

Minutes of the regular Proctor City Council meeting held on August 15, 2016 in the Community Center Council Chambers

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

MEMBERS PRESENT: Councilors Jake Benson, Jim Schwarzbauer, Shawn McGovern, Travis White; Mayor David Brenna

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jim Aird, Midway Township; Phil Larson; Tom Napoli; Gary Nowak; Gordan Downs; Phyllis Hom; Jim Rohweder; Dick Kari; Kathy Hannan; Walter Wobig; Russell Habermann

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by Benson and carried: To approve the August 1, 2016 City Council Meeting Minutes.

APPROVAL OF AGENDA

Casey removed Agenda Item M.

Benson added 6P. Fairgrounds

Motion by Benson, seconded by Schwarzbauer and carried: To approve the agenda of August 15, 2016 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Phyllis Hom about her concerns with the road closures during Hoghead. She would also ask that the roads be cleaned up by 9am Sunday. Dick Kari said he will try to have it cleaned early.

Tom Napoli stated he was the artist that started the mural and would like to finish the job. He would like to thank the council for the owner of the building to finish the siding part of the project. Casey said that the City met with Mr. Field who stated that he wants the mural completed by another artist. Casey recommended that Napoli discuss this with Field.

Jim Rohweder confirmed that Field was not getting the building ready for the painting. Phil Larson stated that in his opinion, building maintenance should not be paid with Tourism money.

*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

Motion by Benson, seconded by Schwarzbauer and carried: To approve the Consent Agenda.

*1. COMMUNICATIONS

- A. ARDC Letter ó 2017 Tax Levy
- B. WLSSD Letter ó Draft Inflow and Infiltration Ordinance Revisions

2. PLANNING & ZONING DEPARTMENT MATTER

- A. Setback Variance at 210 S. 2nd Avenue ó August 22, 2016

*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 07/24/16; Liquor Fund payroll ended 07/24/16 (attached).

*4. COMMITTEE REPORTS

- A. Joint Public Safety and Liquor Control Meeting Minutes of Aug. 4, 2016

5. UNFINISHED BUSINESS

- *A. Council Handbook
- *B. Moving Street Department
- *C. Adopting Street Project Assessments
- *D. Flashing Stop Light at Kirkus and Boundary
- *E. Athletic Complex
- *F. Almac Drive Drainage

6. NEW BUSINESS

- A. Springsted Contract

Paul Steinman stated that the Agreement and that the changes were made per the council request. Steinman read through the highlighted components in the packet.

Steinman said that the established sale date will be September 19, 2016 at 11am for the proposal. He will then bring the information back to council that night.

Motion by Benson, seconded by McGovern and carried (5-0): To approve the

Springsted Contract as presented.

- B. Resolution 43-16: Resolution of the City of Proctor, Minnesota, Approving a Notice of Sale for the Issuance of \$2,285,000 General Obligation Refunding Bonds, Series 2016A

RESOLUTION NO. 43-16

RESOLUTION OF THE CITY OF PROCTOR, MINNESOTA, APPROVING A NOTICE OF SALE FOR THE ISSUANCE OF \$2,285,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016A

BE IT RESOLVED, by the City Council (the "City Council") of the City of Proctor, Minnesota (the "Issuer"), as follows:

Section 1. Authority. A. Under and pursuant to the authority contained in Minnesota Statutes, Chapters 429 and 475 (collectively the "Act"), the Issuer is authorized to issue general obligation bonds to refund bonds before their due dates, if consistent with covenants made with the holders thereof; and determined by the governing body to be necessary or desirable for the extension or adjustment of the maturities in relation to the resources available for their payment.

B. The Issuer has previously issued its \$3,005,000 General Obligation Bonds, Series 2011A (the "Prior Bonds") and wishes to refund the outstanding principal amount of the Prior Bonds before their due date for the extension or adjustment of the maturities of the Prior Bonds in relation to the resources available for their payment.

Section 2. The Bonds. The Board determines that it is necessary, expedient, and in the best interests of the Issuer's residents that the Issuer issue, sell and deliver its General Obligation Refunding Bonds, Series 2016A (the "Bonds"), in one or more series, for the purpose of refunding the Prior Bonds and paying the costs of issuing the Bonds.

Section 3. Terms of Proposal. The Issuer's administrative staff is hereby authorized and directed to work with Springsted Incorporated, municipal advisor to the Issuer, and Fryberger, Buchanan, Smith & Frederick, P.A., bond counsel, to solicit bids and arrange for the sale of the Bonds in the amount of approximately \$2,285,000 in substantial compliance with the Terms of Proposal attached hereto as Exhibit A, which Terms of Proposal are hereby approved.

Section 4. Form and Terms of the Bonds. The form, specifications and provisions for repayment of the Bonds shall be set forth in a subsequent resolution of the City Council.

Motion by Benson, seconded by McGovern and carried (5-0): To approve Resolution 43-16: Resolution of the City of Proctor, Minnesota, Approving a Notice of Sale for the Issuance of \$2,285,000 General Obligation Refunding Bonds, Series 2016A

C. 2016 Fireworks Permit and Site Map (approved by Public Safety)

Benson suggested in the future that the fireworks should be held on Friday with a rain day of Saturday.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To approve the 2016 Fireworks Permit and Site Map as presented.

D. Expendable Motorcycle Convention (approved by Public Safety)

Motion by Benson, seconded by White and carried (5-0): To approve the Expendable Motorcycle Convention as presented.

E. Lorenziø Hoghead Boxing (approved by Public Safety)

Dick Kari stated that things have changed since the original event application. Wobig said that the boxing is not in the street dance area.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To approve the Lorenziø Hoghead Boxing Event Application as presented.

F. Proctor Police Department Movie in the Park (approved by Public Safety)

Motion by White, seconded by Schwarzbauer and carried (5-0): To approve the Proctor Police Department Movie in the Park as presented.

G. Field Station Hoghead with Map (approved by both Public Safety and Liquor Control)

Wobig stated that the whole downtown area will be closed as an alcohol consumption area. Field will be selling alcohol on his property. McGovern stated that it appears that the city is expanding the area of consumption

Motion by Schwarzbauer, seconded by White and carried (5-0): To approve the Field Station Hoghead Event application as presented.

H. Hoghead Parade Route ó Revised (approved by Public Safety)

Brenna stated that there are two events at the Fairgrounds so the Hoghead parade Route was moved to line up on 1st Avenue.

Motion by Benson, seconded by White and carried (5-0): To approve the revised Hoghead Route as presented.

I. Ordinance 02-16: 1st Reading (Amending section 204.1 of City Code)

Casey said that this is a change to the City Code about the health insurance

carrier. This will be published and brought to council for a second reading.

J. Golf Board Applicants

Brenna read through the names of the seven (7) applicants.

Motion by McGovern, seconded by Benson and carried (5-0): To approve the seven applicant for the Golf Board Advisory Council: Roberta Thorsvik; Cindy Upton; Jesse Annala; Jay Boysen; Zach Taran; Barb Olson; Gordon Downs.

Brenna stated that there is to be a councilor on this board and asked White to sit on this board. White said he would rather not, so McGovern said he would serve on this committee through the end of the year.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To approve McGovern to serve on the Golf Advisory Board as the City Councilor Representative.

K. Resolution 44-16: Proctor Police Department Police Data Initiative

RESOLUTION 44-16

Proctor Police Department Police Data Initiative

STATE OF MINNESOTA)
COUNTY OF SAINT LOUIS)
CITY OF PROCTOR)

WHEREAS Proctor Police Chief Walter Wobig was invited to attend the White House 21st Century Police Briefing; and,

WHEREAS, the Police Data Initiative is one of the bench marks recommended by the White House 21st Century Policing task force, and;

WHEREAS, The Proctor Police Department supports making data open and available to the public, demonstrating a commitment to transparency and accountability, and

WHEREAS, It is the Proctor Police Department's vision to improve policing through science and innovation, and

WHEREAS, Open data improves transparency, accountability, and legitimacy, enhancing the relationship between the Proctor Police Department and the community which it serves and protect, and

WHEREAS, the Proctor Police Department already has accomplished;

- Officer Data on Professional Development (Training, college and etc. records)

- Call for Service (Monthly activity report)
- Multi-media points (Data given to public via Dept. Facebook Page, Local Newspaper, and

WHEREAS, through the support of this resolution Proctor will become the **First Agency in State of Minnesota and the smallest agency in the United States** to enter into the Police Data Initiative, and

WHEREAS, it is the desire of the City Council to support the Proctor Police Department and the Police Data Initiative in order to carry the interests of the community.

NOW BE IT RESOLVED through actions of the City Council and its Mayor: the City of Proctor presents this resolution as its sign of support towards transparency and the Police Data Initiative.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To approve Resolution 44-16: Proctor Police Department Police Data Initiative.

L. Hoghead Vendor List

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To approve the Hoghead Food Vendor List and the Craft Vendor Lists as presented.

M. Proctor Football Fundraiser

Item removed from agenda.

N. PUC Commissioner Appointment

Benson stated that he would like the applicant to complete the new city form to serve on a committee.

O. Ordinance 03-16 Temporary Family Health Care Dwelling ó Amending section 1002 (1st Reading)

Casey said this is 1st Reading for Ordinance 03-16.

P. Fairgrounds

Benson stated that he was approached by the President of the Fairboard asking for the City to continue to incorporate the property around the fairgrounds. This process originally began in 2010.

Motion by Schwarzbauer, seconded by McGovern and carried (5-0): To allow the City Administration to proceed with possible annexation of property by the fairgrounds.

Q. Amend School Zone

Motion by Benson, seconded by White and carried: To suspend the agenda.

Chief Wobig stated that the school contacted him about parking issues and could the City and Police Department enforce some parking issues. Brenna said that this is private property and the city should not enforce these restrictions. White asked if the school could post signs and the offenders get towed. McGovern said he agrees with White and would consider agreeing with this request if the school had an SRO to assist in this process.

7. LABOR AND NEGOTIATIONS ISSUES

MEMBER CONCERNS

Schwarzbauer stated that the new City of Proctor sign on LaVaque Road looks great at the entrance to the city.

Casey stated that the next City Council meeting will be on Tuesday, September 6, 2016 due to the Labor Day holiday. Casey also said that a special budget meeting may be called in the next few weeks.

Brenna said that the public has until 5pm tomorrow (August 16, 2016) to file for City Council or Mayor.

BILLS FOR APPROVAL

Motion by McGovern, seconded by Schwarzbauer and carried (5-0): To approve the General Fund bills in the amount of \$60,764.64. Roll call vote: Schwarzbauer ó yes, White ó yes; Benson ó yes; Brenna ó yes, McGovern ó yes.

Motion by McGovern, seconded by Benson and carried (4-1, White opposed): To approve the Liquor Fund bills in the amount of \$25,994.00. Roll call vote: Schwarzbauer ó yes, White ó no; Benson ó yes; Brenna ó yes, McGovern ó yes.

ADJOURNMENT

Motion by White, seconded by Brenna and carried: To adjourn the City Council Meeting of August 15, 2016 at 7:31 p.m.