

## MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, May 4<sup>th</sup>, 2020

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

Mayor Ward called the meeting to order at 6:00 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 Benson and carried (4-0 roll call vote: Nowak Y, Johnson Y, Ward Y, Benson Y) to approve the City Council minutes from Monday, April 20, 2020

Motion by Nowak, seconded by Johnson and carried (4-0 roll call vote: Nowak Y, Johnson Y, Ward Y, Benson Y) to approve the agenda for Monday, May 4<sup>th</sup>, 2020 with the addition of item 6l: Memorial Day Observance

### COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Craig Lofdahl spoke on behalf of the Proctor Speedway stating that other area racetracks are holding practice sessions while maintaining appropriate social distancing. He requests the ability to be able to hold practice sessions at Proctor Speedway. Mayor Ward encourages Proctor Speedway to submit a plan for Council to review at the next City Council meeting.

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  
Sally Hedtke, Phil Larson, Tammy Lofdahl, Craig Lofdahl, Ken Jensen viewed via the Zoom stream.

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

### 6. NEW BUSINESS

#### A. Resolution 14-20 Issuance of Non-Objection Gambling Permit

Motion by Benson, seconded by Ward and carried (4-0 roll call vote: Nowak Y, Johnson Y, Benson Y, Ward Y) to issue a State of Minnesota Charitable Gambling Permit to Never Surrender, Inc to conduct a raffle for the event held at Blackwoods on Feb 2, 2021.

#### B. Emergency Operations Plan

Motion by Johnson, seconded by Ward and carried (4-0 roll call vote: Nowak Y, Johnson Y, Benson Y, Ward Y) to accept the Emergency Operations Plan 2020 as updated to reflect current names and dates.

#### C. Interviewing Protocol

Benson states that he would like clarification on the questions to be asked during the interviews for the City Administrator position. He also questions the overall process and the involvement of Council members during the hiring process. Benson also asks if candidates will be receiving per diem or reimbursement of travel expenses. Administrator DeWall confirms the selection of the four candidates to be interviewed that were chosen by the Search Committee. Members of the Search Committee were asked to serve on the Hiring Committee. Due to the COVID-19 pandemic, selected candidates will complete the first round of interviews with the Hiring Committee via the Zoom online platform. The process for the second round of interviews to be completed with Council will be open for discussion and decided upon at a later date. As previously stated in the past, candidates will not be reimbursed for any accrued travel expenses. Specific questions to be asked

during the first round of interviews with the Hiring Committee will be discussed and decided upon during closed session. City Attorney clarifies language and verbiage of finalists for definition purposes.

#### D. Resolution 15-20 Liquor License Refund

Benson presents a resolution offering a refund or a discounted rate for liquor licenses. Mayor Ward agrees that due to the COVID-19 pandemic, there should be some financial relief available to the businesses affected due to closures. He recommends referring this decision to the Liquor Control Committee and asks Chief Gaidis if a meeting can be held to discuss this. Chief Gaidis confirms that a meeting can be held. Councilor Nowak confirms previous discussions regarding this topic have taken place.

Motion by Ward, seconded by Nowak and carried (4-0 roll call vote: Johnson Y, Nowak Y, Benson Y, Ward Y) to refer liquor license refunds to the Liquor Control Committee and have Chief Gaidis hold a meeting.

#### E. Resolution 16-20 Donation Approval

Motion by Ward, seconded by Johnson, and carried (4-0 roll call vote: Nowak Y, Johnson Y, Benson Y, Ward Y) to approve a lawful donation to the Proctor American Legion Post #106 in the amount of \$300.00.

#### F. 1<sup>st</sup> Quarter Budget Summary – Informational Only

DeWall presents the expense and revenue year-to-date report for the City and the overall financial position of each departments. Sally Hedtke gives a summary of the tourism fund reflecting increased revenue for January and February, decreases in March and April, and a total of financial reserves. She also confirms there are no accrued expenses until third quarter of this year.

#### G. VEGA-2 Grant Award – Informational Only

DeWall states the MN Secretary of State new voter equipment grant application was received and \$1340 was awarded to the City. Awaiting the formal agreement which will be presented to City Council for the approval to purchase new voting equipment.

#### H. Code Change 204.01 2<sup>nd</sup> Reading

Specifically designates which employees are covered and which employees are exempt from personnel policies and benefits.

Motion by Ward, seconded by Johnson and carried (4-0 roll call vote: Johnson Y, Benson Y, Nowak Y, Ward Y) approving ordinance change upon publication.

#### I. Memorial Day Observance – Informational Only

The Proctor Legion has been considering how to hold a Memorial Day Observance in light of the COVID-19 pandemic. No definite decisions have been made yet, and no action is required by City Council at this time. Once protocol has been established, City Council will be notified.

#### 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 6:45 p.m.

6. NEW BUSINESS (continued)

Motion by Johnson, seconded by Nowak and carried (4-0) to resume the City Council meeting resumes at 7:28 pm.

Motion by Johnson, seconded by Ward and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to accept the LELS Collective Bargaining Unit agreement as presented.

Motion by Johnson, seconded by Benson and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to accept the MOU between the City of Proctor and LELS labor union.

Motion by Nowak, seconded by Ward and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to give direction to the Hiring Committee o take action on what was recommended and act on questions Council would like asked.

MEMBER CONCERNS

Benson: Presents a couple of legislative actions. There is a current House Bill (3836) that would give cities the temporary authority to use their sales tax/food & beverage/lodging taxes as part of their general fund expenses due to the pandemic. Action to support a League of MN Cities position to modify the language on liquor store pension obligations. Asks Council to give some thought to the bonding/sales tax proposals previously discussed. He would like to reach out and see about additional opportunities for the sales tax proposal.

Johnson: None

Nowak: Asks about washing the train car as it is despite need of cleaning. DeWall confirms that the FD has completed some training in the past and will reach out to the Fire Chief about getting that completed.

Ward: Governor Walz extended the Stay at Home Order until May 18<sup>th</sup> and encourages wearing masks when out in public. 3<sup>rd</sup> St park is in rough shape and needs to be resurfaced, reaching out for quotes to get that completed. The mask drive completed at the Fire Hall was a huge success and collected 812 homemade masks and thanks the community for stepping up in a time of need.

Administrator DeWall: Local Board of Appeals with St. Louis County will be held on May 7<sup>th</sup>, 2020 at 10:00 am. This will be a virtual meeting to be held on the Zoom online platform.

BILLS FOR APPROVAL

General: \$50,530.22

Liquor: \$27,876.80

TOTAL BILLS FOR APPROVAL: \$78,407.02

Motion by Nowak, seconded by Ward 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 7:42 pm.

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Chad Ward  
Mayor

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Troy DeWall  
Interim City Administrator