

MINUTES OF THE PROCTOR CITY COUNCIL MEETING OF Monday, December 2, 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, Daniel Glinski, Tom Maida, Kathy Hannan, Noelle Lent.

Motion by Nowak, seconded by DeWall and carried (5-0) to suspend the regular City Council Meeting and open the Truth & Taxation Public Hearing at 6:01 p.m.

Lent gave a summary on the 2020 purposed levy increase of 7%. This included revenues/expenses by department for the city, the increase in annual tax dollars based on home valuation, and the debt expenditures comparison from the previous year.

Motion by Ward, seconded by Johnson and carried (5-0) at 6:07 p.m. to recess the Truth & Taxation Public Hearing until December 16<sup>th</sup> at 6:01 p.m. and resume the regularly scheduled City Council meeting.

Motion by Johnson, seconded by Ward and carried (5-0) to approve the City Council Minutes from Monday, November 18, 2019.

Motion by Benson, seconded by Nowak and carried (5-0) to approve the Agenda of Monday, December 2<sup>nd</sup>, with items 6A and 6G tabled.

#### COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Tom Maida-845 6<sup>th</sup> St:

States his understanding of item 6A being tabled but encourages the Council to consider the concerns previously presented by citizens before taking action on the proposed short-term rental ordinance. Provides comments to follow-up with the letter he submitted previously to City Council.

Jodi Zhukov-841 6<sup>th</sup> St:

Requests a new draft of the proposed short-term rental ordinance and asks to consider the recommendation from the Planning & Zoning 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 DeWall and carried (5-0) to approve the Consent Agenda.

#### \*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 10/28/2019-11/10/2019

\* 4. COMMITTEE REPORT

- A. Liquor Control – Unofficial minutes from November 18, 2019
- B. Proctor Police Civil Service Commission Minutes November 7, 2019
- C. Planning & Zoning – Unofficial minutes from November 25, 2019
- D. PUC minutes from regular meeting October 14, 2019
- E. PUC minutes from special meeting October 17, 2019

\* 5. UNFINISHED BUSINESS

- A. Purchasing Policy
- B. Lowest Responsible Bidder

6. NEW BUSINESS

A. Ordinance 04-19 STR First Reading – Item Tabled, no action taken

B. 2020 Budget Summary 2020

Revenues: \$3,871,813.96

Expenses: \$3,859,100.00

Motion by Johnson, seconded by Nowak and carried (5-0) to accept the 2020 budget summary

C. Sewer 2020 Budget Summary

Revenues: \$553,000.00

Expenses: \$563,084.00

Motion by Johnson, seconded by Ward and carried (5-0) to accept the 2020 Sewer budget summary

D. Golf Course 2020 Budget Summary

Revenues: \$35,000.00

Expenses: \$35,000.00

Motion by Benson, seconded by Johnson and carried (5-0) to accept the 2020 Golf Course budget summary.

E. Liquor Store 2020 Budget Summary

Revenues: \$912,000.00

Expenses: \$911,371.00

Motion by Benson, seconded by Johnson and carried (5-0) to accept the 2020 Liquor Store budget summary.

F. Cable Commission 2020 Budget Summary

Revenues: \$24,010.00

Expenses: \$20,900.00

Motion by Ward, seconded by Nowak and carried (5-0) to accept the 2020 Cable Commission budget summary.

G. Resolution 45-19 Item Tabled, no action taken

H. Liquor Store Camera Quotes

Quotes from Honeywell and Johnson Controls were acquired to get the security cameras operable at the liquor store. Discussion follows regarding the incomplete quotes as the price of labor and installation were omitted in the quoted price.

Motion by Nowak, seconded by Johnson to accept the quote from Honeywell in the amount of \$7,370.00. Motion fails 0-5) for lack of support.

I. Fire Department Flooring Quotes

Quotes from Lake Effect Coatings and Duluth Coating Systems were acquired to replace the flooring at the fire hall.

Motion by DeWall, seconded by Johnson and carried (4-1 Ward voting no) to accept the quote from Lake Effect Coatings in the amount of \$5605.00.

MEMBER CONCERNS

Benson: None

DeWall: None

Johnson: Street Department did an excellent job with snow removal after the storm. DeWall, Casey, Johnson, and Aird had a successful meeting with Midway Township.

Nowak: None

Ward: Also noted the excellent job done by the Street Department

Administrator: Met with League of MN Cities about the insurance roof structure assessment.

LMC is requesting a plan from the City in regards to roof snow removal.

Bray: None

BILLS FOR APPROVAL

General: \$77,262.43

Liquor: \$30,311.65

TOTAL BILLS FOR APPROVAL: \$154,250.43

Additions: \$813.85 for fuel reimbursement during storm

TOTAL BILLS FOR APPROVAL: \$155,064.28

Motion by Benson, seconded by Nowak 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 6:32 p.m.

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Chad Ward, Mayor

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Mark Casey, City Administrator

