

Minutes of the regular Proctor City Council meeting held on January 4, 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, Travis White & Shawn McGovern; Mayor David Brenna

OTHERS PRESENT: Jim Rohweder, City Administrator; Tammie Aanonsen; John Bray, City Attorney; Tim Peterson, Deputy Clerk; Jim Aird, Midway Township; Ron Peterson; Jan Rohweder; Chris Brenna; Bridget Peterson; Kathy Hannan

APPROVAL OF MINUTES

Motion by McGovern, seconded by Schwarzbauer and carried: To approve the December 21, 2015 City Council Meeting Minutes.

APPROVAL OF AGENDA

Rohweder added 7J: Intrusive Lighting Ordinance

Motion by Benson, seconded by Schwarzbauer and carried: To approve the agenda of January 4, 2016 as amended.

***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 McGovern, seconded by Schwarzbauer and carried: To approve the Consent Agenda.

*1. COMMUNICATIONS

2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 12/27/15; Liquor Fund payroll ended 12/27/15 (attached).

*4. COMMITTEE REPORTS

5. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

6. UNFINISHED BUSINESS

- A. Almac Drive Drainage ó After meeting with SEH, marking will be down in Spring 2016

Rohweder stated that this process will begin spring 2016.

- B. Moving Street Department Facility

Bray stated that he has not heard anything new from the county attorney.

- C. Craft Beer/Brewery/Growlers Ordinance ó Second reading and approval

Motion by McGovern, seconded by Benson and carried: To approve the Craft Beer/Brewery/Growlers Ordinance as presented.

- D. Flashing Stop Light at Kirkus and Boundary - Street Committee requests opportunity to review; meeting to be scheduled

Rohweder explained that the Street Committee needs to weigh in on this sign and will have a meeting in the near future.

- E. Athletic Complex

Rohweder said that at the last council meeting, it was agreed that Walker will join Benson for meetings with Representatives Bakk and Murphy. Benson said that he spoke with a representative from the hockey group and asked for a price to rehabilitate the current facility.

- F. Contamination Cleanup at city site - MPCA has been notified of contamination on property. Administration expects future correspondence.

Rohweder said that if they hadn't notified the MPCA, the City could have been subject to a \$10,000 fine. He said that they city should hear from the MPCA in the future.

- G. Committee Vacancies (Benson) ó Chairs of each committee have been asked to review vacancies and report back to Administration.

Rohweder said that city is waiting to hear from each committee chair and then bring the complete list to council for approval.

- H. Council Handbook ó Administrations example provided in packet

Rohweder said that administration put together a first draft of a handbook for Proctor City Council. He asked the councilor to review and report any questions or comments to Peterson between now and the first meeting in February 2016.

- I. Tourism Committee request for City to repair Locomotive and to take steps to insure Mural Project is completed by July 2016 (Meeting Minutes attached ó no decision made at last council meeting)

Rohweder said this item was on the prior agenda; however the council didn't make a decision about the mural project. The Tourism committee suggested that Attorney Bray send a letter to be sent to the owner of the Field Station.

Motion by McGovern, seconded by White and carried: For Attorney Bray to send a letter to Kevin Field, copying the painter on the letter, and advising that the project is to be complete by August 1, 2016. Mr. Field has a deadline of January 31, 2016 to respond.

Brenna stated that the contacts that he spoke to about restoration of the locomotive have retired. McGovern suggested that Administration contact Mr. Bueller with St. Louis County about repair and restoration. Schwarzbauer stated that he can talk with the welding instructor at Lake Superior College to ask for additional assistance on the repair.

7. NEW BUSINESS

- A. City Ordinance 101-01 Subd. 3 ó first meeting of year designation

1. Depository of City Funds;
 - First National Bank, Proctor
 - Proctor Federal Credit Union
 - MN 4M Fund
 - RBC Dain Rauscher, Floridian Custodial Services
 - RBC Capital Markets
2. Official Newspaper ó Proctor Journal
3. Building Official ó Jim Rich
4. Broker Certifications ó RBC Capital Markets (City & PUC CDs); Northland

- Securities: RBC; Dain Rauscher Duluth for Fire Relief;
5. Fire Department Officers ó Fire Chief ó Jamie Pogatchnik; Asst. Chief - Troy DeWall; Asst. Chief ó Jay Boysen; Asst. Chief - Kevin Field; Asst. Chief ó Kerry Helquist; Secretary ó Terry Schultz; Treasurer ó Jesse Annala
 6. ACTS City Representatives (Current: Schwarzbauer and Benson)
 7. MIC City Representative (Current: Brenna and McGovern)
 8. Deputy Mayor Appointment (Current: McGovern)

Schwarzbauer and Benson agreed to be the City of Proctor ACTS Representatives.

Brenna and McGovern agreed to be the City of Proctor MIC Representatives

Schwarzbauer offered to be the new Deputy Mayor for 2016.

Motion by McGovern, seconded by White and carried: To approve the 2016 City Designations as presented.

- B. Non-property tax revenue enhancements ó Benson

Item tabled.

- C. Adopting Street Project Assessments - Bray confirming with League

Bray stated that he has found several examples to review.

- D. City Council Protocol ó Benson (Sample included in packet)

Item tabled.

- E. City Council Agenda Items ó Benson (Sample included in packet)

Item tabled.

- F. City Council Goals for 2016 ó Benson (Discussion of each councilor's and Administration's goals)

Brenna stated that the new City Administrator would like to meet with each councilor to discuss their goals for 2016.

- G. Health & Wellness - Benson (Revisit golf passes for full-time employees and fire department)

Item tabled.

H. Letter of Appreciation ó Benson (Letter will be brought to meeting)

Motion by McGovern, seconded by Benson and carried: To approve Resolution 01-16 ó Recognizing James A. Rohweder for His Years of Service to The City of Proctor.

I. Legislative Agenda ó Benson (Plan for 2016)

Benson referred to a handout he brought to the councilors specifying Legislative Agenda items. Rohweder said that in his opinion, the main priority should be the 1/2 % Sales Tax. The second priority should be the Street Department Facility and/or Hockey Facility.

Schwarzbauer asked if the school was looking into building an entire sports facility ó if they would go to the public for a referendum. Brenna stated that he didn't think they school would be move forward without a public vote.

8. LABOR AND NEGOTIATIONS ISSUES

A. Hovland Annexation

Bray said there is nothing new to report. McGovern asked Bray to makes some phone calls for updates.

MEMBER CONCERNS

White asked Rohweder about the lack of Street Signs at 1st Avenue and Hwy 2. Rohweder said that he will discuss with the Street Department Foreman.

Rohweder wanted to remind the councilors that the next meeting will be Tuesday, January 19, 2016 due to the Martin Luther King, Jr. Holiday.

Rohweder also wanted to thank all the councilors for the years together. He stated that there was accomplished together and he appreciated all they did for the City.

Benson discussed that issue of Censuring the Mayor. He stated that he had trouble with how quick the council make the decision to censure without an investigation. He said it should have been an agenda item with a resolution.

BILLS FOR APPROVAL

Motion by McGovern, seconded by Schwarzbauer and carried: To approve the General Fund bills in the amount of \$63,145.48. Roll call vote: Schwarzbauer ó yes, White ó yes; Benson ó yes; McGovern ó yes, Brenna ó yes.

Motion by McGovern, seconded by Schwarzbauer and carried (4-1, White opposed): To approve the Liquor Fund bills in the amount of \$35,909.05. Roll call vote: Schwarzbauer ó yes, White ó no; Benson ó yes; McGovern ó yes; Brenna ó yes.

ADJOURNMENT

Motion by White, seconded by Brenna and carried: To adjourn the City Council Meeting of January 4, 2016 at 7:00 p.m.