

Minutes of the regular Proctor City Council meeting held Monday January 7, 2019 in the Community Center Council Chambers.

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

ADMINISTER OATH OF OFFICE TO MAYOR AND COUNCILORS

City Administrator Casey gave the Oath of Office to Mayor Ward, and Mayor Ward gave the Oaths of Office to Councilors Jake Benson and Rory Johnson.

MOMENT OF SILENCE TO RECOGNISE THE PASSING OF FORMER STATE REPRESENTATIVE AND ST. LOUIS COUNTY COMMISSIONER TOM RUKAVINA

MEMBERS PRESENT: Mayor Ward, and Councilors Jake Benson, Troy DeWall, Rory Johnson and Gary Nowak

OTHERS PRESENT: City Attorney John Bray, City Administrator Mark Casey, Confidential Administrative Assistant Robin Hansen, Phil Larson, Jim Aird, Chris Brenna, Dave Brenna, Carol Ward, Mick Ward, Sherri Johnson, Carol Johnson, Matt Bolf, Joseph Pelawa, Peggy Vanderscheuren, Tyler Yngsdal of SEH, Russell Habermann, Jesse Annala, Laura Vu, Eric Bingaman, Nikki Swanson, Tammy Lofdahl, Jason Lofdahl, Scott Johnson, Jill Johnson, Todd Ward, Jodi Ward, Mollie Haag, Cory Ward and Beth Jauhola.

APPROVAL OF THE MINUTES:

Motion by DeWall, seconded by Benson and carried (5- 0) to approve the City Council Meeting Minutes of Monday December 17, 2018.

APPROVAL OF THE AGENDA:

Motion by Benson, seconded by DeWall and carried (5-0) to approve the agenda as presented.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Jesse Annala of the Proctor Area Hockey Association (PAHA) thanked the City of Proctor for the donation of the snow blower and tractor.

***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 Nowak, seconded by Johnson and carried (5-0) to approve the Consent Agenda.

***1. COMMUNICATIONS**

2. PLANNING AND ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government Fund Payroll and Liquor Fund Payroll Period Ended 12/09/18
- B. Government Fund Payroll and Liquor Fund Payroll Period Ended 12/23/18
- C. Clerk advises of City Council meeting date change from 1/21/19 to 1/22/19 in recognition of Martin Luther King Jr. Day

***4. COMMITTEE REPORTS**

- A. Planning & Zoning Meeting Minutes of Monday, December 17, 2018

***5. UNFINISHED BUSINESS**

- *A. SRO

6. NEW BUSINESS

A. Schedule City Council Working Session (Councilor Benson)

Councilor Benson suggested instead of taking up City Council time, and to discuss whatever is appropriate the council could have a special meeting. The council agreed to have a special meeting one hour prior to the next City Council Meeting on Tuesday, January 22, 2019 at 5 p.m. to go over policies and procedures.

Motion by Benson, seconded by DeWall and carried (5-0) to approve the City Council Special Meeting on Tuesday January 22, 2019 at 5 p.m.

B. City Property Public Purpose Expenditures (Councilor Benson)

Benson stated at the December 17, 2018 City Council Meeting a motion was made to authorize the donation of the old snow blower and tractor to PAHA. Motion by Nowak, seconded by DeWall to ratify the previous motion and to reaffirm.

Upon further discussion, the council decided to let PAHA use the equipment as long as they would like, then when they are finished with it return it back to the City.

Nowak withdrew his motion, and DeWall withdrew his second.

Motion by Nowak, seconded by DeWall and carried (5-0) to direct Attorney Bray to draft an Indemnity Agreement between the City of Proctor and PAHA.

C. Night To Shine

Mollie Haag gave an overview of the February 8, 2019 Night To Shine event stating it is a prom for people with special needs, a community event and not just people from Proctor. Due to the number of attendees, their vulnerabilities and safety, she is asking the City of Proctor for the donation of a uniformed police officer from 5:30 p.m. to 9:30 p.m. for this event.

Motion by DeWall, seconded by Johnson and carried (5-0) to approve the do-

nation of a uniformed police officer from 5:30 p.m. to 9:30 p.m. for the Night To Shine event on February 8, 2019.

D. Consideration of Resolution 03-19 In Support of Appointing Temporary St. Louis County Commissioner To The Fifth District (Councilor Benson)

Benson explained that the county board would likely leave the seat open until August. He said eight months is too long to be without a representative, and there are people willing to fill the temporary position until August, with the understanding that they would not run for the opening.

Motion by Benson, seconded by DeWall and carried (5-0) to approve Resolution 03-19 In Support of Appointing Temporary St. Louis County Commissioner To The Fifth District.

E. South St. Louis Soil and Water Conservation District Contract

Casey stated this is a yearly contract and they assist the City with issues involving wetlands.

Motion by Johnson, seconded by Benson and carried (5-0) to approve the contract between the City of Proctor and the South St. Louis Soil and Water Conservation District.

F. Request to Recognize Eagle Scout Achievement

Casey explained that the City received a letter from Boy Scout Troop 84 requesting a letter to Anthony Tribby in recognition of his personal achievement and service of Eagle Scout. Anthony's project included revitalizing the Klang Park little league ballfield dugouts, repairing and restoring benches, grounds cleanup, building and staining a picnic table and adding shrubs to the park.

Benson suggested revising the letter to include Bayview and the Proctor School District as they also use the park.

Motion by Nowak, seconded by DeWall and carried (5-0) to approve the request to send a letter of recognition to Anthony Tribby for his achievement of Eagle Scout and to thank him for his dedication in improving the park.

G. Midwest Communications Winterfest Medallion Hunt Application – Event Date 2/4/19

Casey stated this is an annual event, it may start on February 4, 2019 and this sponsor has used Proctor in the past.

Motion by DeWall, seconded by Benson and carried (5-0) to approve the Midwest Communications Winterfest Medallion Hunt Application.

**H. 2019 Official Designations
Official Newspaper – Proctor Journal**

Motion by Ward to accept the newspaper and depositories as is. Benson stated statues and said there is no provision to list an alternative newspaper. Johnson seconded the motion for discussion and asked “doesn’t the City need an alternative newspaper?” Bray explained because there is a local newspaper the Proctor Journal must be designated, and just because it is designated does not mean you cannot use another newspaper.

Motion by Ward, seconded by Johnson and carried (5-0) to approve the Proctor Journal as the Official Newspaper of Proctor.

Depository of City Funds:

First National Bank, Proctor
Proctor Federal Credit Union
MN 4M Fund
PMA Network (4M Funds)
RBC Capital Markets & Dain Rauscher
Northland Securities

Motion by Ward, seconded by Johnson and carried (5-0) to approve the list of Depository of City Funds as presented.

Mayor Pro-Tem (Presiding Officer)

Casey stated “Deputy Mayor” was the term used in the past.

Motion by Ward, seconded by DeWall and carried (5-0) to appoint Benson as Mayor Pro-Tem (Presiding Officer).

Responsible Authority for Data Requests

Motion by Benson, seconded by Johnson and carried (5-0) to approve Casey as the Responsible Authority for Data Requests.

Compliance Officer

Motion by Benson, seconded by DeWall and carried (5-0) to approve Bray as the Compliance Officer.

Designee of Records

Motion by DeWall, seconded by Nowak and carried (5-0) to approve Robin Hansen as the Designee of Records.

Benson asked if there was a reason why they are not using a Resolution.

Prosecuting Attorney

Motion by Nowak, seconded by DeWall and carried (5-0) to approve Ron Envall as the Prosecuting Attorney.

City Attorney

Motion by DeWall, seconded by Benson and carried (5-0) to approve John Bray as the City Attorney.

Building Official

Motion by Nowak, seconded by DeWall and carried (5-0) to approve Jim Rich as the Building Official.

Building Inspector

Motion by Johnson, seconded by Benson and carried (5-0) to approve Jay Boysen as the Building Inspector.

Electrical Inspector

Motion by Benson, seconded by DeWall and carried (5-0) to approve Ron Beldo as the Electrical Inspector.

Plumbing Inspector

Motion by Benson, seconded by DeWall and carried (5-0) to approve Robert Renaud as the Plumbing Inspector.

Fire Department Officers – Appointed by Fire Department

Casey recommended the designations be done according to Resolution 02-19 Appointment of Fire Department Officers.

Motion by Benson, seconded by Johnson and carried (4-0, DeWall abstained) to accept Resolution 02-19 Appointment of Fire Department Officers.

I. 2019 Committee/Commission Appointments

Liquor Control Committee

Nowak prefers to remain on the committee.

Motion by DeWall, seconded by Nowak and carried (5-0) to appoint Rory Johnson as a member of the Liquor Control Committee.

Proctor Economic Development Authority (PEDA)

Motion by Nowak, seconded by DeWall and carried (5-0) to appoint Ward as council representative to the Proctor Economic Development Authority.

Public Safety Committee

Motion by Benson, seconded by Johnson to appoint Mayor Ward to the Public Safety Committee.

Parks & Recreation Committee

Motion by Nowak, seconded by Benson and carried (5-0) to keep the committee representatives as is and add Jennifer McDonald's name to the committee list as she is already on the committee.

Tourism Committee

Motion by Johnson, seconded by DeWall and carried (5-0) to appoint Benson as the council representative on the Tourism Committee.

Street Committee

Motion by Nowak, seconded by Johnson and carried (5-0) to approve DeWall on the Street Committee.

Cable TV Commission

Motion by DeWall, seconded by Johnson and carried (5-0) to approve Benson to remain on the Cable TV Commission.

Personnel Committee

Motion by DeWall, seconded by Nowak and carried (5-0) to appoint Johnson to the "City" open position on the Personnel Committee.

Emergency Management Committee

Mayor Ward listed as Mayor on the Emergency Management Committee.

Proctor Golf Board

Nowak will no longer be on the Proctor Golf Board.

Motion by Nowak, seconded by DeWall and carried (5-0) to appoint Johnson to the Proctor Golf Board.

Public Charitable Trust Fund Board

Mayor Ward listed as Mayor on the Public Charitable Trust Fund Board.

MIC Representative

Motion by Nowak, seconded by DeWall and carried (5-0) to appoint Mayor Ward as the MIC Representative, with the alternate position eliminated.

Negotiating Committee

Motion by Ward, seconded by Nowak and carried (5-0) to approve DeWall and Johnson as council representatives on the Negotiating Committee.

Beautification & Trees Committee

Discussion took place that Jim Schwarzbauer would like to remain on the committee, and Russell Habermann expressed he would like a city council representative on the committee as well. Discussion ensued about an ordinance and then Benson suggested revisiting the 2019 Beautification & Trees Committee Appointments at the next City Council Meeting on January 22, 2019.

Motion by Ward, seconded by Benson and carried (5-0) to table this item until the next council meeting on January 22, 2019.

J. Adopt Robert's Rules of Order

No action taken.

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

None.

MEMBERS CONCERNS:

Benson: The legislative session begins tomorrow. St Louis County will be adopting a resolution in support of a sidewalk grant that would be for Zenith Terrace to 2nd Street. Benson also provided an intergovernmental sheet and gave a synopsis of what committees representatives are on.

DeWall asked Benson to stay tuned to 2nd Street and Highway 2, gray box and light post by Troy's.

Johnson:

Nowak:

Mayor Ward:

BILLS FOR APPROVAL

General: \$146,886.17

Liquor: 29,432.50

Total: \$176,318.67

TOTAL BILLS FOR APPROVAL: \$176,318.67

Motion by Benson, seconded by Nowak and carried (5-0) to approve the bills for payment as listed.

ADJOURNMENT

Motion by DeWall, seconded by Johnson and carried (5-0) to adjourn the City Council meeting at 7:15 p.m.