

MINUTES OF THE PROCTOR CITY COUNCIL MEETING OF Monday, November 18, 2019

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

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

OTHERS PRESENT: Mark Casey, John Bray, Jim Aird, Peggy Vanderscheuren, Megan Jordan, Jodi Zhukov, Phil Larson, Michelle Stemper, Bob Stemper, Robert Stemper, Daniel Glinski, Tammy Lofdahl, Craig Lofdahl, David Pocrnich, Brenda Balsness, Tom Maida. Noelle Lent, Andrew Brunner.

Motion by Benson, seconded by Nowak and carried (5-0) to suspend the regular City Council Meeting and open the Public Hearing for the Mountain Spirits Liquor Store at 6:01 p.m.

Lent gave a synopsis of the liquor store financials, stating that a public hearing is required when operating at loss two consecutive out of three years. Necessary repairs were completed on the building, resulting in a gain in equity overall. There has also been a PERA adjustment that is completed at year end and this value varies annually. These numbers fluctuate based on market expectations, actual market performance, and actuarial tables.

Motion by Nowak, seconded by Johnson and carried (5-0) to close the public hearing and resume the regularly scheduled meeting at 6:04 p.m.

Motion by Johnson, seconded by Nowak and carried (5-0) to approve the City Council Minutes from Monday, November 4, 2019 with corrections.

Motion by Johnson, seconded by DeWall and carried (5-0) to approve the Agenda of Monday, November 18, 2019 with addition of item 6M.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Phil Larson states that the minutes submitted for the Proctor Police Civil Service Commission meeting held on Monday, November 7, 2019 were incorrect. City Administrator will acquire the correct minutes. Larson also stated that positions held on the Police Commission need oversight and monitor the terms of each member.

*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 DeWall and carried (5-0) to approve the Consent Agenda, but pulling item 4B for discussion.

*1. COMMUNICATIONS

A. CN Railroad Crossing closure

B. Letter from SEH to WLSSD

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

Payroll – Government fund payroll and liquor fund payroll period 9/30/2019-10/13/2019

* 4. COMMITTEE REPORT

A. Tourism Committee Minutes Tuesday, October 22, 2019

B. Planning & Zoning Committee Minutes Monday, October 28, 2019

C. Beautification & Trees Committee Minutes Tuesday, October 29, 2019

* 5. UNFINISHED BUSINESS

A. Purchasing Policy

B. Lowest Responsible Bidder

*4B Discussion: Nowak does not approve for hiring a lateral officer and would like to see the position posted for a variety of possible applicants. DeWall questions what council's jurisdiction is regarding the approval/disapproval of hiring officers. Benson states there may be difficulties finding candidates for open positions. Bray clarifies statutory requirements.

6. NEW BUSINESS

A. Ordinance 04-19 STR First Reading

Discussion follows clarifying the recommendation from Planning & Zoning Commission. Language identifying the definitions of the conditional use permit and the recommendation to submit back to Planning & Zoning.

B. Resolution 44-19 Deferring Special Assessments

Motion by Johnson, seconded by Ward and carried (5-0) to accept Resolution 44-19.

C. Deferred Assessment Request

Residents have submitted deferrals for their 6th St and Almac assessments and qualify either by age or disability status. Motion by Johnson, seconded by DeWall and carried (5-0) to approve the deferral request submitted by Ronald Schultz.

Motion by Benson, seconded by Johnson and carried (5-0) to accept the approve the deferral request submitted by Margaret Sweeney.

D. Liquor Licenses

The Liquor Control Committee met and has recommended to approve the applications for 2020 liquor licenses. All licenses submitted have been approved as submitted with the following exceptions: Proctor Golf Course and Proctor Speedway complete licenses in the spring. The Moose Lodge and The PitStop need to bring past due payments current prior to December 31st, 2019.

Motion by Johnson, seconded by Nowak and carried (5-0) to approve liquor licenses contingent on payments by December 31, 2019.

E. Fund transfers for 2019

Motion by Nowak, seconded by Johnson and carried (5-0) to accept the transfer of funds as submitted.

F. Liquor Store Sign Quote

Casey obtained two different quotes to update the sign at Mountain Spirits Liquor Store and recommends using Advanced Designs to complete the work.

Motion by Nowak, seconded by Benson, and carried (5-0) to accept the quote from Advanced Designs in the amount of \$4,479.00.

G. Job Description Change

Casey stated this was submitted by an employee to update and create a well organized job description for the current position of the Event Coordinator. Benson questioned whether the requested change has gone to the Tourism Committee. Casey advised no it has not.

Motion by Nowak, seconded by DeWall and carried (5-0) to approve the job description as submitted and to change the job title to Marketing & Communications Manager.

H. Government Data Practices Act

Item tabled, no action taken.

I. Government Data Practices Police

Item tabled, no action taken.

J. CDBG Update

Casey reiterated there is no timetable for pre applications and two of three previous requests the City doesn't qualify for and the third request no dollars have been budgeted for 2020. No action taken, informational.

K. Safe Routes to School Grants

No action taken, informational. City Administrator will look into grant qualifications.

L. School Resource Officer First Quarter Report

Item tabled, Chief Gaidis will be meeting with SRO and Proctor Schools and provide report.

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

A. Labor Correspondence

B. Personnel

Motion by Johnson, seconded by DeWall and carried (5-0) to move to closed session at

7:20 p.m.

Motion by Benson, seconded by Nowak and carried (5-0) to resume regular City Council meeting at 8:30 p.m.

MEMBER CONCERNS

Benson: Chamber warming shack location

DeWall: None

Johnson: None

Nowak: None

Ward: State of the City 11/7/2019

Read to Elementary students 11/14/2019

Happy Thanksgiving 11/28/2019

Administrator: None Casey stated MN Dot will be repaving Hwy 2 from Boundary Ave to Hwy 194 in 2025 and he will be attending a meeting in regards to \$80,000 set aside by MIC for a transportation study in Proctor.

Bray: None

BILLS FOR APPROVAL

General: \$124,004.80

Liquor: \$30,245.63

TOTAL BILLS FOR APPROVAL: \$154,250.43

Motion by Johnson, seconded by Ward 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 8:33 p.m.