

Minutes of the regular Proctor City Council meeting held on August 1, 2016 in the Community Center Council Chambers

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

MEMBERS PRESENT: Councilors Jake Benson, Jim Schwarzbauer, Shawn McGovern, Travis White; Mayor David Brenna

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jim Aird, Midway Township; Gary Nowak; Gordan Downs; Jakob White; Kathy Hannan; Kaye Anderson; Jennifer Crown; Walter Wobig; Ray Sundin; Tam Scanlon; Russell Habermann

APPROVAL OF MINUTES:

White said that item 6K should read Mike Thourn and Lowell Rudd spoke.

Motion by McGovern, seconded by Schwarzbauer and carried: To approve the July 18, 2016 City Council Meeting Minutes as amended.

APPROVAL OF AGENDA

Benson moved 5D to 6F to discuss; Schwarzbauer moved 5E.to 6G to discuss.

Motion by McGovern, seconded by Schwarzbauer and carried: To approve the agenda of August 1, 2016 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Gordon Downs stated that two benches were stolen from the golf course. He also said that one of the golf carts has been damaged and the water fountain is not working. Casey said that he has spoken to the golf course manager about the corrections. Schwarzbauer told Downs about about program at LSC.

Kathy Hannan expressed compliments to the Street Department for mowing jobs. She also asked about a stop sign at 13th Street and 3rd Avenue. Brenna said he would advise Public Safety Committee. Hannan asked about the tree replacements that were pulled with the blacktopping of the parking lot by City Hall.

*APPROVAL OF 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 Schwarzbauer, seconded by McGovern and carried: To approve the Consent Agenda.

*1. COMMUNICATIONS

- A. After Action Report
- B. Letter from St. Louis County-Proposed Revisions to Ordinance 60

2. PLANNING & ZONING DEPARTMENT MATTER

- A. Rezoning Variance for 998 Old Hwy 2 –Public Hearing August 22, 2016

Casey notified council that the adjacent property owner is requesting to rezone from residential to commercial classification. The owner has been notified about the buffer area requirement in City Code and the hearing will be August 22, 2016.

*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 07/10/16; Liquor Fund payroll ended 07/10/16 (attached).

*4. COMMITTEE REPORTS

5. UNFINISHED BUSINESS

- *A. Council Handbook
- *B. Moving Street Department
- *C. Adopting Street Project Assessments
- *D. Flashing Stop Light at Kirkus and Boundary
- *E. Athletic Complex

6. NEW BUSINESS

- A. Almac Drive Drainage (Brenna)

Brenna said that the residents have been waiting several years for this improvements and he feels it is time for action.

McGovern said he will abstain as he lives on Almac Drive in this problem area.

He believes that the problems started after the new housing development behind the properties even though the City Engineers have said it did not. McGovern does not believe that this cost should be a taxpayers burden. Attorney Bray suggested obtaining bids and present to the original developer. White wanted to echo the statements of McGovern and Bray.

Motion by Brenna, seconded by Schwarzbauer and carried (4-0, McGovern abstained): To go out for bids for the Almac Drive Drainage issues as presented.

B. Springstead Contract

Casey stated that two weeks ago Springstead presented the information to council and this paperwork in the packet is a formality. Bray stated that this contract looks fairly standard. McGovern asked if some of the fees could be waived or reduced. White stated that the city usually gets multiple bids and asked administration to look into other municipal advisors. Casey said he will contact Springstead about the fees and Ehlers about a possible price quote.

C. Golf Board Applicants

Brenna stated that the City has received 5 applicants for the Golf Board Advisory Board. He also stated that there will need to be one city councilor as a board member.

McGovern said he would like to see more applicants before any decisions are made and asked administration to repost the position. Council agreed.

D. Mural – Memo from Attorney Bray

Motion by Schwarzbauer, seconded by White and carried (5-0): To proceed with legal action as presented in the memo from Attorney Bray regarding the mural at the Field Station.

E. Premise Permit for Moose Lodge – Resolution 42-16

Casey said that he checked and the Reservoir Riders are in good standing.

**PREMISE PERMIT TO RESEVOIR RIDERS
RESOLUTION 42-16**

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

:

WHEREAS, the RESERVOIR RIDERS INC has applied to the Minnesota Gambling Control Board for an premise permit located at Proctor Moose Lodge #1302; and,

WHEREAS, a copy of said application was also filed with the city of Proctor

as required by Minnesota Statutes 349.213, Subdivision 2; and,

WHEREAS, the RESERVOIR RIDERS INC has been determined to be in good standing with the City of Proctor

WHEREAS, the city council approves of the issuance of said license;

NOW, THEREFORE, BY IT RESOLVED, that the Proctor City Council approves of the Minnesota Gambling Control Board issuing a premise permit to the RESERVOIR RIDERS INC.

RESOLVED FURTHER, that the city clerk is hereby authorized and directed to send a copy of this resolution to the Minnesota gambling control board immediately after its passage.

Motion by Benson, seconded by White and carried (5-0): To approve the Premise Permit and Resolution 42-16 as presented.

F. Flashing Stop Sign

Benson stated that he was notified by a resident for about implementing a flashing stop sign at Boundary and Interstate 35. Casey said that would require action/assistance from the State.

G. Athletic Complex

Schwarzbauer said on August 18, 2016 the final report from the Huddle Up group will be presented.

7. LABOR AND NEGOTIATIONS ISSUES

A. New Hire – Assistant Administrator

Casey stated that in the council packet is the application from Jennifer Crown for the position of Assistant Administrator. It is the recommendation from the hiring committee to employ Jennifer Crown as Assistant Administrator for the City of Proctor.

Motion by McGovern, seconded by Schwarzbauer and carried (5-0): Upon recommendation of the Hiring Committee to hire Jennifer Crown as Assistant Administrator for the City of Proctor.

Motion by McGovern, seconded by Schwarzbauer and carried (5-0): To approve the employment contract for Jennifer Crown as Assistant Administrator as presented.

MEMBER CONCERNS

White asked about the Veterans Open as he read that the event is postponed. Brenna said that the event is now scheduled for September 18-19, 2016.

White said that his mother-in-law inquired about curb cut outs in the Kingsbury development and if she could do that herself. Casey said that the city does not want citizens to do that and suggested contacting the Public Safety Committee.

White notified the council that his niece, who boxes at Lorenzi's in Proctor, is now the World Champion in her division. Brenna congratulated White and said that City would place an ad in the Proctor Journal after contacting Lorenzi's to determine if there are additional World Champions in the area.

Motion by Brenna, seconded by McGovern and carried: For the City of Proctor to place a congratulations ad in the Proctor Journal regarding Daisy White.

Benson said that two weeks ago during the Sprinstead presentation, a member of the audience came up and crowded the presenter. Benson would like council to be aware and to discourage this from happening to other speakers.

Schwarzbauer commended the Street Department for helping the Historical Society.

Casey reminded the councilors and public that Tuesday, August 2, 2016 opens filing begins and runs through August 16, 2016. The Primary Election is on August 9, 2016

BILLS FOR APPROVAL

McGovern asked about the bill for Duluth Lawn and Sport. Administration will email the invoice to the council tomorrow for review.

Motion by McGovern, seconded by Schwarzbauer and carried (5-0): To approve the General Fund bills in the amount of \$88,135.16. Roll call vote: Schwarzbauer – yes, White – yes; Benson – yes; Brenna – yes, McGovern – yes.

Motion by Benson, seconded by Schwarzbauer and carried (4-1, White opposed): To approve the Liquor Fund bills in the amount of \$52,997.05. Roll call vote: Schwarzbauer – yes, White – no; Benson – yes; Brenna – yes, McGovern – yes.

ADJOURNMENT

Motion by White, seconded by Brenna and carried: To adjourn the City Council Meeting of July 18, 2016 at 7:20 p.m.