

MINUTES OF THE PROCTOR CITY COUNCIL MEETING Tuesday, January 21, 2020  
Meeting was called to order by Acting Mayor Benson at 6:01 p.m.

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

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

Motion by DeWall, seconded by Johnson and carried (4-0) to approve the City Council minutes from Monday, January 6, 2020.

Motion by Benson, seconded by DeWall and carried (4-0) to approve the agenda of Monday, January 21, 2020 with the additions of the following items:

- 6 H. Crack Seal Proposal
- 6 I. Schedule Special City Council Meeting
- 6 J. Resolutions for bonding proposal
- 6 K. Blizzard Day Tour Proclamation

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:  
None

Motion by Johnson, seconded by DeWall and carried (4-0) to approve Payroll-Government fund payroll and liquor fund payroll period 12/23/2019-1/5/2020

Motion by Johnson, seconded by DeWall and carried (4-0) to approve the PEDDA minutes of 1/14/2020.

## 6. NEW BUSINESS

### A. Winterfest Medallion Hunt Approval

Motion by Nowak, seconded by DeWall and carried (4-0) to approve the Winterfest Medallion Hunt application.

### B. 2019 Proctor Fire Department donations

Proctor Fire Department has totaled the amount of donations received from the annual calendar campaign.

Motion by DeWall seconded by Nowak and carried (4-0) to approve the 2019 donations to the Proctor Fire Department in the amount of \$1725.00

### C. Fire Department Bylaws

Amendments to the By-Laws of the Proctor Firemen's Relief Association were approved at the last meeting. Submitted to council for approval.

Motion by Johnson, seconded by Nowak and carried (3-0 DeWall abstaining) to approve the amendments to the By-Laws of the Proctor Firemen's Relief Association.

#### D. Fire Department Treasurer Stipend

Chief Helquist recommends with the increasing demands and workflow to increase the stipend of the treasurer by \$300.00 annually.

Motion by Johnson, seconded by DeWall and carried (4-0) to approve the \$300 annual increase for the Proctor Fire Department's Treasurer.

#### E. PEDDA Appointment

Motion by Johnson, seconded by DeWall and carried (4-0) to approve the recommendation to appoint Eric Madson as the Chair of the Proctor Economic Development Authority.

#### F. Liquor Store Camera Quote

The original quote submitted by Honeywell for the installation of cameras at Mountain Spirits was terminated. Liquor Store Manager would like to obtain an additional quote to proceed with the installation of security cameras.

Motion by Johnson, seconded by DeWall and carried (4-0) to ratify the termination of the contract with Honeywell and approve Ted Kiefat to quote the cost of installation of cameras at Mountain Spirits Liquor Store.

#### G. Liquor Store Sign Quote

The two original bids received to repair and replace the sign at Mountain Spirits Liquor Store conflicted with the repairs to be completed. The original acceptance from Todd Signs has been terminated and a new bid process opened.

Motion by DeWall, seconded by Johnson and carried (4-0) to terminate the acceptance of the quote from Advanced Design in the amount of \$4,479.00 and re-open the bid process.

#### H. Crack Seal bid

Proctor received a proposal from St. Louis County to crack seal Kirkus Street. This will prepare the surface for the chip sealing and striping project to take place at a later date.

Motion by Johnson, Seconded by DeWall and carried (4-0) to accept the crack seal bid in the amount of \$10,000.00 for Kirkus Street.

#### I. Special Meeting Scheduling

A special meeting needs to take place to discuss personnel matters.

Motion by Johnson, seconded by Nowak and carried (4-0) to schedule a special meeting on February 3<sup>rd</sup>, 2020 at 4:30 p.m. in the Council Chambers 100 Pionk Drive, Proctor.

#### J. Resolutions for bonding proposal

Two separate resolutions were presented in regards to the 2020 bonding proposal. Discussion follows by Johnson, DeWall, Nowak, and Benson clarifying the action taken with the proposed resolutions. Nowak supports the approval of extending the tax and helping to ease the burden on voters.

Motion by Johnson, seconded by Nowak and carried (4-0) to extend an existing local sales tax to fund specific capital improvements providing regional benefit and to extend the duration of the tax.

Motion by Johnson, seconded by Nowak and carried (4-0) to repair existing facility with the addition of a new street garage, salt and sand shed and extend Munger Trail and Proctor/Hermantown Spur addition.

The location of the salt and sand shed is discussed along with the relocation of a public works building.

#### K. Black Woods Blizzard Tour Day

Due to the history, success, and participation of both businesses and individuals in the annual Black Woods Blizzard Tour, a recommendation was made to support a proclamation. Individuals and business have helped raise over \$11,000,000.00 to provide support and services for individuals living with ALS.

Motion by Johnson, seconded by Benson and carried (4-0) proclaim January 29, 2020 as "Black Woods Blizzard Tour Day".

#### 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 7:16 p.m.

Motion by Johnson, seconded by Nowak and carried (4-0) to reconvene the regular city council meeting at 8:22 p.m.

Motion by DeWall, seconded by Johnson and carried (4-0) to approve the submitted separation agreement.

Motion by Johnson, seconded by Benson and carried (4-0) to support the authority to impose a local sales tax to fund specific capital improvements providing regional benefit, to establish the duration of the tax and the revenue to be raised .5%.

Motion by DeWall, seconded by Johnson and carried (4-0) to approve the amendments to the agreement by and between the City of Proctor Office Staff and Teamsters General Local Union No 346.

Motion by DeWall, seconded by Johnson and carried (4-0) to approve the amendments to the agreement by and between the City of Proctor Street Department and Teamsters General Local Union No 346.

Motion by Johnson seconded by Nowak and carried (4-0) to draft addendum to the contract for Assistant Administrator.

#### MEMBERS CONCERNS:

Benson: There will be changes to cable TV law, federal regulations may revoke commission funds for public TV.

DeWall: Update on fire truck lease and purchase status. An original bond was thought to expire in 2020, and it will mature in 2021 instead. With the inclusion of this year of maturity, the purchase of a fire truck will delay until 2021 or further.

Roof insurance: There has been ongoing discussions on roof and building repairs. As of January 31, 2020, the insurance policy will cease and only damages caused by wind or fire will be covered. Previously, there has been a \$10,000.00 deductible – the insurance company will not cover the building due to extensive damages from ice dams. A snow removal company has been utilized, and a meeting will take place this week to gain estimates on snow removal costs for 2020. This will be brought back to council for further discussion and decisions made what to do going forward.

Nowak: None

Johnson: None

Ward: Absent

Assistant Administrator: Sewer Ordinance set to begin 2/1/2020. Deciding on process in the absence of a City Administrator. Street department foreman will sign off on sewer related issues only. Any further decisions or waiver requests will be submitted to council for approval.

Baker Tilly will be at the next council meeting (Feb 3<sup>rd</sup>, 2020) to discuss TIF districts. Sally Hedtke has taken the lead with conification process.

#### BILLS FOR APPROVAL

General Bills: \$48,906.75

Liquor: \$41,801.28

Total: \$90,708.03

Motion by Johnson, seconded by DeWall and carried (4-0) to approve the bills as submitted.

Motion by DeWall, seconded by Johnson and carried (4-0) to adjourn the City Council meeting at 8:37 p.m.

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Chad Ward, Mayor

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Assistant Administrator