

Minutes of the regular Proctor City Council meeting held Tuesday March 4, 2019 in the Community Center Council Chambers.

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

**MEMBERS PRESENT:** Benson, DeWall, Johnson, Nowak and Ward

**MEMBERS ABSENT:**

**OTHERS PRESENT:** City Attorney John Bray, City Administrator Mark Casey, Confidential Administrative Assistant Robin Hansen, Chief of Police Kent Gaidis, Fire Chief Helquist, Midway Township Representative Jim Aird, Peggy Vanderscheuren, Laura Vu, Proctor Speedway Representative Tammy Lofdahl.

**APPROVAL OF THE MINUTES:**

Motion by DeWall, seconded by Johnson and carried (5-0) to approve the City Council Meeting Minutes of Monday February 19, 2019.

**APPROVAL OF THE AGENDA:**

Motion by Benson, seconded by DeWall and carried (5-0) to approve the Agenda and pull Item 4A Proctor Police Civil Service Commission Meeting Minutes of February 15, 2019 for discussion.

**COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:**

None.

**\*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 Benson, seconded by Johnson and carried (5-0) to approve the Consent Agenda and pull Item 5B Resolution 14-19 Establishing A Performance Measurement System for discussion.

**\*1. COMMUNICATIONS**

A. St. Louis County Board Letter of Appreciation

**2. PLANNING AND ZONING DEPARTMENT MATTER**

**\*3. CLERK ADVISES COUNCIL**

A. Government Fund Payroll and Liquor Fund Payroll Period Ended 02/17/19

**\*4. COMMITTEE REPORTS**

- A. Proctor Police Civil Service Commission Meeting Minutes of February 15, 2019

Benson acknowledged receiving the meeting minutes in a timely manner, and Chief Gaidis said he will get the annual report to the City Council by the next meeting.

**\*5. UNFINISHED BUSINESS**

- A. Resolution 10-19 Implementing Transfer of Assets for the Year Ending December 31, 2018

- B. Resolution 14-19 Establishing A Performance Measurement System

Benson suggested to put this item on the next agenda to perhaps adopt it.

**6. NEW BUSINESS**

- A. Resolution No. 15-19 Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License – Ducks Unlimited-St. Louis Bay

Casey stated Ducks Unlimited-St. Louis Bay has an annual raffle and they have met all the requirements.

Motion by DeWall, seconded by Johnson and carried (5-0) to approve Resolution No. 15-19 Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License – Ducks Unlimited-St. Louis Bay.

- B. Liquor License Renewal - Proctor Speedway

Nowak stated the Liquor Control Committee approved the Liquor License Renewal for the Proctor Speedway.

Motion by Nowak, seconded by DeWall and carried (5-0) to approve the Proctor Speedway Liquor License Renewal.

- C. Liquor License Renewal – Proctor Golf Course

Casey stated Chris Klatte has done a nice job managing the golf course, and he has provided us with the necessary Workers Compensation insurance papers.

Nowak said the Liquor Control Committee approved the Proctor Golf Course Liquor License Renewal with no issues.

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

Golf Course Liquor License Renewal.

#### D. Snow Plowing Agreement

Casey stated the city plowing comes first. At the request of Councilor Benson, Casey will provide information to the Council on the number of hours it takes to plow the St. Luke's Event Center parking lot; along with the cost per hour.

Motion by Johnson, seconded by Nowak and carried (5-0) to approve the Snow Plowing Agreement between the City of Proctor and Independent School District No. 704.

#### E. Purchasing Policy

Mayor Ward stated the City Council adopted the Purchasing Policy in 2008, but he would like Casey and Bray to make some changes to it, and also for the Council to come up with criteria. Ward said he received calls from concerned citizens regarding contractor work. He is suggesting to adopt a Responsible Bidder Ordinance which would assist the City in knowing if a contractor has any past issues to be aware of, and bad history of payments.

Bray will look at the League of Minnesota Cities.

Benson would like to see language that the Proctor Businesses would be given priority even if it costs slightly more.

Nowak asked, "With the Purchasing Policy in the agenda do we still need to acquire quotes?" Ward responded, "Two quotes with verbal ok's, we can still go with the current purchasing policy schedule."

Motion by Ward, seconded by Benson and carried (4-1, Nowak opposed) to ask City Administrator Casey and City Attorney Bray to prepare sample Responsible Bidder Ordinances.

#### F. Land Purchase

Casey stated the County would like the City to purchase two other parcels, along with the two parcels that are on hold. He stated there is a large elevation change and the two parcels are up against the railroad tracks and not desirable.

Discussion took place regarding the purchase of County Tax Forfeited Properties.

Motion by DeWall, seconded by Johnson and carried (5-0) to have the City Attor-

ney and Casey to reach out to the commissioner to assist the City with the purchase of the desired two properties only.

G. Aerial Ladder Truck

1. E-One Inc. Quote 88753
2. E-One Inc. Quote 93712
3. Bond Payment Schedule

Motion by Ward for discussion, seconded by DeWall, also for discussion.

Ward suggested to put a committee together to discuss Engine 1 and Aerial Ladder Truck.

DeWall stated a fund was just started to eventually replace Fire and Police Department apparatus. He said timing is the issue; as Fire Engine 1 could malfunction anytime.

Casey suggested to put a Capital Improvement list together.

Fire Chief Helquist stated this is the fourth proposal he has done and it took two weeks to complete it while also working his full-time job. He said five year plans have been prepared and nothing has happened. Currently he has twenty-two firefighters and no one is applying for a position. He explained that it is time and effort, but will figure out who he can put on the committee.

Motion made by Johnson, seconded by DeWall and carried (5-0) to table this item.

H. Fire Hydrants (Informational Only)

Mayor Ward stated a citizen is not pleased that two fire hydrants on her block are out of service, and there is a concern of liability on the City if there is a fire and the hydrant does not work.

Chief Helquist said the Fire Department only knew of three out of service.

Motion by Johnson, seconded by DeWall and carried (5-0) to close the regular meeting to a closed meeting per MN Statutes 13D to discuss Labor and Negotiations. Time: 7:15 p.m.

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

- A. Attorney Client Privilege
- B. Labor Contracts
- C. Personnel Committee

Motion by Johnson, seconded by Nowak and carried (5-0) to adjourn the closed meeting and reconvene the regular City Council Meeting. Time: 8:22 p.m.

**MEMBERS CONCERNS:**

Benson stated he did not know about the electric and water rate increase until he received his bill. He said it would have been better to have had the PUC Meeting Minutes regarding the increase for when residents ask questions.

House File 15.99 gave Floodwood \$35,000 extra in LGA.

Sales Tax: Event Center bringing in revenue generating activities.

Johnson attended the Winter Frolic which he said was great and many people too. He suggests the City Council send a "Thank You" letter to the Chamber.

Ward also attended the Winter Frolic, and said the letter is a good idea. He suggests to put the 125<sup>th</sup> Anniversary on the City of Proctor Facebook page.

**BILLS FOR APPROVAL**

General: \$153,755.70

Liquor: \$33,739.29

Total: \$187,494.99

**TOTAL BILLS FOR APPROVAL: \$187,494.99**

Motion by Johnson, seconded by DeWall and carried (5-0) to approve the bills for payment as listed.

**ADJOURNMENT**

Motion by DeWall, seconded by Nowak and carried (5-0) to adjourn the City Council meeting at 8:32 p.m.

Respectfully submitted,

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Chad Ward, Mayor

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Mark Casey, City Administrator