

Minutes of the regular Proctor City Council meeting held on June 6, 2016 in the Community Center Council Chambers

Mayor Brenna called the meeting to order at 6:05 p.m.

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

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jim Aird, Midway Township; Jay Boysen; Eric Bingaman; Jan Rohweder; Jim Rohweder; Phil Larson; Dick Kari; Gordy Downs; Dick Ridgewell; Troy DeWall; Kathy Hannan; Phyllis Hom; Chris Brenna; Adena Newberg; Curt Bushey; Jackie Leibel; Glen Leibel; Louise Bennett; Jakob White; Sally Hedtke; Maggie Roper; Ian Erickson

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by Brenna and carried: To approve the May 16, 2016 City Council Meeting Minutes.

APPROVAL OF AGENDA

Benson added: 5G ó Veteranø Open Concert
Casey added: 6L ó Letter from Deputy Clerk, Tim Peterson
Casey added: 6M ó Request to council to post Deputy Clerk position
Brenna added: 6N: Handicap sign on 4th Street
Casey stated that item 6D will be tabled for another meeting

Motion by McGovern, seconded by Schwarzbauer and carried: To approve the agenda of June 6, 2016 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Jakob White asked Administration to contact the DNR about restocking the Kingsbury Creek. Brenna said the city will contact the DNR.

*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.

Benson pulled item 3A

Motion by Schwarzbauer, seconded by McGovern and carried: To approve the consent agenda as amended.

*1. COMMUNICATIONS

- A. CDBG, HOME, and ESG Programs Requalification
- B. WLSSD Comprehensive Wastewater Services Master Plan ó Public Notice

2. PLANNING & ZONING DEPARTMENT MATTER

- A. Property Split (approved by Planning & Zoning on 5/3/16)

Casey stated that the council has recently approved similar property splits. He said there is a map in the packet and that the Planning & Zoning commission recently approved the parcel split. Maggie Roper from Share Advantage Credit Union, the owner of the property, stated that there are buyers for the lots.

Motion by White, seconded by Schwarzbauer and carried: To approve the property split on Almac Drive as presented.

*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 05/15/16; Liquor Fund payroll ended 05/15/16 (attached).

Benson asked how the golf course is broken down for payroll compared to other departments. Peterson explained the differences.

Motion by Schwarzbauer, seconded by White and carried (5-0): To approve the Government Fund and Liquor Fund payroll for the period ended 05/15/16.

*4. COMMITTEE REPORTS

- A. Golf Board Minutes ó May 25, 2016

5. UNFINISHED BUSINESS

- *A. Almac Drive Drainage
- *B. Moving Street Department
- *C. Adopting Street Project Assessments
- *D. Flashing Stop Light at Kirkus and Boundary

- *E. Athletic Complex
- *F. Council Handbook
- *G. Veterans Open Concert

Otis Mac, leader of Rage N Country, said he was at the council meeting to present an expense report to the council as he missed the scheduled Tourism meeting at 5pm. Mac apologized for accusing the city for hindering the processing of the Veterans Open. He is at the meeting to ask for help with the event. Benson said that the packet has not gone through Tourism which it is required to move forward. Mac said that if he can't get a down payment for the music, the event is over. He asked if he can get an answer ASAP and if everyone would be willing to work together.

Wobig spoke as the Police Chief and resident of Proctor because of the issue with the email that was sent and the Facebook post. Wobig said that he has not been sitting on paperwork nor denied any services in this process. Wobig stated that he is a Veteran and the accusation that he would prolong or prevent this event was very hurtful.

Hedtke said that as the Event Coordinator for the City the accusations against her are 100% untrue. She said her offers to help have gone unaccepted. Hedtke said that they are following city code and state statute to spend public money. She showed the councilors copies of all the paperwork that she has produced for the Veterans Open. Brenna asked if Hedtke would work with Mac to go through the paperwork. Hedtke declined to work with Mac, but agreed to work with Rohweder.

6. NEW BUSINESS

- A. Swearing in of New Police Officer Andrew Leibel
- B. 2016 Hoghead Street Dance Application (Public Safety and Liquor Control approved on May 20, 2016)

Discussion among the councilors to change the noise ordinance to 1am from the current end time of 12 midnight. Benson stated that a resolution would need to be written to change this ordinance. Brenna suggested contacting Attorney Bray to write resolution.

Motion by Schwarzbauer, seconded by White and carried: To approve the 2016 Hoghead Street Dance application as presented.

- C. Resolution 34-16: Resolution of Non-Objection

Resolution No. 34-16
Resolution of Non-Objection
To Issuance of State of Minnesota
Charitable Gambling License

BE IT RESOLVED that the City Council of the City of Proctor hereby certifies that there are no objection to the issuance of a State of Minnesota Charitable Gambling Permit to Welch Center Inc. dba Valley Youth Center to conduct a raffle on June 17 & June 18th 2016 at Proctor Speedway, 800 N. Boundary Avenue, Proctor, MN.

Motion by White, seconded by Schwarzbauer and carried (5-0): To approve Resolution 34-16 as presented.

- D. Yellow Ribbon Community óSpeakers will be present (Brenna)

Item Tabled

- E. 2016 First Witness Multidisciplinary Team Inter-Agency (Wobig)

Motion by McGovern, seconded by Benson and carried (5-0): To approve the 2016 First Witness Multidisciplinary Team Inter-Agency as presented.

- F. AskRail application (Wobig)

Brenna said that this is an app that notifies the police officers phones if there is a train derailment.

Motion by Benson, seconded by McGovern and carried (5-0): To approve the Ask Rail application as presented.

- G. IAM RESPONDING 5 yr contract with Proctor Fire Department (Last year agreement was 1 yr contract ó Chief Pogatchnik asking for 5 yr contract)

Motion by McGovern, seconded by White and carried (5-0): To approve the IAM RESPONDING 5 year contract with the Proctor Fire Department as presented.

- H. Resolution 33-16 Golf Advisory Board Rules and Privileges

McGovern said that the golf board met last week, where the former board members asked for lifetime membership. There was a recommendation to provide a 50% discount instead. McGovern stated that the minutes were included in the packet for council review. Casey said that Sandy Karlson was absent from the meeting, however she submitted her resignation from the Golf Board. Casey wanted to publically thank Karlson for her extensive service with the Golf Board. McGovern said he will not be accepting the season pass.

Benson said that the advisory board was made without a motion. He would like to see a list of the board members. Jim Rohweder said that as a citizen, he is opposed to the board receiving lifetime memberships. No other committees or commissions receive get paid to volunteer their service. White and Phil Larson agreed with Rohweder.

Motion by McGovern, seconded by Schwarzbauer and carried: To table item 6H.

I. Meeting for Assessment Policy (Casey ó sent to councilors 5/18/16)

Item Tabled

J. Health Insurance for City (Casey)

Casey said that he and Peterson have worked diligently obtaining information for new City health insurance. He said that Reliable Insurance put together a packet that is very similar to the benefits that the employees currently receive. Casey said that the current insurance expires July 1, 2016 and all the employees have been notified of the changes. Administration recommends switching health insurance plans to BCBS 500 plan.

Motion by Schwarzbauer, seconded by White and carried (5-0): To move forward with the change to city employee health insurance to BCBS 500 as presented.

K. Bids for Patching and Concrete Work

Casey stated that this work is a budgeted item and there are two bids in the packet for councilor review. Sinnott has provided the lowest bid.

Motion by McGovern, seconded by White and carried (5-0): To accept Sinnott Blacktop's bid for patching and concrete work as presented.

L. Letter from Deputy Clerk, Tim Peterson

Casey stated that Peterson submitted his letter of resignation effective July 1, 2016. Benson said with reluctance and gratitude he will make a motion to accept the letter.

Motion by Benson, seconded by Brenna and carried (5-0): To accept the resignation letter from Tim Peterson as Deputy Clerk effective July 1, 2016.

M. Job Posting for Deputy Clerk

Casey stated that the city will need to post for this position as soon as possible.

Motion by White, seconded by Schwarzbauer and carried: To authorize

administration to post for the Deputy Clerk position.

N. Handicap Sign Placement on 4th Street

Ian Erickson spoke on behalf of his grandfather that lives at 110 ó 4th Street. Brenna said that the minutes from the Public Safety meeting describe the issue about placing a handicap sign in front of this residence.

Motion by White, seconded by McGovern and carried (5-0): To approve reinstalling a handicap sign at 110-4th Street at no cost to the resident.

7. LABOR AND NEGOTIATIONS ISSUES

MEMBER CONCERNS

Brenna asked the councilors if they would still like to have a council meeting on July 5, 2015. All agreed to meet on Tuesday, July 5, 2016 at 6pm.

Schwarzbauer expressed concern about the inability to see the stop signs on Kirkus Street during foggy weather.

Motion by Schwarzbauer, seconded by White and carried: To allow administration to determine costs for flashing lights at the Kirkus Street intersections.

BILLS FOR APPROVAL

Motion by McGovern, seconded by White and carried (5-0): To approve the General Fund bills in the amount of \$133,650.72. 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 \$41,876.86. 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 June 6, 2016 at 8:10p.m.