

Minutes of the regular Proctor City Council meeting held on August 21, 2017 in the Community Center Council Chambers

Mayor Larson called the meeting to order at 6:00pm.

MEMBERS PRESENT: Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, Gary Nowak and Mayor Phil Larson

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown; John Bray, City Attorney; Jim Aird, Midway Township; Chief Kent Gaidis; Nick Greenwood; Kathy Hannan; Kurt Johnson; Susan Nowak; Nicole Swanson; Jim Rohweder; Eric Bingaman; Gregg Berglund; Dan Riddle; Kaye Anderson; Pat Shykes; April Winter; Kevin Field; Cara Towers; Brian Towers; Kerry Helquist; Michelle Tabbert; Dick Kari; Brad Johnson; Travis White; Alisa White; Russell Habermann

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the August 7, 2017 City Council Meeting Minutes and August 11, 2017 Special Meeting Minutes.

APPROVAL OF AGENDA

Larson moved item 1A to 6F.

Motion by Benson, seconded by Schwarzbauer and carried: To approve the agenda of August 21, 2017 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kurt Johnson, real estate agent, stated that he has a customer that is interested in purchasing land in Kingbury Ridge. However there is an obstacle with access. Casey stated that he sent correspondence to Mr. Goldberg regarding the usage easement agreement for that property. Casey, Larson, and Bray agreed to meet with Johnson and Goldberg on Wednesday, August 23.

Nic Greenwood, resident of Proctor and business owner, said he was speaking on behalf of residents of Proctor. He feels that Mayor Larson is biased and the city council should be ashamed; and also that it's time that the Mayor step down. Greenwood said that he is a proven to be a community leader and he wants to put an end to the bullying.

Eric Bingaman, project manager for Parson's Electric, requested the pictures that he believes that Mayor took of him and also of his girlfriend. Bingaman stated that Larson is not a good leader and he is only supporting one business.

Kerry Helquist said that he is extremely embarrassed about what happened during Hoghead. He spoke with friends who will no longer return to Hoghead festivities. Helquist said that the town should be embarrassed.

***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 Nowak, seconded by DeWall and carried: To approve the Consent Agenda.

***1. COMMUNICATIONS**

- A. Coalition of Greater Minnesota letter of August 14, 2017
- B. Letter from Senator Amy Klobuchar of August 19, 2017

***2. PLANNING & ZONING DEPARTMENT MATTER**

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 08/06/17; Liquor Fund payroll ended 08/06/17 (attached)
- B. Next City Council Meeting will be Tuesday, Sept. 5, 2017 due to the Labor Day Holiday

***4. COMMITTEE REPORTS**

***5. UNFINISHED BUSINESS**

- A. Personnel Handbook
- B. SRO

6. NEW BUSINESS

A. Excavation/Land Erosion Fees (from Planning and Zoning)

Casey said that the council had asked him to check on fees from two neighboring communities for these services. He looked at Silver Bay and Two Harbors. Casey said that one of those cities does not charge for excavation fees, and the other did not return any calls. Casey said that a change is imperative when Proctor has larger developments and the city should recover some of their costs.

Bray said that this is something that should be added to the Fee Schedule. Casey said that he recommends adopting the fees similar to the City of Hermantown with additional verbiage. Benson confirmed with Casey that the new fees would be incorporated in the next budget.

Motion by Nowak, seconded by DeWall and carried (5-0): To adopt the fee schedule similar to the City of Hermantown regarding fees for Excavation/Land Erosion.

B. Shared Vision (Schwarzbauer)

Schwarzbauer reminded the council that Proctor hosted the MN Design Team in 2013. He read the Shared Visions aloud. He stated on Saturday there were two events during Hoghead that made him happy: the Yellow Ribbon Ceremony, and a conversation with a business owner about the Historical Society. Schwarzbauer stated then there were two events that darkened his evening. He shared information about the City of Swanville and the success of their Summer Carnival. Schwarzbauer said that he is going to become more active with the Proctor Lions Club. Nowak said that the Lions events were very nice and successful, and those ended at 6pm. Larson agreed that the Lions Events were great. He stated that it was an embarrassment to the city the way some community members behaved. Casey said that some of the Shared Vision items are already being worked on for the city.

C. Asphalt Trailer

Casey stated that this is a budgeted item and also a State Aid Bid.

Motion by DeWall, seconded by Nowak and carried 5-0): To approve the purchase of the asphalt trailer from Steppe in the amount of \$30, 641.00 as presented.

D. Set Budget Meeting

Casey said that at the next council meeting the council will set the preliminary levy. He recommends setting a date for a council work session.

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To set a council work session for Monday, September 11, 2017 at 5:00 pm.

E. August 9, 2017 letter from Proctor Area Chamber of Commerce

Casey said the letter contains concerns about CDBG Loans. He is asking council for permission for Mayor Larson and he to attend the next Chamber of Commerce meeting.

Benson said that he was at the Chamber meeting and he feels that the CDBG loans are a necessary program for the City of Proctor. Nowak asked if the city does credit checks for applicants; Casey stated that the City does not have those capabilities. DeWall said he would like to see the program continue also. Benson stated that the loan process has evolved and the process has become stronger.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): For the City of Proctor to encourage PEDDA to consider continuing CDBG Loans and allow Casey and Larson to attend the next Chamber meeting.

F. Coalition of Greater Minnesota letter of August 14, 2017

Casey said that this is a request for the city to join their organization. He said they have very similar services to the League of Minnesota Cities. Casey stated that he is not recommending membership. No action taken.

Motion by DeWall, seconded by Nowak and carried: To move to closed session at 7:10pm per Chapter 13D of MN Statutes.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

B. Annexation Update

Motion by DeWall, seconded by Nowak and carried: To adjourn closed session at 7:21pm.

Motion by Nowak, seconded by Larson and carried: To move to go back to regular meeting at 7:22pm.

6. NEW BUSINESS (continued)

G. Labor Agreement

H. Annexation Continuation

Bray stated that he filed the necessary appeal.

MEMBER CONCERNS

Nowak stated that the Leader Board at the Speedway is up and was a viewing asset during the races over the weekend.

Schwarzbauer said that a welder would be working on the train on August 26, 2017.

BILLS FOR APPROVAL

General Fund

\$85,005.40

Liquor Fund

\$52,267.57

\$137,288.91 TOTAL BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To approve the General Fund and Liquor Fund bills List totaling \$137,288.91.

ADJOURNMENT

Motion by Nowak, seconded by Larson and carried (5-0): To adjourn the City Council meeting at 7:30pm.

Respectfully submitted,

Philip Larson, Mayor

Mark Casey, City Administrator