

MINUTES OF THE PROCTOR CITY COUNCIL MEETING OF Monday, October 21, 2019

Meeting was called to order by Mayor Ward at 6:00 p.m.

MEMBERS PRESENT were Chad Ward, Troy DeWall, Gary Nowak, Rory Johnson and Jake Benson.

OTHERS PRESENT were Mark Casey, John Bray, Jim Aird, Peggy Vanderscheuren, Megan Jordan, Tammy Lofdahl, Jason Lofdahl, Jodi Zhukov, Phil Larson, Craig Lofdahl, Ted Kiefat

Motion by Benson, seconded by Johnson and carried (5-0) to approve the City Council Meeting Minutes of Monday, October 7, 2019.

Motion by Benson, seconded by Johnson and carried (5-0) to approve the City Council Meeting Agenda of Monday, October 7, 2019 with item 6I omitted and 6L added.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Jodi Zhukov – 841 6th Street: Jodi asks the council if there has been any forward movement with the decisions on short term rentals. Johnson confirms that short term rentals are on the Agenda for the Planning & Zoning Meeting on October 28, 2019 and that Council is waiting on a recommendation from that committee.

*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 Johnson, seconded by Nowak and carried (5-0) to approve the Consent Agenda with the Minutes from PEDA Meeting 10/08/2019 pulled for discussion.

*1. COMMUNICATIONS

A. St. Louis County Public Hearing on Short-Term Rental notice

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

Payroll – Government fund payroll and liquor fund payroll period 9/19/2019-9/29/2019

* 4. COMMITTEE REPORT

A. PEDA Minutes from Tuesday, October 8, 2019

B. Police Civil Service Commission Minutes from Thursday, August 20, 2019

* 5. UNFINISHED BUSINESS

A. Purchasing Policy

B. Lowest Responsible Bidder

Benson asks for clarification on small business incentives offered through PEDDA. Casey clarifies that it is a possible option as a subsidy to assist small business ventures.

6. NEW BUSINESS

A. Feasibility Study Ugstad utility extension

Casey states that a Feasibility study was ordered for the Oliver/Hovland properties. This is for informational purposes only and is not initiating any forward movement with the project. Johnson clarifies that no action is being taken, council is accepting the results of the feasibility study.

Motion by Johnson, seconded by Nowak and carried (5-0) to accept the feasibility study Ugstad utility extension.

B. Ordinance 04-19 Amending City Code section 401 "sewers"

Casey states WLSSD is requiring all members to adopt an ordinance of sewer lateral Inspections to decrease INI. City of Proctor is adapting the point-of-sale process.

Motion by Nowak, seconded by DeWall and carried (5-0) to accept Ordinance 04-19.

C. TZD Agreement

Chief Gaidis states that this is the same grant as we have received in previous years. The amount received has decreased as shifts are left open, but Proctor PD still wants to Participate in the agreement.

Motion by Nowak, seconded by Johnson and carried (5-0) to accept the 2020 Toward Zero Deaths Agreement.

D. Sinnott – Final pay estimate

Casey states that this is payment for various projects throughout town, patchwork, road, and storm sewer repairs.

Motion by DeWall, seconded by Nowak and carried (5-0) to accept the final pay estimate for Sinnott Blacktop in the amount of \$36,227.94

E. Lawful Gambling

Benson noted a change in reported earnings and distributions of gambling profits and how (if any) changes effect organizations in Proctor.

Informational only, no action taken.

F. Area Churches Together Welcome Sign

Casey states that churches in Proctor would like to relocate their welcome sign. The suggested location is on property owned by the City. Casey states that he can work with ACT to determine correct size and placement of the sign.

Motion by Johnson, seconded Benson and carried (5-0) to accept the ACT welcome sign location at Centennial Park.

G. Ormsby Road Maintenance Agreement

Bray states that participation in the agreement is not mandatory. Agreement acceptance would be a policy decision.

Ormsby Road Maintenance Agreement fails due to lack of motion.

H. Tobacco 21

Benson asks to consider a possible motion to increase the legal age to purchase tobacco to 21. St. Louis County tobacco profiles are included, asks for discussion to support.

Informational only – no action taken.

I. Open liquor store Clerk position discussion

Casey states there have been two applicants for the open position at Mountain Spirits. He suggests forming a small committee consisting of the Store Manager, City Administrator and one council member.

Motion by Nowak, seconded by DeWall and carried (5-0) to form a small hiring committee consisting of the Liquor Store Manager, the City Administrator, and Councilman Johnson to conduct interviews for the Clerk position.

J. PPD – part time officer hiring

Gaidis proposes the hiring of Ben Kneeland as a part time officer to help with staff shortages and special events. Contract states no guaranteed hours, no benefits except Police contribution to PERA.

Motion by Johnson, seconded by Ward and carried (5-0) to accept the part time officer hiring of Ben Kneeland.

K. PPD – Superior Computer Product Purchase

Gaidis states that this proposal for a new server and storage will bring the department up to BCA compliance standards. Superior Computer Products has worked with Compudyne verifying that the PD server needs updated and improving. Storage equipment would be purchased, with the server on a lease agreement. Casey confirms this as a 2019 budget purchase.

Motion by Nowak, seconded by DeWall and carried (5-0) to accept the PPD Superior Computer Product purchase of \$12,349.00.

L. Electric vehicle (EV) Charging Stations

Benson recommends for (EV) charging station added in Proctor. States that MN Power is offering a grant for program recipients.

Motion by Benson, seconded by Ward and carried (5-0) to direct Administrator Casey to conduct further research on grant contingencies.

MEMBER CONCERNS

Benson: Double assessment on 3rd Ave & 5th Street. 3rd Ave assessed for sewer & 6th Street was for water and sewer.

DeWall: None

Johnson: None

Nowak: Addresses addition of a fence at the racetrack with Lofdahls and Chief Gaidis.

Ward: Fall Fest & St. Luke's Event Center, Burger fundraiser at the Moose Lodge

Administrator: None

BILLS FOR APPROVAL

General: \$84,427.61

Liquor: \$32,215.14

TOTAL BILLS FOR APPROVAL: \$116,642.75

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

Motion by DeWall, seconded by Nowak and carried (5-0) to adjourn the City Council Meeting at 7:33 p.m.