

MINUTES OF THE PROCTOR CITY COUNCIL MEETING OF Monday, October 7, 2019

Meeting was called to order by Mayor Ward at 6:03 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, Andy Brunner, Kathy Hannan, and Dave Pocrnich.

Motion by Johnson, seconded by Nowak and carried (5-0) to suspend the regular City Council meeting and open the Public Hearing on a homeowner's request to vacate alley at 6:04 p.m.

Kathy Hannan spoke on combining the two properties. The county had originally split the properties into two.

Motion by Benson, seconded by DeWall and carried (5-0) to close the public hearing at 6:08 pm.

Motion by Johnson, seconded by Nowak to resume regular City Council meeting at 6:09 pm.

Motion by DeWall, seconded by Nowak and carried (5-0) to approve the City Council Meeting Minutes of Tuesday, September 3, 2019. Motion by Benson, seconded by Johnson and carried (5-0) to approve the City Council Meeting Minutes of Monday, September 16, 2019. Motion by DeWall, seconded by Nowak and carried (5-0) to approve the Planning & Zoning joint City Council Meeting Minutes from September 23, 2019.

Motion by DeWall, seconded by Johnson and carried (5-0) to approve the City Council Meeting Agenda of Monday, October 7, 2019 with the additions of items 6K Alley Vacate and 6L CDBG Pre-Application.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT: None

\*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 Ward and carried (5-0) to approve the Consent Agenda.

\*1. COMMUNICATIONS

\*2. PLANNING & ZONING DEPARTMENT MATTER

\*3. CLERK ADVISES COUNCIL

Payroll – Government fund payroll and liquor fund payroll period 9/2/19-9/15/19

\* 4. COMMITTEE REPORT

A. PUC minutes from Monday, August 12, 2019

\* 5. UNFINISHED BUSINESS

A. Purchasing Policy

B. Lowest Responsible Bidder

\* 6. NEW BUSINESS

A. Ormsby Road Maintenance Agreement

Bray clarifies and recommends a revision of the agreement, and that we are not required to participate. Asks Jim Aird what the costs are. Discussion follows regarding the maintenance between township and county roads. Bray suggest revising agreement and bringing back to Council at the next meeting.

No action taken.

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

WLSSD will be requiring inspection of sewer laterals.

First reading only, no action taken.

C. Set Public Hearing on liquor store

Casey explains that a public hearing needs to be set operating at a loss in two consecutive out of three years.

Motion by Johnson, seconded by DeWall, and carried (5-0) to set Public Hearing on liquor store for November 18, 2019.

D. Liquor Store Manager Position

The hiring committee had one internal applicant for the manager position and has recommended hiring Andrew Brunner as the Liquor Store Manager at Mountain Spirits. Andrew addressed the Council regards to length of employment, and current status of the liquor store. Motion by Benson, seconded by Nowak and carried (5-0) to accept the hiring committee's recommendation and hire Andrew Brunner as the Manager at Mountain Spirits Liquor Store.

E. Liquor Store Clerk Position

With promoting a clerk to the management position, there is an open Union position for a Liquor Store Clerk. The hiring committee met and recommends hiring Linda O'Heir to fill this position.

Motion by Benson, seconded by Nowak and carried (5-0) to accept the hiring committee's recommendation and hire Linda O'Heir for this position.

F. Fire Department Position

Casey has Troy DeWall address the hiring of Anthony Boesflug to the Proctor Fire Department contingent on passing the background check, drug screening, and physical requirements.

Motion by Nowak, seconded by Johnson and carried (5-0) to approve the hiring of Anthony Boesflug to the Proctor Fire Department with contingencies.

G. Resolution 40-19 MN Public Safety Application

This is a grant program application for the Fire Department to participate in the turnout gear washer/extractor/dryer award program for the 2020 program year.

Motion by Johnson, seconded by Benson and carried (5-0) to accept resolution 40-19.

H. CDBG

Casey explains there are vacant positions on the board for awarding CDBG program participants. Provided information regarding the vacancies.

Motion by Ward, seconded by DeWall and carried (5-0) to recommend Rory Johnson apply for the board vacancy.

I. Opioid

Discussion regarding previous agreement, termination provisions, and opting out of current class action lawsuit. Information only, no action taken.

J. Resolution 41-19

Motion by Nowak, seconded by DeWall and carried (5-0) to accept resolution 41-19 designating City Hall at 100 Pionk Drive Proctor, MN 55810 as the official polling place for elections.

K. Alley Vacating

Motion by Benson, seconded by DeWall and carried (5-0) to accept the homeowner's request and vacate the alley starting at 14<sup>th</sup> St, running North and South for approximately 120 ft.

L. CDBG Block Grant Pre-Application

Benson suggests utilizing the different areas offered by CDBG and submitting pre-application for the award. The deadline for the pre-application is October 15<sup>th</sup> 2019.

Motion by Benson, seconded by Ward and carried (5-0) to submit the pre-applications for CDBG.

6. New Business (Continued)

MEMBER CONCERNS

Benson: Tobacco 21 and gambling enforcement tax

DeWall: None

Johnson: Thanked the Street Department for their help with Homecoming.

Nowak: None

Ward: READ Event, Proctor/Hermantown football game on 10/16/2019 and Public Hearing for assessments on Almac 10/17/2019.

Administrator: Advised he attended the LMC Regional Conference and gave topics that were discussed. He also advised he will be attending the County Public Hearing on Short Term Rentals on 10/10.

BILLS FOR APPROVAL

General: \$ 151,183.93

Liquor: \$ 44,116.17

TOTAL BILLS FOR APPROVAL: \$195,300.10

Motion by Johnson, seconded by Nowak and carried (5-0) to approve the Bills for Approval as submitted.

Motion by DeWall, seconded by Nowak and carried (5-0) to adjourn the City Council Meeting at 7:05 p.m.