

Minutes of the regular Proctor City Council meeting held on February 5, 2018 in the Community Center Council Chambers.

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

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

MEMBERS ABSENT: Deputy Mayor Gary Nowak

OTHERS PRESENT: City Attorney John Bray, Administrator Mark Casey, Assistant Administrator Jennifer Crown, Chief Gaidis, Confidential Administrative Assistant Robin Hansen, Midway Township Supervisor Jim Aird, Minnesota Municipal Beverage Association (MMBA) Executive Director Paul Kaspszak and MMBA Director Michael DeBonis, Beautification & Trees Committee Representative Russell Habermann, Kathy Hannan and Travis White.

APPROVAL OF THE MINUTES:

Motion by DeWall, seconded by Schwarzbauer and carried (3-1, Benson abstained for lack of time to review the minutes): To approve the January 16, 2018 City Council Meeting Minutes.

APPROVAL OF THE AGENDA:

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To approve the agenda for February 5, 2018.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

A presentation was given by Paul Kaspszak, Executive Director of the Minnesota Municipal Beverage Association (MMBA), and MMBA Director Michael DeBonis of Beaver Bay, Minnesota. Paul spoke about the Governmental Accounting Standards Board (GASB) Summary Statement No. 68 and also distributed a memorandum on the subject from the Minnesota Department of Education.

The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

(http://www.gasb.org/jsp/GASB/Pronouncement_C/GASBSummaryPage&cid=1176160219492)

Travis White expressed his concern of the City Council Meeting Minutes published in the Proctor Journal are too vague. He feels there should be more information published.

***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 Schwarzbauer, seconded by DeWall. Upon further discussion the council was in agreement to amend the motion and remove item “Communications 1A”.

1. COMMUNICATIONS

A. Request for Monetary Donation from AARP Tax Program

Motion by Schwarzbauer, seconded by DeWall. Upon further discussion the council was in agreement to amend the motion and remove this item and discuss it further at the next chamber meeting.

B. CoRE Program & Venue Black Woods Event Center March 7, 2018

- a. Learn the responsibilities and resources of government organizations that may respond to a pipeline emergency.

C. 2018 Community Development Block Grant (CDBG) Funding Recommendations

D. Mediacom Local Broadcast Station Surcharge

2. PLANNING AND ZONING DEPARTMENT MATTER

A. Public Hearing on Monday, February 26, 2018

- a. ISD 704 Application for Variance from City Code 1002.13 Subd. 6, bii: (A) Restriction on Residential Sign Requirements which states that the Institutional Signs where required shall not exceed 20 square feet or be located less than 5 feet from the property line.

ISD 704 is requesting variance of 45 feet from the required 20 feet variance.

3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 01/21/18; Liquor Fund payroll ended 01/21/18 (attached).

4. COMMITTEE REPORTS

A. Planning and Zoning Minutes of January 22, 2018

Motion by Dewall, seconded by Schwarzbauer and carried (4-0): To accept the Planning and Zoning Meeting Minutes of January 22, 2018.

B. Beautification Minutes

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To accept the Proctor Beautification & Trees Committee Meeting Minutes of January 30, 2018.

C. Cable Meeting Minutes

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To accept the Cable Commission Meeting Minutes of January 31, 2018.

***5. UNFINISHED BUSINESS**

*A. SRO

6. NEW BUSINESS

A. Event Application – South St. Louis County Fair July 11-15, 2018

Motion by Benson, seconded by Schwarzbauer. Upon further discussion both the motion and support were withdrawn, and the city council was in agreement to remove this item from the agenda and send it to the Public Safety Committee.

B. St. Louis County Planning Commission Public Hearing February 8, 2018

- a. Accepting comments on the Proposed Safe Routes to School Program language amendments to St. Louis County Subdivision Ordinance 60.

Casey announced this was informational item for those who are able to attend. Habermann stated both of the Proctor schools are within Safe Routes.

C. F101 Loan Agreement

Motion by Mayor Larson, seconded by Benson and carried (4-0): To approve the F101 Loan Agreement.

D. RSPT – Regional Stormwater Protection Team

Casey explained that periodically a NS4 form needs to be filled out by the City stating the measures being taken to prevent storm water runoff, and also that one meeting a year is required. Casey recommended joining the RSPT membership, as they have assisted the City with a number of issues.

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To approve payment for the 2018 RSPT membership in the amount of \$1,100.

E. Beautification Plan

Beautification & Trees Committee Representative Russell Habermann and Councilor Schwarzbauer submitted informational documentation outlining projected geographical areas of Proctor that the committee would like to enhance to be attractive and functional spaces for the public to utilize.

Discussion ensued in regard to soliciting and funding ideas to assist bringing the projects to fruition in the future.

Mayor Larson extended his thanks to Russell and the committee as a whole for all of their hard work and dedication they give for the betterment of Proctor.

F. Termination of Contract

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To accept the termination of Loren Peterson's contract with the City of Proctor and send a letter of gratitude.

Casey will compose a thank you letter to Peterson for his years of exemplary work, and dedication to the City of Proctor.

G. Resolution 05-18: Adopting A Budget Amendment 2018

Motion by Schwarzbauer, seconded by Mayor Larson and carried (4-0): To approve Resolution 05-18: Adopting A Budget Amendment 2018.

Motion by Dewall, seconded by Schwarzbauer and carried (4-0): To recess the City Council meeting at 7:40 p.m. and go into a closed meeting to discuss labor and negotiation issues.

7. LABOR AND NEGOTIATIONS ISSUES – Closed Meeting

A. Strategy Discussion on Labor Contracts

B. Client Privileged Information

Motion by Dewall, seconded by Schwarzbauer and carried (4-0): To reopen the meeting to the general public at: 8:05 p.m.

6. NEW BUSINESS (continued)

H. Teamster MOU

Motion by Dewall, seconded by Mayor Larson and carried (4-0): To accept the memorandum of understanding for monthly stipend between the Teamsters, Linnea Wiita and the City of Proctor.

I. Posting Open Position

This item was removed from the agenda.

MEMBERS CONCERNS:

Councilor Schwarzbauer stated the Chamber Meeting will be on Wednesday morning.

Casey reminded all that the next City Council Meeting will take place on Tuesday, February 20, 2018 due to the Presidents Day holiday.

BILLS FOR APPROVAL

Casey asked the council to accept a \$310 invoice from the Minnesota Pollution Control Agency (MPCA) for a permitting request on 6th Street. The council was in agreement and this bill was added to the General Bills for payment.

General Bills \$65,155.84
+ \$310.00 to the Minnesota Pollution Control Agency (MPCA)
\$65,465.84

Liquor Bills \$36,292.11

TOTAL BILLS FOR APPROVAL \$101,757.95

Motion by Dewall, seconded by Schwarzbauer and carried (4-0): To approve the bills in the amount of \$101,757.95

ADJOURNMENT

Motion by Dewall, seconded by Schwarzbauer and carried (4-0): To adjourn the City Council meeting at 8:12 p.m.

Respectfully submitted,

Philip Larson, Mayor

Mark Casey, City Administrator