

Minutes of the regular Proctor City Council meeting held on January 3, 2017 in the Community Center Council Chambers

City Administrator Mark Casey administered the Oath of Office to Mayor Philip Larson, Councilor Troy DeWall and Councilor Gary Nowak

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

MEMBERS PRESENT: Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, and Gary Nowak; Mayor Philip Larson

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Gordy Downs; Susan Nowak; Jonny Nowak; Carole Shelton; Jeff Shelton; Judie Makela; Mark Granholm; Karen Granholm; Carol Nelson; John Engelking, Proctor Superintendent; Sherry Larson; Dan Rohweder; Traci DeWall; Lexie DeWall; Steve Anderson; Dick Kari; Russell Haberman; Jesse Annala

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by Benson and carried: To approve the December 19, 2016 City Council Meeting Minutes.

APPROVAL OF AGENDA

Larson added 6L: Pricing for Squad Car
Larson added 6M: Seating Arrangement
Benson added 6N: Legislative Agenda
Benson added 6O: Council Recognition

Motion by Nowak, seconded by Schwarzbauer and carried: To approve the agenda of January 3, 2017 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Gordy Downs welcomed the new council and stated that he was not happy with the process regarding the golf manager. He also said that in the Proctor Journal it stated that golf board members asked for lifetime memberships to the course and he doesn't believe that is true. Benson stated that Ridgewell asked for a lifetime membership. Larson also stated that he was at the council meeting when Ridgewell asked for a lifetime membership. Larson said that this council will be moving forward and trying not to look back at past practices.

*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) - bold print denotes need for Council action

Casey reminded the council about the St. Louis County public hearing next Tuesday, January 10, 2017 at City Hall.

Motion by Schwarzbauer, seconded by Benson and carried: To approve the consent agenda.

*1. COMMUNICATIONS

- A. Public Information Letter from St. Louis County

2. PLANNING & ZONING DEPARTMENT MATTER

Casey stated Item 6E. is from the Planning & Zoning Committee meeting.

*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 12/25/16; Liquor Fund payroll period ended 12/25/16
- B. Reminder ó January 16, 2017 City Offices are closed in observance of Martin Luther King Jr. Day ó regular City Council meeting to be held Tuesday, January 17, 2017, 6:00 p.m.

*4. COMMITTEE REPORTS

- A. PUC Meeting Minutes of November 14, 2016

5. UNFINISHED BUSINESS

- *A. Council Handbook
- *B. Flashing Stop Light at Kirkus and Boundary

6. NEW BUSINESS

- A. Proctor Superintendent John Engelking ó Equity in Athletics Facilities Referendum

John Engelking, Proctor Schools Superintendent, said he was at the council meeting to share a vision and how the school system is excited about the new referendum. He said they it is labeled "equity" because of all the opportunities it

will provide. Engelking showed the council and audience a promotional video. He went on to state that they believe that the new arena will be a catalyst for more growth in the city. Benson asked about trails, and Engelking said that he is excited for multiple trails in the city. Schwarzbauer asked if a new scoreboard will be part of the additions and also if they are promoting the fact that a Senior Citizen can attend sporting events for free. Engelking said that the school provides cards for seniors already. Larson stated that he supports the referendum, and Nowak agreed.

Motion by Nowak, seconded by DeWall and carried (5-0): To support the Proctor Schools Equity in Athletics Referendum as presented.

- B.** Appoint representative to Safe Routes Committee ó Russell Haberman to speak to Council

Russell Haberman, Representative from ARDC, came to the council to ask the city to be represented in the efforts of MN DOT for a safe routes to school program that is starting in February 2017. DeWall said that Haberman should attend a Public Safety committee meeting as ask for a committee member to represent the city.

- C.** 2017 OFFICIAL DESIGNATIONS ó Mayor Larson to appoint Deputy Mayor

Motion by Schwarzbauer, seconded by Nowak and carried (4-1, Benson Abstained): To designate The Proctor Journal as the Official Newspaper.

Motion by Schwarzbauer, seconded by Larson and carried (4-1, Benson abstained): To designate the Official Depositories as presented.

Motion by Larson, seconded by Benson and carried (4-1, Nowak abstained): For Gary Nowak to serve as Deputy Mayor as of January 1, 2017.

Motion by Larson, seconded by DeWall and carried (5-0): To designate Mark Casey as the Responsible Authority.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To designate John Bray as the Compliance Officer.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To designate Tammie McDonald as the Designee of Records.

Motion by Benson, seconded by DeWall and carried (5-0): To designate Ron Envall as Prosecuting Attorney.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To designate Jim Rich as Building Official

Motion by Larson, seconded by Nowak and carried (5-0): To designate Jay Boysen as Building Inspector

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To designate Ron Beldo as Electrical Inspector

Motion by Larson, seconded by Nowak and carried (5-0): To designate Robert Renaud as Plumbing Inspector

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To designate Walt Wobig as Chief of Police

D. 2017 COMMITTEE/COMMISSION APPOINTMENTS ó Mayor Larson delegating council representatives to committee/commissions

Larson stated that historically the city councilor was the chair of each committee. He would like to see each committee vote on a new chairperson.

Motion by Larson, seconded by Nowak and carried (5-0): To appoint Jim Schwarzbauer as council representative to Street Committee.

Motion by Larson, seconded by Benson and carried (5-0): To appoint Gary Nowak and Phil Larson to be council representatives on the Liquor Control Committee.

Motion by DeWall, seconded by Schwarzbauer and carried (5-0): To appoint Phil Larson as the council representative on the Public Safety Committee

Motion by Larson, seconded by DeWall and carried (5-0): To appoint Gary Nowak to serve as the council representative on the Parks & Recreation Committee

Motion by Larson, seconded by Nowak and carried (5-0): To appoint Jim Schwarzbauer as council representative to the Beautification and Trees Committee

Larson would like to have discussion at the next meeting about the role of the Planning and Zoning Board of Appeals.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To appoint Jake Benson as the council representative on the Cable TV Commission

Larson stated that as part of the PEDDA bylaws, the Mayor serves on that commission.

Motion by Larson, seconded by DeWall and carried (5-0): To appoint Gary

Nowak as council representative to the Proctor Golf Board.

Motion by Larson, seconded by DeWall and carried (5-0): To appoint Jim Schwarzbauer to the Personnel Committee.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To appoint Phil Larson and Jamie Pogatchnik to the Emergency Management Committee.

Motion by Larson, seconded by Nowak and carried (5-0): To appoint Jake Benson as the Business Representative to the Public Charitable Trust Fund Board

Motion by DeWall, seconded by Schwarzbauer and carried (5-0): To appoint Phil Larson to the Proctor Redevelopment Committee

Motion by Larson, seconded by Nowak and carried (5-0): To appoint Phil Larson as council representative to the Tourism Committee

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To appoint Gary Nowak as the alternate MIC Representative.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To appoint Jim Schwarzbauer as ACTS Representative and Jake Benson as alternate.

E. Property Line Adjustment ó 1665 LaVaque Road (approved by Planning & Zoning Committee December 19, 2016 óunofficial minutes attached)

Casey stated that Mr. Arnal owns both pieces of property and is now building on the vacant lot. He would like to expand that lot to 91 feet, which still falls within building code. Casey also stated that Proctor Planning and Zoning Commission has approved this request and recommended approval to the city council.

Motion by Benson, seconded by DeWall and carried (5-0): To approve the Property Line Adjustment of 1665 LaVaque Road as recommended by Planning and Zoning Commission.

F. Designate Negotiating Team

Mayor Larson stated that he would like the Negotiating Team to be City Administrator Mark Casey; Councilor Troy DeWall; and himself.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To appoint Mark Casey, Phil Larson, and Troy DeWall as the Negotiating Team

- G.** Board of Appeal and Equalization Training (Benson expires 7/17 ó Proctor will need two councilors to be certified by February 1, 2017)

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To appoint Troy DeWall, Gary Nowak and Jake Benson to become certified for the Local Boards of Appeal and Equalization by February 1, 2017.

- H.** Update ó Comprehensive Plan (Benson)

Benson said he would combine Item 6H & 6I and would like to see the council follow up with these documents and determine if there will be a plan of action. Schwarzbauer read the Implementation section of the Comprehensive Plan to the councilors.

- I.** Update ó MN Design Team (Benson)

- J.** Agreement for Professional Services Between the City of Proctor and the South St. Louis Soil & Water Conservation District

Casey said that this contract allows them to help the city with wetland issues and answer many questions. Casey said that the Street Department Foreman relies on the conservation district quite a bit.

Motion by Schwarzbauer, seconded by Benson and carried (5-0): To approve the Agreement for Professional Services Between the City of Proctor and the South St. Louis Soil & Water Conservation District as presented.

- K.** Approval of Philip Larson as signer on all City, Proctor Public Utilities, Liquor Fund, bank and investment accounts.

Motion by Benson, seconded by Schwarzbauer and carried: (5-0): To approve Philip Larson as signer on all City, Proctor Public Utilities, Liquor Fund, bank, and investment accounts.

- L.** Pricing for a Squad Car

Casey stated that this was a budgeted item for 2017 and that the paperwork the council has represents the state bid, which is the lowest bid. Larson asked if this included the set up fees also. Wobig stated that many major corporations are willing to donate items. Wobig said that with the donations, the squad car will need to be displayed at the chief's conference for a week.

M. Seating Arrangement

Larson said that he chose to move Benson to a different position as he is looking for change and looking forward with this council.

Benson stated that the seating arrangement now should place the City Administrator next to the City Attorney. Larson said that he would like the City Administrator to remain next to him.

Motion by Benson, seconded by Schwarzbauer and failed (2-3, Larson, Nowak, and DeWall opposed): To move the City Administrator seat next to the City Attorney.

Motion by Larson, seconded by Benson and carried (4-1, Benson opposed): To set the seating arrangement, from left to right: Attorney, Councilor DeWall, City Administrator, Mayor, Deputy Mayor Nowak, Councilor Benson, Councilor Schwarzbauer.

N. Legislative Agenda

Benson would like this item added to the next agenda. This is a non-bonding year and may be a good time to move forward with some requests.

O. Council Recognition

Benson said that historically retired members of council were given a plaque for their service. Larson agreed that this recognition is a good idea and could be presented at a council meeting.

Motion by Larson, seconded by Nowak and carried (5-0): To have administration order plaques for recognition of former Mayor Brenna and former councilors McGovern and White.

7. LABOR AND NEGOTIATIONS ISSUES ó Closed Meeting

A. Negotiation Update

Motion by Schwarzbauer, seconded by Benson and carried: To recess the city council meeting at 8:04pm to discuss Labor and Negotiation issues.

At 8:35pm the meeting was reopened.

BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To approve the General Fund bills in the amount of \$67,509.49. Roll call vote: Schwarzbauer ó yes, Nowak ó yes, DeWall ó yes, Benson ó yes, Larson ó yes.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0): To approve the Liquor Fund bills in the amount of \$23,199.95. Roll call vote: Schwarzbauer ó yes, Nowak ó yes, DeWall ó yes, Benson ó yes, Larson ó yes.

ADJOURNMENT

Motion by DeWall, seconded by Larson and carried: To adjourn the City Council meeting at 8:36 p.m.

Respectfully submitted,

Mark Casey, City Administrator