

Minutes of the regular Proctor City Council meeting held on November 20, 2017 in the Community Center Council Chambers

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

MEMBERS PRESENT: Councilors Jake Benson (arrived 6:15), Jim Schwarzbauer, Troy DeWall (arrived 6:05), Gary Nowak and Mayor Phil Larson

OTHERS PRESENT: Mark Casey, City Administrator; Jennifer Crown; John Bray, City Attorney; Nick Greenwood; Eric Bingaman; Jim Aird, Midway Township; Kathy Hannan; Chris & Michelle Tabbert; Jim Rohweder;

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by Nowak and carried (3-0): To approve the November 6, 2017 Council Meeting Minutes.

APPROVAL OF AGENDA

Schwarzbauer added: Members Concern: Safety Expo.

Motion by Nowak, seconded by Schwarzbauer and carried (4-0): To approve the agenda of November 20, 2017 as amended

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 item separately - thus leaving others to be approved via consent agenda action) - bold print denotes need for Council action

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the Consent Agenda

*1. COMMUNICATIONS

A. None

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 11/12/17; Liquor Fund payroll

ended 11/12/17 (attached)

- B. Government Fund payroll period ended 10/29/17; Liquor Fund payroll ended 10/29/17 (attached)

*4. COMMITTEE REPORTS

- A. PEDA Meeting Minutes of Tuesday, November 14, 2017
- B. PUC Meeting Minutes of October 10, 2017
- C. PLANNING AND ZONING October 30, 2017

*5. UNFINISHED BUSINESS

- A. SRO

6. NEW BUSINESS

- A. Personnel Handbook – Mayor Larson

Mayor Larson stated that this handbook is a working/living document and has been on the agenda for quite some time. He also stated the document will be revised as the City moves along and would like to get this off the Council's plate.

Motion by Nowak, seconded by Larson to accept and pass the Personnel Handbook as a working document (4-0).

- B. Fill the Space Incentive - Benson

Administrator Casey gave the Council a synopsis of what the program is about. Stating the program is an effort to get complimentary non competing businesses in some of the empty store fronts downtown and throughout the community. This would be achieved by providing some type of incentive. Casey turned it over to Benson for added information. Benson stated the Chamber is on board and has presented the program to PEDA. One of the incentives may be free or discounted sewer rates from the city to the business for one month. Benson went on to say the one month incentive would be paid back by additional revenue created through utility payments and sales tax.

No action taken.

- C. Set Budget Meeting - Mayor

Mayor Larson and Councilman Dewall both stated the need to have another budget meeting prior to the Taxation Notification Hearing on December 4, 2017. Conversation continued as to find a date that will work for all councilmembers to be able to attend.

Motion by Schwarzbauer, seconded by Dewall and carried (5-0): To set a special Budget Meeting for November 30, 2017 at 5:00 p.m. in the Conference Room at City Hall.

D. Liability on Waiver Coverage – League of MN Cities

Casey stated the City receives this each year from the League of MN Cities and is a tort liability waiver form limiting a single claim to \$500,000 and total of all claimants to \$1.5 million for any one incident.

Motion by Larson, seconded by DeWall and carried (5-0): to not waive liability limits.

E. Boundary Ave Relocation - Benson

Benson at previous meeting proposed to look into rerouting Boundary Ave near the Fair grounds and 9th St. Casey provided in packet the “opinion of cost” from SEH Inc. to be \$255,805. Larson asked what Proctor’s cost to the Boundary Ave repaving portion will be next year with Duluth. Casey responded approximately \$67,000.

No Action Taken.

F. Sewer Extension Proposal

Dewall gave a summary to all as to what is happening. Owners of parcel 185-0101-00220 (Tabberts) are asking the council for the allowance of a sewer service line from Almac Drive to their property. Dewall with input from Mayor Larson stated the 30’ easement along with the irregular shaped parcel (185-0240-00545) are the issues for the City and the City would like the irregular shaped parcel to be conveyed to the Tabberts property. Discussion ensued among the council as to how to rectify the situation. Dewall and Larson stated a Quit Claim Deed from the current property owner to the city and the convey the property over to the Tabberts with Tabberts being responsible for survey and legal description.

Motion by Dewall, seconded by Nowak to allow sewer service line from Almac Drive to parcel owned by the Tabberts and set a public hearing date for the vacation of the 30’ utility easement and unimproved street adjacent to Almac Dr. for December 18, 2017 at 6:00 p.m. Motion carries (5-0).

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

Motion by DeWall, seconded by Nowak and carried (5-0): To close the city council meeting at 6:47 p.m..

A. LELS

Motion by DeWall, seconded by Larson and carried: To go back to the regular city council meeting at 7:02 p.m.

6. NEW BUSINESS (continued)

G. LELS – Sergeants Contract

Motion by Dewall, seconded by Nowak to approve contract with Tim Redfield (Sergeant) (5-0)

MEMBER CONCERNS

Casey stated that City Hall will be closed Thursday and Friday for the Thanksgiving Holiday. Also reminded council of the Taxation Notification Hearing on 12/4/17 at 6:00 p.m.

Schwarzbauer – advised council of the Proctor School Safety Expo February 2, 2018. This will give students the opportunity to witness and experience careers in public safety. Events should have a classroom application to allow students to see how and what they learn in the classroom has real-world application.

Larson – asked councilman Benson when his sign will be installed from the PEDDA loan. Benson stated he will give the sign company a call the next day.

BILLS FOR APPROVAL

General Fund	Liquor Fund
\$25,459.26	\$24,681.74

\$50,141.00 TOTAL BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded Nowak and carried: To approve the General Fund and Liquor Fund bills list in the about of \$50,141.00.

ADJOURNMENT

Motion by Nowak, seconded by Dewall and carried: To adjourn the City Council meeting at 7:15 p.m.

Respectfully submitted,

Philip Larson, Mayor

Mark Casey, City Administrator