

Minutes of the Proctor City Council Meeting on Monday, July 1, 2019.

Meeting was called to order by Mayor Ward at 6:00 p.m.

Council Members present were Chad Ward, Troy Dewall, Gary Nowak, and Jake Benson. Councilmember Johnson absent.

OTHERS PRESENT were Mark Casey, John Bray, Sally Hedtke, Phil Larson, Ken Jensen, Jim Aird, Peggy Vanderscheuren, Jan Resberg, and Terry Carroll.

Motion by Dewall, seconded by Benson and carried (4-0) to approve the City Council Meeting Minutes of Monday June 17, 2019.

Motion by Benson, seconded by Dewall and carried (4-0) to approve the City Council Meeting Agenda of July 1, 2019.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT: None

Motion by Dewall, seconded by Nowak and carried (4-0) to approve the Consent Agenda.

*1. COMMUNICATIONS

- A. Coalition of Greater MN Cities

2. PLANNING & ZONING DEPARTMENT MATTER

- A. 842 6th St – Hazardous Property

Casey reported complaints about hazardous and nuisance properties. Casey, Jay Boysen and Chief Gaidis have visited these properties, and letters were sent to homeowners. There has been no response from the owners of 842 6th Street. Casey recommended that the Council approve that the city be authorized to start a condemnation process.

Motion by Dewall, seconded by Nowak and carried (4-0) to approve having the city start the condemnation process on 842 6th Street.

*3. CLERK ADVISES COUNCIL

- A. Government Fund Payroll and Liquor Fund Payroll Period ending 6/9/19 and 6/23/19

*4. COMMITTEE REPORT

- A. PUC Meeting Minutes of April 8, 2019

- B. PUC Meeting Minutes of May 3, 2019
- C. Planning and Zoning Meeting Minutes of June 24, 2019

*5. UNFINISHED BUSINESS

- A. Fairground Repair Quotes

6. NEW BUSINESS

- A. Hands Free Policy

Casey reviewed the changes in state statute on hands-free policies that was discussed at June 17th Council meeting. He provided Council with a revised city policy that followed the state statute. Bray noted that any city policy changes would not go into effect until August 1, 2019.

Motion by Benson, seconded by Dewall and carried (4-0) to adopt the revised Hands Free Policy.

- B. Carroll and Sons Lease Agreement

Casey discussed the lease agreement between the City and Carroll and Sons and noted that this is an extension of the existing agreement. Benson asked whether the rate agreement is at market rate. Dewall clarified whether there was a provision for adequate notice for both the City and Carroll & Sons if the agreement changed.

Motion by Ward, seconded by Dewall and carried (4-0) to accept the extension of the lease agreement between the city and Carroll and Sons.

- C. Museum Loan

Casey said that this would be a new loan agreement between the Museum and the City. The Museum would pay the city \$100 a month starting July 1 through an automatic bank transfer. Jan Resberg, Museum President, clarified that the Museum may be able to pay more per month in the future and felt it was fair for the city to revisit the loan agreement every five years.

Motion by Dewall, seconded by Benson and carried (4-0) to direct City Attorney Bray to draft a formal loan agreement between the Museum and the City, with a five year review clause.

- D. Retainer Agreement – Keller/Lenker Agreement Minnesota Energy Resources

Council discussed the potential fees associated with the City joining the Opioid Class Action lawsuit. Bray recommended that Council approve moving ahead with joining the lawsuit.

Motion by Ward, seconded by Benson and carried (4-0) to approve the retainer agreement with Keller and Lenkner to represent the City of Proctor in the class action opioid law suit.

E. Minnesota Energy Resources Agreement

Casey said that Minnesota Energy Resources wants permission to put in two new automatic meter reading boxes. They are requesting a signed agreement before any work can be done. PUC has not yet determined how much it will cost.

Motion by Dewall, seconded by Nowak and carried (4-0) to table the agenda item until after PUC has determined the amount of fees associated with it.

F. Third Ave/City Misc Repairs Bids

Casey reviewed the recent water main break on Third Avenue and other repairs needed in the City. The City sent out a request for bids for all the repairs and received four bids. Sinnott Contracting, LLC came in with the lowest bid of \$184,000, and Casey recommended that the Council vote to approve the bid from Sinnott Contracting, LLC.

Motion by Nowak, seconded by Dewall and carried (4-0) to accept the bid from Sinnott Contracting, LLC for 2019 Road and Storm Sewer Repairs in the amount of \$184,000.

Motion by Nowak, seconded by Dewall and carried (3-1 with Benson voting Nay) to close the regular City Council Meeting for Attorney/Client Privileged Information at 6:27 p.m.

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

A. Personnel

Motion by Dewall, seconded by Nowak and carried (4-0) to re-open the regular City Council Meeting Per MN Statutes 13D Closed Meeting at 6:54 p.m.

6. New Business (Continued)

G. Confidential Administrative Assistant Position

Casey said that the hiring committee met with four candidates for the position of Confidential Administrative Assistant, and recommended hiring Megan Jordan for the position.

Motion by Dewall, seconded by Nowak and carried (4-0) to approve the hiring of Megan Jordan for the position of Confidential Administrative Assistant.

MEMBER CONCERNS

Benson: Asked if the Public Safety Committee or city staff had information about the Drug Task Force and whether the Proctor Police are a part of it. Casey said he will look into it.

Dewall: Asked that the Fairground Repair quotes be on the next Council agenda.

Nowak: Stated that he would like to see some follow-up on reports of junk cars and nuisance properties.

Ward: Gave a summary of sessions he attended at the League of MN Cities Conference. He also said that the ACT will have their annual picnic on July 18th at St. Rose Church. He received a thank you note from Jim Aird for Proctor Council support of his appointment to the WLSSD Board. He congratulated Benson on receiving a recent award during the Grandma's events.

Bray: He said that he also went to legal seminars at the League of MN Cities Conference

Casey: Reported that the 6th Street/Almac Drive project is wrapping up. He said he was informed by a citizen about a new Airbnb in Proctor and possible issues. Casey also submitted the new building bond request to the county for review and received a favorable response. Benson would like a report on the bonding request.

BILLS FOR APPROVAL

General: \$ 106,099.29

Liquor: \$ 44,267.37

TOTAL BILLS FOR APPROVAL: \$150,366.66

Motion by Benson, seconded by Dewall and carried (4-0) to approve the Bills as submitted.

Motion by Dewall, seconded by Nowak and carried (4-0) to adjourn the City Council meeting of July 1, 2019 at 7:10 p.m.