

Minutes of the regular Proctor City Council meeting held on September 19, 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; Gary Nowak; Gordan Downs; Jim Rohweder; Walter Wobig; Russell Habermann;

APPROVAL OF MINUTES:

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

APPROVAL OF AGENDA

Brenna requested that Item 6A be removed from the Agenda.

McGovern added 6I: 702.04 sub.7 Regulation of Hours
Schwarzbauer added 6J: Veterans Memorial Hall (Informational)

Motion by McGovern, seconded by Schwarzbauer and carried: To approve the agenda of September 19, 2016 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Gordy Downs, Proctor Golf Board, stated that the out of bounds lines have been moved by a property owner, He is asking the Council to remedy this and possibly get that area resurveyed. Casey advised that Attorney Bray is confirming property lines with St. Louis County.

Jim Rohweder, 9001 Johnson Road, said that originally the City of Proctor gave money to the Field Station based on a specific design for the mural. If there is a new artist, will the city and residents have the opportunity to see the latest design? Rohweder also asked the councilors if there is a plan to complete Trainquility Park and asked if the Parks and Recreation committee had a project completion list. Finally, Rohweder stated that it is fair to the citizens to know the current status of the golf course manager position. He said he would like to see the city do something one way or another.

Motion by Benson, seconded by White and carried: To suspend the regular agenda and move to Agenda Item 6B.

*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 5A
Schwarzbauer pulled item 4A

Motion by Benson, seconded by McGovern and carried: To approve the Consent Agenda as amended.

*1. COMMUNICATIONS

- A. Thank you letter from Grandmasø Marathon

2. PLANNING & ZONING DEPARTMENT MATTER

Casey stated that the Planning and Zoning Committee member will be discussing the zoning for Open/Recreation areas in Proctor.

*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 09/04/16; Liquor Fund payroll ended 09/04/16 (attached).

*4. COMMITTEE REPORTS

- A. Tourism Update ó Sally Hedtke

Schwarzbauer asked if there is a strategic plan developed for Tourism. Benson said that there is one currently being developed in a subcommittee.

Motion by Schwarzbauer, seconded by Benson and approved (5-0): To approve the Tourism Update submitted by Event Coordinator, Sally Hedtke.

5. UNFINISHED BUSINESS

- *A. Council Handbook

Benson stated that the Council Handbook should be in place along with the Personnel Policy. Casey stated that there was a discrepancy in the policy adopted last November. Casey said there is an example policy handbook put out by the League of Minnesota Cities. White said that the main issue he had was the wording in the handbook about the councilorø inability to add agenda items. Casey said that city staff will work on the handbooks.

- *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. Escrow Agreement ó item removed from Agenda
- B. Resolution 50-16 RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF \$2,285,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016A AND AWARDING THE SALE THEREOF

Paul Steinman from Springsted said at 11am twenty-nine (29) underwriters chose total of four bids. Steinman recommended approving the resolution at 1.96% with a total saving of \$170,362.00. Steinman also praised the council for the A-1 Moody's rating that the City received.

Motion by Benson, seconded by White and carried: To adopt Resolution 50-16 Authorizing the Issuance, Sale and Delivery of \$2,285,000 General Obligation Refunding Bonds, Series 2016A and Awarding the Sale Thereof

- C. Assessment Policy (emailed to Councilors)

Casey stated that several people including Attorney Bray, City Engineer, Former Staff and Administrator and himself have contributed to the development of the Assessment Policy. This type of policy is advantageous when the city is looking to obtain funding sources and it will also help offset cost and create a fund to continue with additional projects. Casey said that the policy has been presented to the Utility Commission and there will be a joint meeting.

Mayor Brenna stated that the council meeting of October 3, 2016 will be a joint City Council/Public Utility Commission meeting.

White stated that he is not in favor of an assessment policy and will be opposing this item. Phil Larson, PUC Commissioner, asked White how he would propose paying for street improvements. White stated that he would cut the budget and he would have used the money used for the Liquor Store Renovation for street repairs.

D. Public Utility Commission member appointment

Brenna said that the PUC appointment expired in August. Today Ann-Marie Wobig withdrew her application. Brenna spoke with Carol Lind today as she continued to express her interest in remaining a Utility Commissioner.

Benson said he wished Lind was present at the meeting. He also asked the council to consider changing the commission to five (5) board members. Benson also stated that PUC never admitted their violation with the Open Meeting Law. Brenna said that the council censured PUC.

Motion by Brenna, seconded by McGovern, and carried (4-1, Benson opposed): To approve Carol Lind as Public Utility Commissioner for a term of three (3) years.

E. Set Public Hearing for Truth in Taxation ó December 5, 2016

Casey said that by State Law the city is required to have a public hearing and set the final levy amount.

Motion by Schwarzbauer, seconded by McGovern and carried (5-0): To set the Truth in Taxation public hearing for Monday, December 5, 2016 at 6:15p.m.

F. Lease Agreement with Terry Carroll

Brenna said this has been a yearly agreement with Terry Carroll and Son, LLC. Mr. Carroll asked for the lease to extend for three years.

Motion by McGovern, seconded by Schwarzbauer and carried (5-0): To approve the lease agreement with Terry Carroll and Son through 2019.

G. CDBG Appointment

Brenna said there is an opening on the CDBG Advisory Board and City Secretary Tammie McDonald is submitting her application to serve in this capacity. There are four meetings in January to distribute funds for the CDBG. McDonald said it is important to have a representative from southern St. Louis County on this board.

Motion by Benson, seconded by McGovern and carried (5-0): To approve the application of Tammie McDonald to serve on the St. Louis County CDBG Advisory Board.

H. Moratorium on Solar Construction/Panels (Benson)

Benson said that there is talk about a solar developer discussing options in the City of Proctor. He feels that the council should discuss what this would mean to the city before a development began.

Casey said that he and PEDA Chair Eric Madson have had preliminary discussions after being approached by a developer of solar farms. This developer may also be interested in working with the school and with the Kirkus Street properties.

Eric Madson, PEDA Chair, said that the moratorium brought him to the meeting tonight. From an economic development standpoint, the city is always looking to add to the city tax base. Casey said that this is currently a conversation, not commitments. McGovern said that he would welcome more discussion to make the best educated decision.

I. Regulation of Hours and Conduct ó City Code 702.04, sub.7.

McGovern stated that this ordinance change is coming as a recommendation from the Liquor Control Committee that met just prior to the Council meeting. The recommendation is to strike a portion of the last paragraph. The business owners feel that there isn't enough time to do janitorial work or close up the business in that short timeframe. Benson suggested sending this to Public Safety for review and read this to the agenda October 3, 2016. McGovern said that the committee feels that this is a common sense change, but will forward to Public Safety. White stated that he has no problems moving forward with this item and agree to strike that portion of the paragraph. Casey reminded the council that, there is a required 1st and 2nd Reading with an ordinance change and goes into effect after publication.

J. Veterans Memorial Hall/Mike Colalillo Scholarship

Schwarzbauer distributed information about the Veterans Memorial Hall and a local available scholarship.

7. LABOR AND NEGOTIATIONS ISSUES

Casey asked the councilors to add Contract Negotiations to the next agenda.

MEMBER CONCERNS

BILLS FOR APPROVAL

Motion by McGovern, seconded by Schwarzbauer and carried (5-0): To approve the General Fund bills in the amount of \$46,026.49. Roll call vote: Schwarzbauer ó yes, White ó yes; Benson ó yes; Brenna ó yes, McGovern ó yes.

Motion by McGovern, seconded by Schwarzbauer and carried (4-1, White opposed): To approve the Liquor Fund bills in the amount of \$26,528.76. 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 September 6, 2016 at 7:40 p.m.