

MINUTES OF THE PROCTOR CITY COUNCIL MEETING OF Monday, January 6, 2020  
Meeting was called to order by Mayor Ward at 6:00 p.m.

MEMBERS PRESENT: Chad Ward, Troy DeWall, Gary Nowak, Rory Johnson and Jake Benson.

OTHERS PRESENT: Jim Aird, Peggy Vanderscheuren, Jim Rohweder, Assistant Administrator Noelle Lent, Megan Jordan, Kent Gaidis, City Attorney Bray, Ted Kiefat

Motion by DeWall, seconded by Johnson and carried (5-0) to approve the City Council minutes from Monday, December 16, 2019.

Motion by Benson, seconded by DeWall and carried (5-0) to approve the agenda of Monday, January 6, 2020 with the suggestion of going into closed session after public comments.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None

LABOR AND NEGOTIATIONS ISSUED – PER MN STATUTES 13D Closed Meeting

Motion by Johnson, seconded by DeWall and carried (5-0) to move into closed session at 6:06 p.m.

Motion by DeWall, seconded by Benson and carried (5-0) to reconvene the regular City Council meeting at 7:18 p.m.

Motion by Johnson, seconded by Ward and carried (5-0) to approve the consent agenda.

6. NEW BUSINESS

A. Resolution 01-20 Application to apply for voting equipment grant

Motion by Benson, seconded by DeWall and carried (5-0) to submit an application to the State of Minnesota to receive matching funds in the amount of \$2000.00 for the purchase of voting equipment.

B. Resolution 02-20 Respect Minnesota Pledge

Motion by Johnson, seconded by Ward and carried (5-0) to approve resolution 02-20 Respect Minnesota Pledge.

C. Resolution 03-20 appoint consulting Engineer

Motion by Johnson, seconded by Nowak and carried (5-0) to approve resolution 02-20 appoint SEH as consulting engineer.

D. Resolution 04-20 Designating official depository

Motion by DeWall, seconded by Johnson and carried (5-0) designating First National Bank, Proctor, Proctor Federal Credit Union, MN 4M Fund, PMA Network, RBC Capital Markets & Dain Rauscher, and Northland Securities as official depositories.

#### E. 2020 Official Designations

Motion by Benson, seconded by Ward and carried (5-0) to designate Proctor Journal as official newspaper.

Motion by Ward, seconded by DeWall and carried (5-0) to designate Councilor Benson as Mayor Pro-Tem.

Motion by Ward, seconded by DeWall and carried (5-0) designating the City Administrator as the responsible authority for data requests.

Motion by Ward, seconded by Benson and carried (5-0) designating Attorney Bray as Compliance Officer.

Motion by Ward, seconded by Benson and carried (5-0) designating the City Administrative Assistant as the Designee of Records.

Motion by Nowak, seconded by Benson and carried (5-0) designating the Prosecuting Attorney as Ron Envall.

Motion by Benson, seconded by Ward and carried (5-0) designating the City Attorney as John Bray.

Motion by DeWall, seconded by Nowak and carried (5-0) designating the Building Official as Jim Rich.

Motion by Nowak, seconded by Johnson and carried (5-0) designating the Building Inspector as Jay Boysen.

Motion by Benson, seconded by Nowak and carried (4-0 DeWall abstaining) accepting the following officers as appointed by the Proctor Fire Department:

Chief: Kerry Helquist

Assistant Chief: Troy DeWall, Jay Boysen, Kevin Field

Deputy Chief: To be determined at a later date

Treasurer: Jesse Annala

Secretary: Terry Schultz

Relief Association: Andy Padzak – President

Brad Johnson - Vice President

Jesse Annala – Treasurer

Brian Willms - Secretary

Mayor

Kerry Helquist – Fire Chief

City Administrator

Trustees: Lynn Windus

Ben Lalone

#### F. 2020 Committee/Commission Appointments

Motion by Johnson, seconded by Benson and carried (5-0) to remove Councilor Nowak from Beautification & Trees Committee, accept the resignation from Russell Habermann and to keep council member appointments from 2019 to the respective committees for 2020.

#### G. Compudyne contract for Fire Hall

Motion by Johnson, seconded by DeWall and carried (5-0) to approve the contract from Compudyne for internet service improvements at the Proctor Fire Hall in the amount of \$400.00 for installation and \$57.50 a month for internet service.

H. Motion by Johnson, seconded by DeWall and carried (5-0) to accept resignation from the City Administrator effective 12/31/2019.

I. Motion by Benson, seconded by DeWall and carried (5-0) to post an open position for the City Administrator position.

J. Motion by Benson, seconded by Johnson and carried (5-0) to form a hiring committee for the City Administrator position.

MEMBERS CONCERNS:

Benson: Appointed to LMC Insurance committee for another year, St. Rose raffle in early Feb.

DeWall: None

Nowak: None

Johnson: Feb 21<sup>st</sup> READ dinner at Blackwoods, appointed to CDBG board and will begin reviewing grant applications.

Ward: Liquor store sign and camera bid to add to the agenda for Jan. 21, 2020. Congratulations to Councilor Benson and Councilor Johnson. Will be absent at next council meeting.

Assistant Administrator: None

BILLS FOR APPROVAL:

General Bills: \$94,147.19

Liquor: \$36,864.02

Total: \$131,011.21

Motion by DeWall, seconded by Johnson and carried (5-0) to approve the bills as submitted.

Motion by DeWall, seconded by Johnson and carried (5-0) to adjourn the City Council meeting at 7:37 p.m.

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Chad Ward, Mayor

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Assistant Administrator