

Minutes of the regular Proctor City Council meeting held Monday, June 3, 2019 in the Community Center Council Chambers.

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

ROLL CALL: Chad Ward, Jake Benson, Rory Johnson and Troy Dewall.

Absent: Gary Nowak

OTHERS PRESENT: Phil Larson, Jim Aird, Sally Hedtke, Chief Gaidis, and Laura Vu.

APPROVAL OF MINUTES

Motion by Dewall, seconded by Benson and carried (5-0) to approve the Minutes of the regular City Council Meeting, and the Special City Council Meeting of Monday, May 20, 2019.

APPROVAL OF AGENDA

Motion by Johnson, seconded by Benson and carried (5-0) to approve the Agenda of the June 3, 2019 City Council meeting.

*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)

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

*1. COMMUNICATIONS

- A. Minnesota Association of Small Cities
- B. Unites States Census

2. PLANNING & ZONING DEPARTMENT MATTER

A. Hovland Rezoning

Casey gave a summary of the May 28, 2019 Planning & Zoning Committee meeting regarding the rezoning request made by the property owners of the Hovland property. This property includes three parcels zoned as rural residential Midway Township, and the owners requested that they be zoned commercial. The Committee heard from neighbors of the Hovland property and citizens about rezoning issues. Planning & Zoning made a recommendation that the City Council approve the rezoning of Parcel #450-0010-03650 to C2; Parcel # 450-0010-3670 to C2; and Parcel # 450-

0010-03790 to R3.

Motion by Dewall, seconded by Johnson and carried (5-0) to approve the Planning and Zoning Committee recommendation for rezoning Parcel #450-0010-03650 to C2; Parcel # 450-0010-3670 to C2; and Parcel # 450-0010-03790 to R3.

B. Property Divide Request

Casey gave Council a summary of the property divide request made to the Planning & Zoning Committee on May 28, 2019. Casey confirmed that the lots will be conforming, and that the property owner has plans to add a sewer line in the future.

Motion by Benson, seconded by Nowak and carried (5-0) to approve the Planning and Zoning Committee recommendation to approve the property divide request.

Councilor Dewall left the meeting and abstained from the vote.

*3. CLERK ADVISES COUNCIL

- A. Government Fund Payroll and Liquor Fund Payroll Period ending 5/12/19 and 5/26/19

*4. COMMITTEE REPORT

- A. Local Board of Appeals and Equalization Minutes of 5/9/19 and 5/20/19
- B. Planning and Zoning Minutes of 5/28/19

*5. UNFINISHED BUSINESS

- A. Purchasing Policy
- B. Museum Loan- Law Enacted

6. NEW BUSINESS

- A. Website Design Quotes

Casey gave a report on the need for a new city website, citing issues we have had. Casey thanked Doug Pirila for his work on developing the website and working with staff to administer the site. Sally Hedtke discussed the quotes before the Council, and clarified the need for updated security, ADA compliance, and the ability to work with a web developer that was available during office hours.

Motion by Nowak, seconded by Johnson and carried (5-0) to approve the development of a new city website and accept the quote from web development company, Faster Solutions

B. Resolution 27-18 Bonding Request

Casey explained that the city will submit this Resolution in support of a bonding request for a new city facility for the 2020 Legislative session. Casey also advised the Council that members should reach out soon to our state elected officials to discuss bonding for a new facility.

Motion by Ward, seconded by Dewall and carried (5-0) to approve Resolution 27-18 Bonding Request.

C. Cubicle Quote

Casey reported on a request from the Personnel Committee to provide a new barrier on the front cubicle area in the city hall office for security and for better customer service. The Council discussed whether to move ahead at this time when the city hall building is in need of repairs, and may be replaced in the future.

Motion by Johnson, seconded by Ward to approve the purchase of new cubicles from Northern Business Products.

Motion by Johnson, seconded by Ward and carried (5-0) to withdraw the motion.

Motion by Dewall, seconded by Nowak and carried (5-0) to suspend the Agenda and go back to Comments and Suggestions from Citizens Present.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Gordy Downs addressed the Council about the need for a permanent golf cart path since carts cannot go on parts of the golf course when the ground is wet. He would like the City to talk with the property owner near the #4 hole on the fairway to discuss an easement and get the property line clarified. Mr. Downs also reported on purchased made for the golf course with funds from the Gordon Downs Trust, including a new mower.

Motion by Benson, seconded by Nowak and carried (5-0) to go back to regular Agenda.

D. Resolution 28-18 Seasonal Employee Salary

Casey explained that seasonal employee salaries have not increased in eight years. The city has funds in the 2019 budget to pay for salary increases, and will budget for the increases in the 2020 budget.

Motion by Johnson, seconded by Nowak and carried (5-0) to approve Resolution 28-28 Seasonal Employee Salary

E. Local Board of Appeals and Equalization - Property Request

Casey reported that there was a discrepancy in one of the properties that was reviewed by the Local Board of Appeals and Equalization. Property owners are asking the city to write a letter stating that the assessment is wrong. Casey explained that property owners can only appeal to the County. Nowak, Dewall and Ward confirmed the value of the property. No Council action taken.

F. Call for 2018 audit reports presentation by Wipfli, LLC in conjunction with PUC discussion and City/PUC review/approval

Casey reported that the draft audit reports are available, and that Wipfli is available to report to the Council. Casey recommended that Council approve a Joint meeting with PUC at 6:00 p.m. on June 17, 2019.

Motion by Johnson, seconded by Dewall and carried (5-0) to approve a Joint City Council/PUC meeting at 6:00 p.m. on Monday, June 17, 2019 for a 2018 audit report.

Motion by Nowak, seconded by Dewall and carried (4-1, Benson voting Nay) to close the meeting at 7:09 p.m. per MN Statutes 13D Closed Meeting Law to discuss Attorney Client Privilege.

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

A. Attorney Client Privilege

Motion by Nowak, seconded by Johnson and carried (5-0) to reopen the meeting at 7:32 p.m.

MEMBER CONCERNS

Benson: Noted that Proctor had a 3.1% LGA increase which now back up to the 2002 levels. Benson also asked that the opioid class action case be put back on the Council Agenda.

DeWall: None

Johnson: Talked about the great event to honor Dave Forneris and his 31 years with the city at a retirement party put on by the Teamster's and City, and that everyone had a great time.

Nowak: None

Ward: Also commented on the great community event to honor Dave Forneris last week.

Administrator: None

BILLS FOR APPROVAL

General: \$ 129,424.33

Liquor: \$ 33,004.41

TOTAL BILLS FOR APPROVAL: \$162,428.74

Motion by Dewall, seconded by Johnson and carried (5-0) to approve the bills as submitted.

ADJOURNMENT: Motion by Dewall, seconded by Johnson and carried (5-0) to adjourn the meeting at 7:35 p.m.

Chad Ward – Mayor

Attest:

Mark Casey – Administrator/Clerk