

Minutes of the regular Proctor City Council meeting held on May 1, 2017 in the Community Center Council Chambers

Mayor Philip Larson called the meeting to order at 6:00pm.

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

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Jim Rohweder; Jennifer Smith; Jesse Annala; Russell Habermann; Kevin Connick; Dale Helland

APPROVAL OF MINUTES:

Benson stated that under Members Concerns there should be mention that there was a Resolution in 2015 stating that the City Council supports moving forward with having the Tourism Committee be the city's fact finding body for projects, funding levels, reporting and record keeping.

Motion by DeWall, seconded by Schwarzbauer and carried: To approve the April 17, 2017 City Council Meeting Minutes as amended.

APPROVAL OF AGENDA

Schwarzbauer added Career Advantage under Members Concerns  
Larson added 6N: Hoghead Parade Packet ó Lions Fireworks

Motion by Benson, seconded by Nowak and carried: To approve the agenda of May 1, 2017 as amended.

JOINT PUC & CITY COUNCIL MEETING

- A. 2016 audit reports presentation by Wipfli, LLC City/PUC Auditor - discussion and City/PUC review/approval (to be brought to meeting - Management Letter, Audited Financial Statements and Component Unit Financial Statements)

Bill Sweeny stated that as he is the only representative from PUC, their portion of the meeting will convene next Monday, May 8, 2017.

Jennifer Smith representative from WIPFLI presented documentation about the 2016 audit. She stated that the councilors received a new packet this year which she will use in her presentation. Smith proceeded with the audit report.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the 2016 audit report as prepared and presented by WIPFLI, LLC.

## COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

\*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 off Item 4A.

Benson noted some corrections: Chairperson Diane Giuliani's name was misspelled; under item 1C., it should read that Officer Redfield was doing the background investigation for the #1 candidate; under item 1D., it should read that the present commission has never hired a Chief of Police; under item 1E., it should read that to replace and officer it costs the city over \$42,000 and also over \$52,000 in additional overtime.

Larson pulled off Item 5A.

Larson asked for this item to be placed on the next agenda.

### \*1. COMMUNICATIONS

### 2. PLANNING & ZONING DEPARTMENT MATTER

### \*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 04/16/17; Liquor Fund payroll ended 04/16/17 (attached).

### \*4. COMMITTEE REPORTS

- A. Joint City Council/Civil Service Commission Meeting of April 20, 2017

### 5. UNFINISHED BUSINESS

- \*A. Council Handbook

Item placed on New Business for next meeting. Casey will send out proposed revisions to the Council ahead of the meeting for comments or suggestions.

- \*B. Personnel Handbook

## 6. NEW BUSINESS

- A. GIS Proposal ó Information provided by SEH City Engineer, Matt Bolf

Item tabled until May 15, 2017 Council Meeting

- B. Ordinance 02-17 ó Amending Special Event Application ó Second Reading

Casey read Ordinance aloud.

Motion by Larson, seconded by DeWall and carried (5-0): To approve and adopt Ordinance 02-17 as presented.

- C. Ordinance 03-17 ó Amending Street Dance ó Second Reading

Casey read Ordinance aloud. Jim Rohweder asked if he understood that this reading stated that the street dance gets approved by the event coordinator and public safety, he said it should receive final approval by City Council. Casey stated that the old language did not make mention of it being reviewed by the City Council.

Motion by Larson, seconded by Nowak and carried (5-0): To approve Ordinance 03-17 as presented.

- D. Resolution 17-17 - Special Event Application Deadline

Casey read Resolution 17-17 aloud.

Motion by Larson, seconded by DeWall and carried (5-0): To approve Resolution 17-17 as presented.

- E. Trainquility Park ó See memo from Parks & Recreation Committee Chair  
Jesse Annala

Casey stated that there was previous discussion about the addition of pergolas at Trainquility Park. He is asking for a motion or discussion to proceed. Jesse Annala, Chair of Parks and Recreation stated that he found a plan online and used a materials list to price out raw lumber. He said that there was also discussion about park maintenance at their meeting. Larson stated that he questions the amount of usage and also if the city wants to assume more maintenance. Schwarzbauer stated from a Beautification Committee standpoint, there is too much to take care of now in that area. He asked council to consider waiting on pergolas until he can possibly get the Mesabi Misses in that area. Nowak stated that he also would look at usage, and that he would like to see the Playground for

Everybody get completed. Russell Habermann suggested hiring a landscape artist for draw up ideas for Trainquility Park. Kathy Hannan also questioned the idea of a park in that area.

F. Proclamation ó 25<sup>th</sup> Annual Letter CarriersøFood Drive Day

Casey read the Proclamation aloud.

Motion by Nowak, seconded by Larson and carried (5-0): To accept Proclamation ó 25<sup>th</sup> Annual Letter CarriersøFood Drive Day

G. Trail Request: Associated Costs and Paperwork

Casey stated that this item is informational about the process when the city requested tax forfeited property. There are a number of forms to be completed, trail maps, wetland configuration forms, photos, resolutions and a cost of \$250.00

H. Agreement with St. Louis County for Road Striping

Casey said that he spoke with the Street Department Foreman and we have this agreement with the county every other year. Casey also said that the county asks that we sign this agreement and the cost is approximately \$2500.00. DeWall asked if there was money in the budget for this project. Benson stated that the street funds cover this expense.

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To approve the agreement with St. Louis County for Road Striping as presented.

I. Request for Qualifications ó City Website

Casey stated that the City staff sent out several requests for qualifications and only received one response. He also stated that a team will be put together at city hall for the website. Schwarzbauer asked for five examples of the Value Solution Design and five examples of the Value Design.

J. ATV Ordinance ó Discussed at Public Safety 5/1/17

Larson stated that at the Public Safety meeting a subcommittee was developed. Casey stated that the final product will be brought back to council.

K. St. Louis County Fair (new application including maps ó discussed at Public Safety 5/1/17)

Motion by DeWall, seconded by Nowak and carried: To approve the special event application for the St. Louis County Fair as presented.

L. Hoghead Car Show - Discussed at Public Safety 5/1/17

Benson asked about clean-up for the event, traffic control and if this went through Liquor Control Committee. Dale Helland stated for the 15 years he has assisted with this event, there has been no issues. Nowak said that it did go to the Liquor Control committee for review. Gaidis stated that there will be Proctor officers and also TZD officers patrolling the area.

Motion by Larson, seconded by Nowak and carried (5-0): To approve the special event packet for the Hoghead Car Show as presented and discussed.

M. Take A Hike - Informational

No action required.

N. Hoghead Special Event packet.

Larson stated that earlier this afternoon, Public Safety approved this event packet. Connick stated that the Lions Club provides insurance for the fireworks and historically the Lions have come to the Chamber and Irving Community Center for donations to pay the fee. Jim Rohweder agreed and said the city gave out the permits and verified insurance and then collected the checks from the Chamber and Irving Community Center. Rohweder also stated that the Fire Chief and the Police Chief signed off on the event packet. Casey stated that currently Tourism has budgeted \$4000.00 for the fireworks. Larson stated that this year they will proceed as usual, and next year evaluate the process. Connick also stated that local businesses brought vendors on their properties last year during Hoghead. He is asking that the council's assurance that only the vendors that are approved by the Hoghead committee, be allowed to sell items that day. Benson asked about clean-up and traffic control as stated in City Code. Connick said that Kari pays people to clean the streets and Lions Club members clean up the parade route. Connick also stated that the road barriers were discussed at the Public Safety meeting.

Motion by DeWall, seconded by Nowak and carried (5-0): To approve the special event packet for Hoghead as presented and discussed.

## 7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

Motion by Larson, seconded by Nowak and carried: To adjourn to close session at 8:19pm to discuss labor and negotiation issues.

Motion by DeWall, seconded by Schwarzbauer and carried: To close the Closed session at 8:46pm.

6. NEW BUSINESS (continued)

N. Labor Agreement

Motion by DeWall, seconded by Larson and carried: To open the regular City Council meeting at 8:46pm.

MEMBER CONCERNS

Schwarzbauer discussed Career advantage ó informational

Casey discussed the Fourth of July holiday as there is a council meeting on July 3 that month. Bray stated that there is an ordinance about when the council meets, but a motion could change that meeting date. Larson suggested possibly having just one meeting that month.

Larson reminded the public of the City Wide Clean Up from 9-12 on Saturday, May 6, 2017. He also stated that there is a public meeting at Black Woods about the possibility of Quik Trip on Boundary Avenue. That meeting is on May 5, 2017 at 5pm.

BILLS FOR APPROVAL

General Fund  
\$39,415.71

Liquor Fund  
\$23,535.28

\$62,950.99 TOTAL BILLS FOR APPROVAL

Benson asked about the Amsoil ó K9 Sponsorship invoice. Casey stated that was to help support the K-9 units in Hermantown and Duluth.

Motion by Schwarzbauer, seconded by Larson and carried (5-0): To approve both the General Bills and Liquor Bills in the amount of \$62,950.99.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried: To adjourn the city council meeting at 9:00pm.

Respectfully submitted,

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Philip Larson, Mayor

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Mark Casey, City Administrator