

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, August 17, 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 6:00 p.m.

MEMBERS PRESENT: Jake Benson, Rory Johnson, Gary Nowak

OTHERS PRESENT: City Administrator Jess Rich, Interim City Administrator Troy DeWall, City Attorney John Bray, Megan Jordan, Ted Kiefat, Chief Gaidis, Joe Carter, Diane Giuliani, Steve Elder  
Chief Gaidis administered the Oath of Office to new Police Officer Joseph Carter.

Mayor Ward congratulated and welcomed Officer Carter to the Proctor Police Department.

Motion by Johnson, seconded by Nowak and carried (4-0) to approve the City Council minutes from Monday, August 3<sup>rd</sup>, 2020 with the following addition:

Rich noted that plexiglass shields were constructed by Building Inspector Jay Boysen and Interim Admin Troy DeWall. Boysen and DeWall also assisted with the implementation of various COVID-19 voting protocols.

Motion by Ward, seconded by Benson and carried (4-0) to approve the agenda for Monday, August 17, 2020 adding item 6E: Bonding Bill Resolution.

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, the City's Facebook page, and the direct line of 218-628-6289 provided for call-in comments.

NONE

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

**\*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)

**\*5C: Wildlife Management Plan**

Mayor Ward obtained the price of \$1000.00 to cover the cost for two weeks to attempt to live trap and relocate the coyotes. Administrator Rich notes that funds received from charitable gambling profits can be used to cover this expense.

Motion by Johnson, seconded by Benson and carried (4-0) to approve using charitable gambling profits in the amount of \$1500.00 to cover both the location and trapping costs associated with coyote nuisances.

**\*5D: Parcel 185-0130-00470**

DeWall states that property consolidation & Assessment Agreement has been drafted by the City Attorney and delivered to the property owner. Property owner has had a week to consider and accept or deny the proposed agreement. Councilor Benson questions the length of assessments, and the inclusion of water, sewer, streets, curbs and gutters and DeWall confirms.

Motion by Ward, seconded by Nowak to accept the property consolidation and assessment agreement for parcel 185-0130-00470. This motion and second is later withdrawn by Ward and Nowak and amended.

Motion by Ward, seconded by Nowak and carried (3-0 Benson abstaining) to accept the property consolidation and assessment agreement with the following language removed, "WHEREAS, Benson has denied the allegations; and". All other language reads as drafter.

## 6. NEW BUSINESS

### **A. 1<sup>st</sup> Ave Sewer Lining Bid**

Motion by Johnson, seconded by Benson and carried (4-0) to accept the bid submitted by Granite Inliner, LLC in the amount of \$22,500.00 to repair the section of sanitary sewer main located along 1<sup>st</sup> Ave from 9<sup>th</sup> St to the south between manhole N-6 and N-5.

### **B. Resolution of Association – First National Bank of Proctor**

Mayor Ward states this is needed to update the signature card for the bank with newly hired employees.

Motion by Johnson, seconded by Nowak and carried (4-0) to approve the addition of City Administrator Jessica Rich and Finance Director Leslie Brunfelt as approved signers for bank transactions.

### **C. Primary Election Recap**

Administrator Rich states that with the exception of a low voter turnout, the election process went well. There were some last-minute changes with available judges, and that two experienced judges were recruited from the surrounding area. COVID-19 protocols were implemented to allow for social distancing and the layout worked well. The new voting machine has been ordered and will be here in time for the election in November. Rich is anticipating training in at least three judges on the new machine to allow for coverage in the event that someone is sick. Comments received from the public indicated that citizens coming in to vote felt safe with the sanitation measures and COVID-19 protocols in place.

### **D. Insurance Meeting – Informational Only**

Administrator Rich, Interim Administrator DeWall, and Finance Director Brunfelt will be meeting next week to discuss options for employee health insurance plans.

### **E. Bonding Bill Resolution**

Request received for support of a bonding bill.

Motion by Benson, seconded by Nowak and carried (4-0) to approved resolution 21-20 in support of the bonding bill for the Minnesota State Legislature.

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

None

## 6. NEW BUSINESS (Continued)

MEMBER CONCERNS

Benson: None

Johnson: Asks about the status of the Golf Course discussion, DeWall states that it is in progress.

Nowak: Suggests a four-way stop be added at the corner of 3<sup>rd</sup> Ave/5<sup>th</sup> and asks if the cameras there are operating. Chief Gaidis states those cameras have not been operable in quite a while. DeWall states there was a previous discussion about adding a four way stop at that intersection with the county, but that request was previously denied. Rich/DeWall to contact the county about the addition of a four-way stop at this intersection.

Ward: Transportation steering committee met on 8/6/2020 with Councilor Benson, Interim Administrator DeWall, and Administrator Rich attending. Information will be coming out in future weeks.

DeWall: Gives updates on grants submitted/received, including the fire department and FEMA.

Administrator: Rich provides an update on the election, COVID, CARE Act funding, software, grants, police department, roof snow removal, lights/windows, census, and property tax exemptions. Addresses public education with mask mandate and has received some calls with complaints. States communication with PD and MDH and putting protocols in place for reports and complaints. City Hall building to remain closed to the public for now, PACC has been updating their Community Ed Classes/Occupancy and COVID-19 protocols. There will still be a hold on rental groups and not allowing access to the building for now. Care Act purchases to include one laptop, web cams, and computer speakers to prepare for staff ability to work from home if necessary. New options for software systems are considered as current software does not allow for the ability to have staff working remotely.

Attorney: Suggests reaching out to the league of MN Cities for software recommendations.

BILLS FOR APPROVAL

**General: \$35,757.77**

**Liquor: \$38,862.23**

**TOTAL BILLS FOR APPROVAL: \$74,620.00**

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

Motion by Ward, seconded by Johnson and carried (4-0) to adjourn the meeting at 6:37 pm.

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Chad Ward  
Mayor

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Jess Rich  
City Administrator