

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, April 20, 2020

*Due to COVID-19: Meeting was conducted via Zoom with Ted Kiefat as meeting coordinator

Mayor Ward called the meeting to order at 6:09 p.m.

MEMBERS PRESENT: Jake Benson, Rory Johnson, Gary Nowak

OTHERS PRESENT: Interim City Administrator Troy DeWall, City Attorney John Bray, Megan Jordan, Ted Kiefat
Chief Gaidis

Motion by Johnson, seconded by Nowak and carried (4-0 roll call vote: Nowak Y, Johnson Y, Ward Y, Benson Y) to approve the City Council minutes from Monday, April 6, 2020.

Motion by Johnson, seconded by Nowak and carried (4-0 roll call vote: Nowak Y, Johnson Y, Ward Y, Benson Y) to approve the agenda for Monday, April 6, 2020.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Meeting was delivered via zoom due to the COVID-19 pandemic. The link to access the meeting was provided to the public via meeting notice, the City's website, and the City's Facebook page. Phil Larson and Sally Hedtke viewed via the zoom stream.

Motion by Benson, seconded by Johnson and carried (4-0 roll call vote: Nowak Y, Johnson Y, Ward Y, Benson Y) to approve the consent agenda pulling items *4A for discussion.

Item *4A: PUC minutes from Thursday, March 5, 2020

Benson asks for an explanation regarding the CIP rebates and which labor contract completed negotiations. With no representative from PUC in attendance at Council meeting, Acting Administrator DeWall will verify with the Commission Secretary. Acting Administrator DeWall confirms the labor contract negotiated was with IBEW labor union.

6. NEW BUSINESS

A. 914 6th St Sewer Bill

Councilor Benson requested the amount charged for the sewer portion of this bill be discussed again as the motion failed due to lack of support at the previous meeting. Mayor Ward agrees with refunding excessive sewer charges due to a water break as long as the city could recoup the normal monthly usage amount.

Motion by Ward, seconded by Benson and carries (3-1 roll call vote: Benson Y, Nowak N, Johnson Y, Ward Y) to credit the homeowner the difference between the rate charged to the January 2020 bill of \$628.89 and a normal monthly rate of usage of \$29.56 for a credit in the amount of \$599.33. Discussion follows regarding not setting a precedent and looking at issuing credits for excessive sewer usage on a case by case scenario.

B. Nuisance property 122 4th St

Attorney Bray updates that a judgement was entered on 8/17/2019 in favor of the City. At that time, the homeowner complied with some but not all of the nuisance abatement orders. The City has the authority to abate the nuisance orders if desired and recommends sending a police officer to the property with a copy of the order, take an inventory of what is left to abate, and have a discussion with the homeowner. Discussion follows regarding other blighted properties within Proctor that need to be addressed. Chief Gaidis confirms sending an officer to have a discussion with the homeowner.

C. Parks and Recreation Facilities

Mayor Ward states that with the COVID-19 pandemic there have been changes to the facilities that are available for public use. With recent executive orders amended by Governor Walz to allow City Playgrounds to re-open, what would Council like to do regarding the third (3rd) Street blacktop park and the fields?

Motion by Nowak, seconded by Johnson and carried (4-0 roll call vote: Nowak Y, Johnson Y, Ward Y, Benson Y) to allow the blacktop park and fields to remain open for the public to use, as long as the social distancing guidelines are followed as well as the number of people gathering in these locations at any one given time as directed by Governor Walz in his Safe At Home Order.

D. Arbor Day Proclamation

Motion by Johnson, seconded by Benson and carried (4-0 roll call vote: Nowak Y, Johnson Y, Benson Y, Ward Y) to proclaim Friday, April 24th as Arbor Day in the City of Proctor.

E. 2020 Previously Approved Events – Speedway Season – Begins May 3rd, 2020

Motion by Ward, seconded by Johnson and carried (4-0 roll call vote: Nowak Y, Johnson Y, Benson Y, Ward Y) to suspend the opening of the Speedway season until Governor's orders regarding COVID-19 are lifted.

F. 2020 Previously Discussed Events – Citywide Rummage Sale

Confirmation that this event is not sponsored by the City. Councilor Benson as the event sponsor from the Proctor Journal confirms that the decision has been made to suspend the citywide rummage sale until further notice.

G. 2020 Previously Discussed Events – Memorial Day Observance

Motion by Johnson, seconded by Ward and carried (4-0 roll call vote: Nowak Y, Benson Y, Johnson Y, Ward Y) to table this item until the City Council meeting on May 4th, 2020.

H. 2020 Previously Approved Events – Powerhouse Bike Nights

Motion by Ward, seconded by Johnson and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to suspend Powerhouse Bike Nights until the Governor's orders regarding COVID-19 are lifted.

I. City Code 204.01 – First Reading

No action taken

J. Police Records Tech Hiring Recommendation

Diane Giuliani, Chair of the Police Civil Service Commission provides a summary of the applicants and interviews that took place for the records technician position and recommends the hiring of Kari Putikka for the Police Records Tech position.

Motion by Johnson, seconded by Ward and carried (4-0 roll call vote: Nowak Y, Johnson Y, Ward Y, Benson Y) to accept the recommendation from the Police Civil Service Commission and approve the hiring of Kari Putikka for the Police Records Technician position.

7.LABOR AND NEGOTIATION ISSUES – PER MN Statutes 13D Closed Meeting

Motion by Johnson, seconded by Ward and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to close the regular City Council meeting and open closed session for discussion of labor and personnel matters at 6:43 p.m.

6. NEW BUSINESS (continued)

City Council meeting resumes at 6:56 p.m.

Motion by Johnson, seconded by Nowak and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to approve the resignation letter from Noelle Lent. Discussion follows regarding sending a thank you card for performing an outstanding job for the City of Proctor during her employment.

MEMBER CONCERNS

Benson: Requests discussing the hiring process for the City Administrator position including the selection of finalists and interview questions to be asked of candidates. A discussion follows regarding the process that Council has previously approved. Benson also requests a first quarter budget report at the next Council meeting, discusses the operation of an air bnb out of a rental home, and outstanding utility bills at 408 3rd Ave. He also states the Fire Department will be participating in the homemade face mask donation drive and will be accepting masks from 10:00 am-2:00 pm on Saturday, April 25th, 2020.

Johnson: None

Nowak: Thanked the citizens of Proctor, Midway, and Duluth for picking up trash around towns and communities while out on walks during the COVID-19 pandemic.

Ward: Also states that the Proctor Fire Department will be collecting homemade face masks at the fire hall on Saturday April 25th, 2020 from 10:00 am – 2:00 pm as part of the statewide donation drive.

Administrator DeWall: Proctor Fire Department to participate in the homemade face mask donation drive with donations accepted on Saturday, April 25th, 2020 from 10:00 am – 2:00 pm.

BILLS FOR APPROVAL

General: \$80,318.20

Liquor: \$20,364.02

TOTAL BILLS FOR APPROVAL: \$100,682.22

Motion by Johnson, seconded by Benson and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to approve the bills as submitted.

Motion by Johnson, seconded by Nowak and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to adjourn the City Council meeting at 7:20 p.m.

Chad Ward
Mayor

Troy DeWall
Interim City Administrator