-0) to approve the 2019 Proctor Fair Event Application.

J. Naming Engineering Service

Casey expressed that everyone he has spoken to, is satisfied with SEH and the working relationship with them.

Motion by Nowak, seconded by DeWall and carried (4-0) to name SEH – Short Elliott and Hendrickson as the engineering firm to serve Proctor.

Matt Bolf of SEH thanked the City Council for the opportunity to serve Proctor once again.

Benson expressed his concern of not receiving call backs to his previous messages left at SEH.

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

None.

MEMBERS CONCERNS:

Benson: Gave an update on his Elected Officials Refresher Course where they focused on communications and collaborations. He stated there was a lot of common concerns and he will be networking with area cities.

DeWall: Expressed concern of vehicles parking on both sides of 2nd Street by the Landing Church which is making it difficult for the DTA, Fire Trucks and neighbors; Gold Cross has no access to the homeowners. He wanted to remind everyone of the No Parking Signs located on the north side of the street. Casey stated a letter has been sent and no council action is required as there is a working relationship with the church.

DeWall also announced the Fire Department's Training Burn is on February 13, 2019 starting at 6:00 p.m. The public is allowed to watch from a safe distance.

Johnson: Gave an update on his training at the Newly Elected Officials Conference. He

stated he was glad he attended, as it was very interesting and he received a lot of information.

Nowak:

Ward: Absent

BILLS FOR APPROVAL

General: \$198,233.31

Liquor: \$28,149.14

Total: \$226,382.45

TOTAL BILLS FOR APPROVAL: \$226,382.45

Benson stated previous rifle purchases were for used rifles through the Surplus Store. Casey to follow up with Police Chief Gaidis on this matter.

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 6:39 p.m.

Respectfully submitted,

Chad Ward, Mayor

Mark Casey, City Administrator