

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, September 21, 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, Leslie Brunfelt, Keith Muslof

Motion by Johnson, seconded by Benson and carried (4-0) to approve the City Council minutes from Tuesday, September 8, 2020.

Motion by Benson, seconded by Johnson and carried (4-0) to approve the agenda for Monday, September 21, 2020.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

St. Louis County Commissioner Keith Muslof presented a check from the St. Louis County Commission Board to the Proctor Food Shelf in the amount of \$200.00.

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.

Motion by Johnson, seconded by Benson and carried (4-0) to approve the consent agenda.

***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)

6. NEW BUSINESS

A. 2021 Preliminary Budget Summary

Finance Director Leslie Brunfelt presents a 2021 budget summary and proposes a preliminary levy to send to St. Louis County at month end. She also presents a summary of revenue sources, capital needs by department, and department expenditures.

Motion by Johnson, seconded by Ward and carried (4-0) to set the preliminary budget levy at 5.75%.

B. CDBG 2021 Applications

Administrator Rich gives a summary of the funding opportunities that CDBG grants provide, stating that the requirements are determined by the low to moderate income (LMI) guidelines as set by census tracks. CDBG funding opportunities set a cap on public services, and funding is competitive. Administrator Rich recommends utilizing CDBG applications to try and secure funding for programs relating to the food shelf or sewer lateral grant opportunities.

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

Motion by Johnson, seconded by Benson and carried (4-0) to suspend the regular city council meeting and open closed session under MN Statutes Ch 13D at 6:37 pm.

Motion by Johnson, seconded by Ward and carried (4-0) to reconvene the regular city council meeting at 6:47 pm.

6. NEW BUSINESS (Continued)

Motion by Ward, seconded by Benson and carried (4-0) to accept the agreement between the City of Proctor and LELS 405 Sergeant Contract.

MEMBER CONCERNS

Benson: Attended MIC meeting and the Proctor pedestrian project, pedestrian walkways, bike lanes, snow removal, sweeping, and maintenance were discussed. Signs from food truck vendors and restaurants not located in Proctor are being posted around town. Voter registration day is September 22, 2020.

Johnson: Coyote activity present again.

Nowak: Liquor control committee meeting needs to be scheduled, noting the deadline of November 4th for paperwork submissions.

Ward: Attended a League of Minnesota Cities meeting with Administrator Jess Rich and Finance Director Leslie Brunfelt. Interim Administrator DeWall to return to City Council on October 4th, 2020.

DeWall: First meeting in October to return to City Council. Sent a thank you to Ted Kiefat and Kent Gaidis for installing security system at the liquor store. Sent a thank you to Jess for getting all exterior and interior lights replaced and working at City Hall.

Administrator: Golf Course committee met, and progress is being made. The sewer lining project on 1st Ave has been completed, and the baseball team has submitted a proposal to replace the fence, and they are also currently working with the street department and parks and recreation committee. Sent a thank you to Council Nowak for helping with discounted materials for the repairs.

Attorney: Annexation process for municipalities and townships differs than other annexation processes.

BILLS FOR APPROVAL

General: \$146,022.99

Liquor: \$34,936.36

TOTAL BILLS FOR APPROVAL: \$180,959.35

Councilor Benson asks questions about the specifications of the foam roofing system.

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

Motion by Ward, seconded by Nowak and carried (4-0) to adjourn the City Council meeting at 7:09 pm.

Chad Ward
Mayor

Jess Rich
City Administrator