

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Tuesday, September 8, 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 6:07 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, Leslie Brunfelt

Motion by Johnson, seconded by Benson and carried (4-0) to approve the City Council minutes from Monday, August 17th, 2020.

Motion by Benson, seconded by Johnson and carried (4-0) to approve the agenda for Tuesday, September 8, 2020 adding items 6L: Government Data Practice Guidelines and 6M: Freezer Update.

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 Benson and carried (4-0) to approve the consent agenda pulling items \*1B and \*4B 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)

\*1B: SEH Meeting Minutes:

Mayor Ward addresses item A2a asking if the topsoil restoration will be added in August of this year or next. Administrator DeWall states that a timeline is being working out for this fall between SEH and Ulland. Benson asks about item 16, the bituminous park and why it had been removed from the meeting. Mayor Ward has reached out to contractors for an estimate of repairing the park. Interim DeWall states that discussions regarding bids will follow with both City Council and the Parks & Recreation Committee.

\*4B: PUC Meeting Minutes:

Mayor Ward stated that both he and Administrator DeWall were present at the July 13<sup>th</sup>, 2020 meeting to be added under others present.

## 6. NEW BUSINESS

### **A. HTAC Appointment**

Motion by Johnson, seconded by Nowak and carried (4-0) to appoint City Administrator Jess Rich to the HTAC Committee.

**B. CARES Act Expenditures – Informational**

Finance Director Leslie Brunfelt presents a summary of the funds received from the Federal CARES Act. The City of Proctor received \$231,370.00 on 7/29/2020 with the first spending reporting due this week. There have been two plans developed as to how the funds will be spent and allotted accordingly. Brunfelt states that funds have been used for public health and safety, utilizing \$38,000.00 for the addition of plexi glass partitions, PPE, cleaning supplies, and other supplies to adhere to CDC guidelines.

**C. Software Change Process – Informational**

Finance Director and Administrator Rich state the need for an update with the billing and payroll system as the current software doesn't hold a secure enough platform in order to support employees working remotely. The need to work remotely has become a priority with the ongoing global pandemic of COVID-19. The opportunity to utilize funds covering the new software process can come from a portion of the CARES Act funds and research has been conducted to finding a software program that meets the needs of the City. The process will continue with demo presentations from available software companies.

**D. Roof Quote**

Administrator Rich has been working on a snow removal plan in order to prepare for this winter. This roofing repair is a roofing system that is to be applied to the exterior of the roofing and building to help repair some of the current leaks and would help to support future leaking with the snow load from the winter. Kohls Roofing, Inc has been asked to provide an estimate of \$92,773.08 for the installation of a foam roofing system that comes with a 5-year warranty for one coat of application or a 10-year warranty for two coats of application. Kohls Roofing, Inc is the only company that completes this kind of work, the City Attorney confirms that a bid process does not need to be followed in the event that only one company exists for this type of work. Upon approval, the roofing system can be installed this fall. DeWall adds that the foam insulation roofing system seals for leaks and fits well for a solution to the existing roofing problems.

Motion by Johnson, seconded by Nowak and carried (4-0) to approve the quote from Kohls Roofing, Inc in the amount of \$92,773.08 to install the exterior foam roof to City Hall.

**E. Proclamation: Rail Safety Week**

Motion by Benson, seconded by Ward and carried (4-0) to proclaim September 21<sup>st</sup> – September 27<sup>th</sup> as Rail Safety Week in Proctor, Minnesota.

**F. Proclamation: Census Completion**

Motion by Johnson, seconded by Ward and carried (4-0) to proclaim September 8<sup>th</sup>, 2020 as Complete Your Census Form Day in the City of Proctor, Minnesota.

**G. Proclamation: September as Start of School Month**

Motion by Bensons, seconded by Ward and carried (4-0) proclaiming September as Start of School Month in Proctor, Minnesota.

#### **H. 102 Anchor St: Conditional Use Permit**

Property is zoned R-1-A, property owner is seeking to operate as a short-term rental only.

Motion by Johnson, seconded by Benson and carried (4-0) to accept the conditional use permit for 102 Anchor St as drafted.

#### **I. Transportation Study Discussion**

Two temporary demonstrations have been set up on 5<sup>th</sup>Ave /2<sup>nd</sup> St and Hwy 2/3<sup>rd</sup> Ave. A website has been established and a survey created to obtain public feedback. Mayor Ward states that no tax dollars from the City has been spent in establishing the temporary demonstrations. The transportation committee has established these temporary studies for the purpose of becoming eligible for future funding opportunities.

#### **J. 2021 Budget – Informational**

Preliminary budget is set for approval at the end of September. Finance Director Leslie Brunfelt presents department budgets from previous years and a summary of expenses for 2021. Administrator Rich suggests setting a special meeting prior to the next City Council meeting to discuss the preliminary levy and budget for 2021. Discussion follows, and it is decided to discuss the preliminary levy at the next Council meeting and no special meeting needs to be scheduled.

#### **K. Interlocal Contract for Cooperative Purchases**

Motion by Johnson, seconded by Benson and carried (4-0) to accept the Interlocal Contract for Cooperative Purchasing with H-GAC.

#### **L. Government Data Practice Guidelines**

Councilor Benson states this is a process that needs to be updated annually each August. No supplemental information, item to be added under unfinished business for the City Council Meeting on Monday, September 21, 2020.

#### **M. Freezer Update**

The Proctor Food Shelf received grant money to purchase a new freezer. The total cost of the freezer exceeded the grant money received by \$500.00. Administrator Rich requests the additional \$500.00 to be spent as allowed from the profitable gambling funds received by the City.

Motion by Johnson, seconded by Benson and carried (4-0) to accept the recommendation and use \$500.00 from the profitable gambling funds.

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

None

#### **6. NEW BUSINESS (Continued)**

#### **MEMBER CONCERNS**

Benson: Japanese knotweed growing on City property, light pole knocked down in front of Proctor Pizza, 9<sup>th</sup> St and 2<sup>nd</sup> Ave flooding concerns,

Johnson: None

Nowak: None

Ward: The incorrect flag was installed at the golf course, a larger one is at City Hall awaiting installation.

DeWall: None

Administrator: Street department purchased a brush cutter for \$5000.00. This will prevent having to continue to rent the equipment, and the purchase amount was less than rental charges. An insurance claim has been started to repair damages to the trailer vandalized at the street department. A stop sign at 3<sup>rd</sup> and 5<sup>th</sup> st will be installed by the county. Trapping of coyotes has not started. New health insurance plans with the intent to save costs for both the city and employees.

Attorney: None

**BILLS FOR APPROVAL**

**General: \$69,256.19**

**Liquor: \$49,447.37**

**TOTAL BILLS FOR APPROVAL: \$118,703.56**

Councilor Nowak asks about the charges for nuisance abatement, cellphone reimbursement, and advertising at the arena.

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

Motion by Ward, seconded by Nowak and carried (4-0) to adjourn the City Council meeting at 7:33 pm.

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Chad Ward  
Mayor

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Jess Rich  
City Administrator