

Minutes of the regular Proctor City Council meeting held on June 20, 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; Jan Rohweder; Jim Rohweder; Phil Larson; Gordy Downs; Dick Ridgewell; Jakob White; Sally Hedtke; Gary Nowak; Roberta Thorsvik; Nicole Swanson

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by White and carried: To approve the June 6, 2016 City Council Meeting Minutes.

APPROVAL OF AGENDA

McGovern added 6I: Chair Position for Golf Board

White added 5G: Mural

White added 6J: Committee Recommendations

Benson pulled 6E

Motion by McGovern, seconded by Schwarzbauer and carried: To approve the agenda of June 20, 2016 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Nicole Swanson, employee of the Golf Course, stated that she has seen firsthand the harassment of golf board members to Walker. She indicated that the golf course is a hostile work environment with all the talking back and forth by the golf board members.

*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

White pulled 5G for discussion.

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

*1. COMMUNICATIONS

- A. Letter from League of Minnesota Cities
- B. Pocket Veto of Tax Bill Equals City Losses

2. PLANNING & ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 05/29/16; Liquor Fund payroll ended 05/29/16 (attached).

***4. COMMITTEE REPORTS**

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. Mural

White discussed the completion of the mural at the Field Station. He spoke with the artist who is currently waiting for finished siding. Casey said that the City Attorney has send letters specifying completion dates.

6. NEW BUSINESS

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

Casey stated that the Golf Board met and based of their minutes, this resolution was created. No motion was made.

Schwarzbauer asked who reviewed the resolution; Casey said that the document is based on the minutes of their meeting. Gordon Downs, member of the Golf Board, said that there were items brought up at the advisory meeting and then they are brought to council.

Benson offered an amendment to the resolution: To delete Items 1 & 2. No motion made regarding the amendment.

Motion by Schwarzbauer, seconded by Brenna and defeated (2-3, White, McGovern, and Benson opposed): To approve Resolution 33-16 Golf Advisory Board Rules and Privileges

B. Resolution 35-16 Razing of Building at 730-5th Street

CITY OF PROCTOR
RESOLUTION NO. 35-16

RESOLUTION ORDERING THE RAZING OF A HAZARDOUS BUILDING LOCATED
AT 730 6 5TH STREET, PROCTOR, MN

WHEREAS, pursuant to Minn. Stat. §§ 463.15 and 463.261, the City Council of Proctor finds the building located at 730-5th Street to be a hazardous building.

WHEREAS, the conditions listed above are more fully documented in the photographs prepared by the City Administrator on May 13, 2016, a copy of which is attached to this resolution as Exhibit A.¹

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA, AS FOLLOWS:

1. That pursuant to the foregoing findings and in accordance with Minn. Stat. §§ 463.15 and 463.261, the council orders the record owners of the above hazardous building or their representatives to make the following corrections on the property at 730-5th Street:
 - a. Roof has caved-in
 - b. Sides of building are concave
2. That if the city must take actions to enforce this order, all enforcement costs will be specially assessed against the property and collected in accordance with Minn. Stat. § 463.22, 463.161, and 463.21.
3. That the city attorney has served an order upon the owner of the premises at 730-5th Street and all lien-holders of record in which order/letter was returned.
4. That the city attorney is authorized to proceed with the enforcement of this order as provided in Minn. Stat. §§ 463.15 and 463.261.

Motion by McGovern, seconded by Brenna and carried (4-1, White opposed): To approve Resolution 35-16 as presented.

C. Quotes for building demolition at 730-5th Street

Brenna stated that the city received two bid for the building demolition.

Motion by Schwarzbauer, seconded by McGovern and carried (4-1, White opposed): To accept the low bidder as Shelton Excavating for the demolition of the garage at 730-5th Street in the amount of \$1530.00

D. Snowmobile Fence Quotes

Casey said that the City sent requests for bid to four companies and received two in return.

Motion by McGovern, seconded by Schwarzbauer and carried: To accept the lowest bidder of Iron Oaks Fencing for the snowmobile fence in the amount of \$18,24.00.

E. Resolution 22-16 Abolish the Position of Golf Course/Project Manager
Reinstituting the Position of Seasonal Golf Course (Benson)

Item pulled off agenda.

F. Veteranø Open

McGovern said that the golfing portion of the Veteranø Open is still scheduled. The concerts at the Fairgrounds have been cancelled. McGovern said he spoke with the event coordinator and will complete the necessary paperwork for that portion of the event.

G. Special Event Packet - LSRCC Event Application (approved by Public Safety)

Motion by McGovern, seconded by Schwarzbauer and carried: To approve the Special Event Packet - LSRCC Event Application as presented.

H. SEH combined estimates and exhibits for the 2016 construction projects

Brenna stated that he feels that the roads in the city should be done before the alleys. White agreed with Brenna. Peterson stated that the alleys need to be done first as they are actually storm water issues in the alleys. White asked how these projects were to be paid; Casey said the city has budgeted funds for these projects.

Motion by Schwarzbauer, seconded by Brenna and carried (5-0): To approve the SEH combined estimates and exhibits for the 2016 construction projects in the total amount of \$96,048.83.

I. Chair position of Golf Board

McGovern distributed a letter to the council about the Chair Position that he is currently holding on the Golf Advisory Board. He said he was asked to chair this committee when the City took over control of the day to day functions at the course. McGovern said that as it was pointed out at the last council meeting that there was not a resolution to create this board, he is no longer the chairman effective immediately.

J. Committee Recommendations

White said that when the council approved the Hoghead Street Dance at the last meeting, it was said that both the Liquor Control Board and Public Safety had approved the application. White was concerned that the Liquor Control Board did not have a quorum present at that meeting. He would like it noted in the minutes of each meeting if there is a quorum or not.

7. LABOR AND NEGOTIATIONS ISSUES

MEMBER CONCERNS

McGovern stated that there was a Parks & Recreation meeting early this afternoon. This committee wanted to congratulate the Proctor Rails Baseball team for their showing at the state tournament. McGovern also congratulated the Proctor student who was the winner of the 100 meters.

Benson stated that this is the last meeting of Deputy Clerk Tim Peterson and would like to thank him for his time and attention to detail. Benson said that Peterson will be sorely missed and he appreciated all the assistance given.

Brenna said that Peterson was always able to answer questions posed about budget or bills and Brenna will greatly miss him.

Casey wanted to thank Peterson for the exceptional job he has done at City Hall. Casey also wanted to remind the council that the next meeting is on Tuesday, July 5, 2016.

BILLS FOR APPROVAL

Motion by McGovern, seconded by Brenna and carried (5-0): To approve the General Fund bills in the amount of \$54,219.66. 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 \$22,262.88. 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 20, 2016 at 7:05 p.m.