

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, June 15, 2020

\*Due to COVID-19: Meeting access by the public was available through the live stream on the Trac 7 YouTube channel. Ted Kiefat served as the meeting coordinator.

Mayor Ward called the meeting to order at 6:06 p.m.

MEMBERS PRESENT: Jake Benson, Rory Johnson, Gary Nowak

OTHERS PRESENT: Interim City Administrator Troy DeWalt, City Attorney John Bray, Megan Jordan, Ted Kiefat  
Chief Gaidis, Michell Swoboda from WIPFLI, Finance Director Leslie Brunfelt

Motion by Johnson, seconded by Benson and carried (4-0) to approve the City Council minutes from Monday, Monday, June 1, 2020 with the following corrections:

Phil Larson, 702 1<sup>st</sup> Ave, PUC Commission member

Motion by Benson, seconded by Nowak and carried (4-0) to approve the agenda for Monday, June 15, 2020 adding item 6I and to move item 6A prior to public comments.

Item added: 6 I. Proctor Fire Department resignation

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Meeting was delivered via livestream on Trac 7 due to the COVID-19 pandemic. The link to access the meeting was provided to the public prior to the meeting via a posted meeting notice, the City's website, and the City's Facebook page, and the direct line of 218-628-6289 provided for call-in comments.

NONE

Motion by Benson, seconded by Johnson and carried (4-0) to approve the consent agenda pulling items \*1A, \*1B, \*5C, \*5D for discussion.

6A. WIPFLI – 2019 Budget Presentation

Michelle Swoboda from WIPFLI presents the report of the 2019 audit giving a qualified opinion stating that the government activities presented in accordance with accounting principles. She states the auditors gave the city a clear and clean report with no major issues. She states an increase in total net position, a decrease in liabilities, and an increase in total expenditures. Other increases to note are the public utilities fund, followed by slight decreases in liquor store and sewer funds.

Motion by Johnson, seconded by Ward and carried (4-0) to accept the 2019 Audit Draft Report.

**\*APPROVAL OF CONSENT AGENDA** (one Council motion can accept all items listed under this agenda, plus Council can pull any individual items out of this consent agenda and discuss/act on item separately - thus leaving others to be approved via consent agenda action)

\*1A: DNR Grant Award Notification

Administrator DeWalt states the grant application submitted was selected to receive funding of \$200,000 for the Playground for EveryBody project. Jennifer McDonald also called into the meeting and states that this grant award along with the CDBG grant received will allow for the project to be completed. Mayor Ward extends congratulations on the hard work, dedication, and time commitment for getting this completed.

\*1B: MN State Demographic Center

Benson questions if the estimates are accurate and if the city intends on challenging the population numbers. DeWall recommends accepting the estimates as presented due to same or similar increases in utility accounts.

**\*5C: Hoghead Festival 2020**

Mayor Ward states that the Proctor Lions have canceled the Hoghead Festival for 2020 and confirms that a festival designation is needed in order to use city property for events. Administrator DeWall states that without a festival declaration, there is not ample insurance coverage for any events taking place on city property. Mayor Ward recommends any events held during the week need to occur on private property only and not on city property.

Motion by Nowak, seconded by Johnson and carried (4-0) to cancel any events held on city property including the fireworks for the Hoghead 2020 due to the COVID-19 pandemic.

**\*5D: 207 S 2<sup>nd</sup> Ave**

Administrator DeWall clarifies that council had previously approved the city administrator and city attorney to finish quit claim deed. There have been some delays in the process of getting this completed.

Motion by Johnson, seconded by Ward and carried (4-0) to direct the city attorney and city administrator to continue negotiations with owner for deed on property.

**6. NEW BUSINESS**

**B. Resolution 15-20 Authorizing Refund of Pro Rata Share of Liquor License Fees**

Benson states that this originated from a discussion with liquor control and Councilor Nowak. A resolution was provided in accordance with discussion at the liquor control meeting.

Motion by Ward, seconded by Johnson and carried (4-0) to accept resolution 15-20 authorizing refund of pro rata share of liquor license fees..

Councilor Johnson states the recommendation from the Liquor Control Committee was to reimburse bars part of their liquor license fee in 2021 based on the amount of time of the closures due to the COVID-19 pandemic unless there was a sale of the establishment.

Mayor Ward amend motion to accept resolution 15-20 with the recommended changes of how the refund of the liquor license will be applied.

Seconded by Benson and carried (4-0).

**C. Resolution 18-20 Adoption of the St. Louis County All-Hazard Mitigation Plan**

Administrator DeWall states St. Louis County and FEMA adopted a resolution around 2013. This plan has since been updated and asking local agencies to adopt.

Motion by Benson, seconded by Ward and carried (4-0) to accept resolution 18-20 Adoption of the St. Louis County All-Hazard Mitigation Plan.

**D. Quadient Postage Machine Agreement**

Administrator DeWall states that the lease agreement for the postage machine in City Hall has previously been extended and will be expiring soon. There will be no increase in price or extension in lease agreement to update the postage machine.

Motion by Nowak, seconded by Johnson and carried (4-0) to approve the Quadient lease agreement and upgrade to a new postage machine at City Hall.

#### E. Baseball Field Use Agreement

Mayor Ward states that new rental agreements have been drafted due to the COVID-19 pandemic. This is the second entity to submit an approval for field use, and will approve Proctor Youth Ara Youth Baseball ages 6-14.

Motion by Benson, seconded by Johnson and carried (4-0) to approve the rental agreement submitted by Proctor Area Youth Baseball Association.

#### F. Proctor Speedway -Informational Only

Administrator DeWall states Lakehead Racing Association have cancelled all June events due to COVID-19. He also states the certificate of insurance along with the liquor license application will be submitted for future events.

#### G. Community Ed/PACC AARP Tax Services

Administrator DeWall has had conversations with the Proctor Area Community Education Director regarding tax services. Due to COVID-19, the filing date has been extended into July. PACC would like to be able to provide tax services and is requesting building access for the AARP volunteers and curbside tax services.

Motion by Johnson, seconded by Nowak and carried (4-0) to accept the plan submitted by PACC to allow for curbside tax services and allow building access to the AARP volunteers.

#### H. Johnson Controls Estimate

Administrator DeWall explains the current deficiencies within the valve system that regulates the heating and cooling of the City Hall building.

Motion by Johnson, seconded by Benson and carried (4-0) to accept the proposal submitted by Johnson controls in the amount of \$8,507.00 to repair the thermostats at City Hall.

#### I. Proctor Fire Department Resignation

Motion by Nowak, seconded by Johnson and carried (4-0) to accept the resignation of Brad Brzezinski from the Proctor Fire Department.

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

Motion by Johnson, seconded by Nowak and carried (4-0) to close the regular City Council meeting to close the regular City Council meeting and open closed session per MN State Statutes 13D.05 Subdivision 3B for personnel matters city administrator position 7:12 pm.

Motion by Johnson, seconded by Nowak and carried (4-0) to resume the regular City Council meeting at 7:50 pm.

#### 6. NEW BUSINESS (Continued)

J. Motion by Ward, seconded by Nowak and carried (4-0) to direct the negotiation committee and open negotiations with Jessica Rich and extend an invitation to a future City Council meeting.

## MEMBER CONCERNS

Benson: COVID-19 relief fund has been introduced in the Senate and will follow by being introduced in the House later in the week. Provides an update on the sales tax exemption. Provides location, date, and time of available School Resource Officer trainings. Expresses concerns over sewer bill forgiveness.

Johnson: Suggests starting negotiations with the golf course to begin soon.

Nowak: Asks Chief Gaidis for an update on the hiring process of the new police officers. Gaidis confirms one officer will be completing the psychological and health exam, and the other officer is awaiting to take the reciprocity exam that were previously cancelled due to the COVID-19 pandemic.

Ward: Provides an update on the Proctor Transportation plan and extended gratitude to the hiring committee for their hard work and time put in to filling the city administrator position.

Administrator DeWall: None

Attorney: None

## BILLS FOR APPROVAL

General: \$105,432.49

Liquor: \$33,374.21

TOTAL BILLS FOR APPROVAL: \$138,806.70

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

Councilor Nowak questions the bill submitted for the Napoly nuisance; Attorney Bray clarifies that charge is a total for all of the nuisance properties.

Motion by Ward, seconded by Johnson and carried (4-0) to adjourn the regular city council meeting at 8:09 pm.

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Chad Ward  
Mayor

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Troy DeWall  
Interim City Administrator