

Minutes of the regular Proctor City Council meeting held Monday March 18, 2019 in the Community Center Council Chambers.

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

MEMBERS PRESENT: Benson, DeWall, Johnson and Ward

MEMBERS ABSENT: Nowak

OTHERS PRESENT: City Attorney John Bray, City Administrator Mark Casey, Confidential Administrative Assistant Robin Hansen, Chief of Police Kent Gaidis, Fire Chief Helquist, Playground for EveryBody Representative Jennifer McDonald, Midway Township Representative Jim Aird, Peggy Vanderscheuren, Laura Vu, Proctor Speedway Representative Tammy Lofdahl, South St. Louis County Fairboard Representative Jason Lofdahl, Andy Paczak, Keith Musolf and Kathy Hannan.

APPROVAL OF THE MINUTES:

Motion by Johnson, seconded by DeWall and carried (4-0; Nowak Absent) to approve the City Council Meeting Minutes of Tuesday March 4, 2019.

APPROVAL OF THE AGENDA:

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

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Kathy Hannan urged the Council to ban e-cigarettes for the sake of the young people.

Keith Musolf of Midway Township introduced himself as a candidate who is running for the open position of the 5th District Commissioner. Benson requested and received Keith's contact information.

***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.

***1. COMMUNICATIONS**

A. Summary of WLSSD Wastewater Treatment Plant Report for February 2019

2. PLANNING AND ZONING DEPARTMENT MATTER

None.

***3. CLERK ADVISES COUNCIL**

- A. Government Fund Payroll and Liquor Fund Payroll Period Ended 03/03/19

***4. COMMITTEE REPORTS**

- A. PEDDA Unofficial Meeting Minutes of Tuesday March 12, 2019

***5. UNFINISHED BUSINESS**

- A. Ordinance No. 01-19 Ordinance Amending Section 1002 of the City Code Entitled "Zoning" – 2nd Reading
B. Resolution 14-19 Establishing A Performance Measurement System

6. NEW BUSINESS

- A. Resolution 16-19 DNR Outdoor Recreation Grant
Mark stated Jennifer McDonald is leading the charge of this. This would be a \$200,000 request for the Council to approve the application for a DNR Outdoor Recreation Grant that we can apply to the Playground for EveryBody.

Motion by Johnson, seconded by Benson and carried (4-0) to approve Resolution 16-19 DNR Outdoor Recreation Grant.

- B. Resolution No. 17-19 Authorizing the City Administrator to File Healthy Northland Active Communities Assistance Grant
Casey said ARDC is providing up to ninety hours of service to assess walking and bicycle networks in the community in designating routes and possibly providing grant assistance.

Motion by DeWall, seconded by Johnson and carried (4-0) to approve Resolution No. 17-19 Authorizing the City Administrator to File Healthy Northland Active Communities Assistance Grant.

- C. Resolution 18-19 Requesting Comprehensive Road and Transit Funding
Casey stated this was a request from the League of Minnesota Cities identifying to the governor the need for road funding. The gas tax will not be a part of the funding.

Motion by Johnson, seconded by DeWall and carried (4-0) to approve Resolution 18-19 Requesting Comprehensive Road and Transit Funding.

- D. Resolution No. 19-19 Resolution Accepting Donations
Casey stated this came from the Proctor Fire Department they receive donations annually to help support their needs.

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

No. 19-19 Resolution Accepting Donations.

E. Resolution No. 20-19 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License

Casey explained this is the Proctor Area Chamber of Commerce to hold their annual raffle, drawing to be held August 21, 2019.

Motion by Benson, seconded by Johnson and carried (4-0) to approve Resolution No. 20-19 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.

F. Street Department Resignation

Casey received notice from long-time Street Department employee Dave Forneris who is looking to retire on May 31, 2019. Dave has provided over 30 years of service with the City, and has done a great job; including being in charge of many parks and street plantings.

Motion by DeWall, seconded by Johnson and carried (4-0) to accept the notification to retire letter from Dave Forneris of the Street Department.

Johnson wished it would have said "Street Department Retirement" and not "Resignation".

Mayor Ward also added that Dave has done a great job for the City and we wish him well.

G. Job Description Posting

Casey stated this is in regard to Mr. Forneris's retirement, and even though he gave two and a half months-notice it needs to be posted as soon as possible so street crew does not need to operate short-handed. The former job description was from 1994 and four pages long. Casey's update was to combine some of the items that were relevant with each other (indicated by underline), and no deletions were made. Casey said he also forwarded the job description on to the Bargaining Unit for their approval as well.

Motion by DeWall, seconded by Johnson and carried (4-0) to post the Job Description.

H. Agreement for Municipal Advisor Services

Casey explained the City's advisors for the bonds and arbitrage is Springsted Incorporated, who is merging with Baker Tilly, and they are requesting the City to accept Baker Tilly as the consent to sign municipal bonds.

Motion by Johnson, seconded by Benson and carried (4-0) to approve the Agreement for Municipal Advisor Services.

I. Arbitrage Monitoring Services

Casey stated this is in conjunction with accepting the previous motion with Baker Tilly/Springsted. They provide arbitrage services for the City, monitor all the City's bonds, and if the City were to go out for other bonds they would assist by putting the financials together; once the bond is sold they help to keep it in line. We do have yearly monitoring and reporting services for this type of thing and is well beyond the scope of himself and staff.

Motion by Johnson, seconded by DeWall.

Further discussion took place with DeWall asking if these are active bonds that the City currently has, and Casey replied, "That is correct". Casey continued by discussing the service received thus far by Springsted.

No further discussion. Motion carried (4-0) to approve Arbitrage Monitoring Services.

J. Respectful Workplace Policy

Casey said this is a policy update which should be reviewed on a bi-annual basis. The policy is from the League of Minnesota Cities and the State Auditors Office.

Motion by Johnson, seconded by Benson.

Benson apologized to Casey saying he did not get his updates to Casey due to time constraints. He said the second paragraph under applicable should name all classes or leave them all out; to make it clearer and appropriate.

Bray suggested to say "Including, but not limited to"

Casey along with Benson agreed it should read, "All City Personnel including regular and temporary employees bottom tier." Casey suggested to leave City Councilors out, and Ward stated "Volunteers" period.

No further discussion. Motion carried (4-0) to approve the Respectful Workplace Policy.

Motion by DeWall, seconded by Johnson and carried (4-0) to close the regular meeting to a closed meeting per MN Statues 13D to discuss Labor and Negotiation Issues. Time: 6:24 p.m.

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

A. Contract

Motion by DeWall, seconded by Johnson and carried (4-0) to adjourn the closed meeting and reconvene the regular City Council Meeting. Time: 6:43 p.m.

6. NEW BUSINESS – continued

K. Police Chief Contract

Casey stated to the Mayor and Council that they had before them during closed session the Police Chiefs Contract and with conversation met and said you have it before you for approval.

Motion by DeWall, seconded by Johnson and carried (4-0) to accept the Police Chief Contract.

Benson wanted to publicly acknowledge Councilor DeWall and Administrator Casey on the work they did on the contract which was a big effort, not easy, and wanted to thank them.

MEMBER CONCERNS

Benson wanted to update the Council that last week the House and the Senate passed the Municipal Liquor Store Continuation bill that received bi-partisan support and would do away with the GASB 68 which had the pension liability rolled into the profit and loss of the Liquor Store. Mary Murphy co-authored the bill.

Casey added, should the Senate and House File pass and governor sign it, the Pension Benefit Contribution would not be included in their profit and loss statement.

BILLS FOR APPROVAL

General: \$153,755.70

Liquor: \$33,739.29

Total: \$187,494.99

TOTAL BILLS FOR APPROVAL: \$187,494.99

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

Benson asked if the fuel is being purchased at each of the local stations, and Casey responded that it is.

ADJOURNMENT

Motion by DeWall, seconded by Johnson and carried (4-0) to adjourn the City Council meeting at 6:50 p.m.

Respectfully submitted,

Chad Ward, Mayor

Mark Casey, City Administrator