

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, May 18th, 2020

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

Mayor Ward called the meeting to order at 6:01 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, Sally Hedtke, Ken Jensen, Phil Larson

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, May 4th, 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 18th, 2020 with the following items added:

6 G. RC Racetrack COVID Plan

7 C. Security Matters

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, Ken Jensen, and Sally Hedtke viewed via the Zoom stream.

Motion by Johnson, seconded by Benson and carried (4-0 roll call vote: Nowak Y, Johnson Y, Ward Y, Benson Y) to approve the consent agenda pulling items *1A, *1C, and *3A for discussion.

Item *1A: Delinquent payment letter

Benson states his concerns over the enforcement of the policy regarding delinquent payments and releasing liquor licenses. With businesses being closed due to the COVID-19 pandemic there are concerns of the ability to become current on utility and loan payments. Discussion follows with recommendations from Mayor Ward and Councilor Nowak to send decisions on the delinquency to the involved entities: Liquor Control Committee, PEDDA, and PUC. Councilor Nowak states that the past due balances have occurred prior to the COVID-19 pandemic and previous discussions have taken place among the members of the Liquor Control Committee.

*1C: Judgement – Blighted Property

Councilor Nowak discusses the charges ensued as the result of towing the vehicles from property.

Administrator DeWall clarifies that any and all fees associated will go as an assessment against the property.

*3A: Payroll 20-10 Government fund payroll and liquor fund payroll period 04/27/2020-05/10/2020

Councilor Nowak asks for clarification of overtime hours and the total amount of full-time employee wages submitted by the Proctor Police Department. Administrator DeWall states the overtime hours are due to specific cases that occurred during an officer's shift and documentation that needed to take place. The total amount of full-time employee wages in question are due to a workman's compensation situation the City has been handling.

6. NEW BUSINESS

A. Proctor Senior High School Class of 2020 Week Proclamation

Mayor Ward recognizes the hard work and dedication the graduating class of Proctor High School has completed to earn their high school diplomas during a global pandemic and proclaims June 1st-June 5th as "Proctor Senior High School Class of 2020 Week"

Motion by Johnson, seconded by Benson and carried (4-0 roll call vote: Nowak Y, Johnson Y, Ward Y, Benson Y) to declare June 1st – June 5th as Proctor Senior High School Class of 2020 Week.

B. Cubicle Quote for City Hall

Administrator DeWall states that a quote for new cubicle panels has been obtained from Northern Business Products. The new panels will be installed in City Hall to provide for additional front office space.

Motion by Nowak, seconded by Jonson and carried (4-0 roll call vote: Nowak Y, Johnson Y, Benson Y, Ward Y) to accept the quote from Northern Business Products and purchase new cubicle panels in the amount of \$2569.80 to provide for additional front office space.

C. 213 5th St Property

Administrator DeWall states the submitted bids are for the next step in the razing process. There will be costs associated with disposing of the rubbish and materials once the property has been demolished. Over the years, there have been several recommendations submitted to Council for a decision as to how to move forward with the razing process, and that some expenses will have to be incurred. Administrator DeWall states that all costs involved and accrued by the City will be assessed against the property. American Engineering Testing, Inc. has submitted their bid for conducting a Pre-Demolition Asbestos and Regulated Waste Inspection to be conducted for the associated property. Councilor Nowak addresses the demolition costs and that all financial responsibilities should fall on the homeowner and asks if the bids submitted are for total or partial demolition. Administrator DeWall confirms the estimated prices are for total demo costs, utility disconnection, and grass seeding on site. Councilor Nowak discusses other financial obligations, the total property value, and the lot size. Concerns are expressed over future development on the specific lot and recovering the demolition costs through future assessments.

Motion by Ward, seconded by Nowak and carried (3-0 roll call vote 3-0 Benson abstains, Johnson Y, Nowak Y, Ward Y) to accept the bid from American Engineering Testing, Inc in the amount of \$1,900.50 to conduct a Pre-Demolition Asbestos and Regulated Waste Inspection report.

D. Trac 7 Quotes

Two bids have been submitted to replace both the cameras and the equipment that sustained water damage at City Hall. Ted Kiefat recommends accepting the bid from Stream Dudes in the amount of \$26,169.94 to replace broadcasting equipment for Trac 7. Councilor Johnson asks about the funds budgeted for this expense, and Administrator DeWall confirms that the funds are budgeted from the Cable Commission. Any additional expenses not covered by the budget will come back to Council for approval.

Motion by Johnson, seconded by Benson and carried (roll call vote 4-0 Johnson Y, Nowak Y, Ward Y, Benson Y) to accept the bid from Stream Dudes in the amount of \$26,169.94 to replace broadcasting equipment for Trac 7.

E. 207 S 2nd Ave

Councilor Benson states this summary dates back to when the sale of part of the golf course transaction took place. At that time, the parcel lines were not correctly transferred ownership. The property owner has been paying taxes on parcel B and has placed the property up for sale. Property owner is requesting the title to be corrected and cleared. Administrator DeWall confirms that a certificate of survey was completed, but that it is unclear who ordered the certificate of survey to be completed and recorded to the county. Attorney Bray agrees that loose ends need to be tied up and will reach out to the property owner to get it completed.

Motion by Johnson, seconded by Benson and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to direct City Attorney and Administrator to consult with property owner to complete land parcel title and bring back any additional approvals to Council if necessary.

F. Approved 2020 Events – Discussion only no action taken

Events held at the Powerhouse Bar have been previously suspended due to COVID-19. The Powerhouse received previous approval to hold a car show June 3, 2020 and bike nights starting June 4, 2020. With the Governor's orders for bars and restaurants re-opening on June 1st, the Powerhouse is planning to open and hold these events with the CDC guidelines in place. Both events take place and are held outside, Mayor Ward states that if businesses are following the plans and guidelines in place, these events are slated to happen. Councilor Nowak agrees with the opening for bars and restaurants, Councilor Johnson confirms plans of opening as discussed during the Liquor Control meeting.

G. RC Racetrack COVID Plan

Motion by Nowak, seconded by Ward and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to approve the RC club to start holding events at the RC Club track following CDC and the guidelines set by the State of Minnesota.

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

Motion by Ward, seconded by Johnson 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 per MN State Statutes 13D.05 Subdivision 3B for personnel matters city administrator and custodial position, MN State Statutes 13D.05 Subdivision 3D for security matters, MN State Statutes 13D.03 Subdivision 2 for labor and negotiations with Sergeants 405 and LELS for discussion of labor and personnel matters at 7:09 p.m.

6. NEW BUSINESS (continued)

Motion by Johnson, seconded by Nowak and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to adjourn close session and resume regular City Council meeting at 8:11 pm.

H. Motion by Nowak, seconded by Benson and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to direct the hiring committee to conduct the second round of interviews with finalist candidates Jessica Rich and Roger Reinhart for the City Administrator position.

MEMBER CONCERNS

Benson: Recommends additional advertising for the liquor store possibly offering discounts to patrons wearing masks. Reports on current state legislature activity. The City's project is included on the bonding bill and he stresses the importance of the completion of the salt and sand shed. Administrator DeWall clarifies if the salt and sand shed is in addition to or included in the bonding bill. Benson confirms funds and usage would be defined upon receipt of the bonding bill. After a conversation with the Speedway President, they will continue to wait for a future opening date. The costs involved with holding practice cannot be justified at this time.

Johnson: Also spoke with Proctor Speedway, they are making some insurance decisions along with acquiring a liquor license before opening.

Nowak: Thanks the FD and Street Department for washing the train and plane and asks how the routine maintenance is completed. Suggests enclosing the train somehow to prevent continued damage from pigeons.

Ward: Received an e-mail from Chief Gaidis extending an invite to Council and City Staff to attend a lunch honoring Officer Bolander's retirement on May 27, 2020.

Administrator DeWall: None

BILLS FOR APPROVAL

General: \$43,659.47

Liquor: \$38,267.56

TOTAL BILLS FOR APPROVAL: \$81,927.03

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

Motion by Nowak, seconded by Ward and carried (4-0 roll call vote: Benson Y, Nowak Y, Johnson Y, Ward Y) to adjourn the City Council meeting at 8:30 p.m.

Chad Ward
Mayor

Troy DeWall
Interim City Administrator