

MINUTES of the Proctor City Council Meeting of Monday, August 19, 2019.

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

MEMBERS PRESENT Chad Ward, Troy DeWall, Gary Nowak, Rory Johnson and Jake Benson.

OTHERS PRESENT Mark Casey, John Bray, Megan Jordan, Kent Gaidis, Phil Larson, Peggy Vanderscheuren, Jim Aird, Ken Jensen

Motion by Johnson, seconded by DeWall and carried (5-0) to approve the City Council Meeting Minutes of Monday August 5, 2019.

Motion by Benson, seconded by DeWall and carried (5-0) to approve the City Council Meeting Agenda of Monday, August 19, 2019. With the addition of item 6M Proctor American Legion Centennial Day Proclamation.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None

***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 items separately - thus leaving others to be approved via consent agenda action)

Motion by Benson, seconded by Johnson and carried (5-0) to Approve the Consent Agenda.

***1. COMMUNICATIONS**

- A. WLSSD 2020 Budget, Capital Budget, and Solid Waste Management Fee Public Hearings
- B. *CN In Your Community* Publication
- C. Coalition of Greater MN Cities

2. PLANNING & ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

Government Fund Payroll and liquor fund period ending 7/22/19-8/4/19

***4. COMMITTEE REPORT**

- A. Joint liquor Control and Public Safety Committee Meeting Minutes – May 20th, 2019
- B. Liquor Control Committee Meeting Minutes August 5th, 2019
- C. Public Safety Committee Meeting Minutes August 8th, 2019

***5. UNFINISHED BUSINESS**

6. NEW BUSINESS

A. Storm sewer installation with Sinnott Contracting, LLC

Casey introduced Matt Bolf from SEH presented the recommendation and reasoning for installing a storm sewer on 8th Ave. Sinnott and Ulland were both asked to submit bids, and Ulland was not able to submit a bid at this time. Discussion in regards to the project start date, change order of original to the current bid of \$23,750.00.

Motion by Nowak, seconded by Benson and carried (5-0) to accept sewer installation as a change order to the original Sinnott bid.

B. Set meeting date Bond/Budget

Follow-up on a request at the previous council meeting to set a time to discuss the 2020 Budget and 2020 Bonding request. Discussion follows and a special meeting is set for Tuesday, September 3rd, 2019 at 5:00 pm. Meeting will be held at Proctor Community Center – 100 Pionk Drive.

Motion by Ward, seconded by Nowak and carried (5-0) to hold a special meeting to discuss 2020 Budget and 2020 Bonding Request.

C. Second reading – Chapter 1200 Local Sales and Use Tax

Casey states this is a continuation from the last meeting. States ordinance correction to 02-19. This is a recommendation from the League of Minnesota Cities and the Department of Revenue to establish an ordinance for communities with current sales and use taxes to utilize the Dept. of Revenue to help collect taxes from sales and purchase online.

Motion by Benson, seconded by DeWall and carried (5-0) to approve the ordinance with corrected ordinance number of 02-19.

D. Second Reading Ordinance No 34-19 Annexing Midway Township

Ordinance number corrected to 03-19

Motion by DeWall, seconded by Johnson and carried (5-0) to approve Ordinance number 03-19 Annexing Midway Township.

E. Resolution 35-19 Adopting Roberts Rules of Order

Nowak explains that Roberts Rules of order had not yet been approved for this year. Adopting this process eliminates confusions of how meetings are handled. Discussion follows adopting this process for the rest of 2019 and into 2020.

Motion by Nowak, seconded by Johnson and carried (5-0) to approve Roberts Rules of Order.

F. Resolution of Non-Objection 36-19 to Issuance of Gambling License

Casey explained that this is a gambling permit for Proctor Amateur Hockey Association to hold a raffle at the Powerhouse on February 22, 2020.

Motion by Benson, seconded by DeWall and carried (5-0) to approve Resolution 34-19 Non-Objection to Issuance of Gambling License.

G. Contract with Shred-N-Go & Shred It

Casey stated that City Hall staff has recommended using Shred-N-Go along with the Police Department for shredding services. Discussion follows regarding the frequency, volume, and prior working relationship with Shred-N-Go. Compliance regulations are also followed with record destruction.

Motion by Ward, seconded by Nowak and carried (5-0) to accept the contract with Shred-N-Go for document destruction services.

H. Special Event Application

Casey stated that this is an application for the Beargrease Beer & Bacon Bash to be held at the fairgrounds on September 28, 2019.

Motion by Benson, seconded by Nowak and carried (5-0) to approve Special Event Application for the Beer and Bacon Bash on September 28, 2019.

I. Option & Ground Lease Agreement for Wireless Communications

Casey stated that the city has been approached to lease land for a wireless tower. Discussion follows pertaining to the long-term length of the lease, lot stipulations, and adjacent property usage. It is suggested to have the City Attorney review lease agreement and draft contract. Matt Bolf from SEH offered their assistance.

Motion by Ward, seconded by Johnson and carried (5-0) to have the City Attorney review lease agreement.

J. Call for public hearing

Casey explained that this is a homeowner's request to vacate the ally starting at 14th St West of 3rd Ave. Discussion follows regarding the response time for submitted requests, stipulations, and

in good standing with utility bills. Adjacent property owners will be notified, and the police department and fire department will review the request.

Motion by Nowak, seconded by Johnson and carried (5-0) to set the Public Hearing request to vacate an ally for Tuesday, September 3rd at 6:00 during the City Council meeting.

K. Proclamation of Rail Safety Week

Motion by Johnson, seconded by Ward and carried (5-0) to declare September 22nd-28th, 2019 Rail Safety Week.

Motion by Johnson, seconded by DeWall and carried (5-0) to go into closed session at 6:31 pm.
LABOR AND NEGOTIATIONS ISSUES – PER MN STAUTES 13D CLOSED MEETING.

Motion by DeWall, seconded by Johnson to reconvene the regular meeting.
Regular City Council meeting re-opened at 6:55 pm

6. New Business (Continued)

L. Personnel

Motion by Benson, seconded by DeWall and carried (5-0) to accept separation agreement and post the open position.

M. Proclamation Centennial Day

Support of American Legion 100th Anniversary on August 29, 2019 and September 10, 2019.

Motion by Johnson, seconded by Nowak and carried (5-0) to proclaim American Legion Centennial Day.

MEMBER CONCERNS

Benson: None at this time

DeWall: None at this time

Johnson: Said Hoghead celebration went well and there was great attendance at both the fireworks and pancake breakfast.

Nowak: Lots of great comments regarding Hoghead, and 173 runners at the Hila 5k.

Ward: Thanked all of the volunteers for Hoghead celebration. Mentioned the Chamber raffle at The Powerhouse on August 21, 2019. Kwik Trip Grand Opening celebration on September 19, 2019.

BILLS FOR APPROVAL

General: \$ 223823.06

Liquor: \$ 42,101.63

TOTAL BILLS FOR APPROVAL: \$265,924.69

Motion by Johnson, seconded by DeWall and carried (5-0) to approve the Bills for Approval as Submitted.

Motion by DeWall, seconded by Nowak and carried (5-0) to adjourn the City Council Meeting at 6:59 pm