

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, October 5, 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, Chad Ward

OTHERS PRESENT: City Administrator Jess Rich, Troy DeWall, City Attorney John Bray, Megan Jordan, Ted Kiefat, Chief Gaidis

Motion by Johnson, seconded by Ward and carried (4-0) to approve the City Council minutes from Monday, September 21, 2020.

Motion by Benson, seconded by Johnson and carried (4-0) to approve the agenda for Monday, October 5, 2020 with the addition of item 6H: Resolution 25-20 Receipt of CARES Act Funds Provided by St. Louis County and moving item 6A: Resolution 24-20 Council Member Reinstatement following agenda approval.

6A: Resolution 24-20 Council Member Reinstatement

Motion by Benson, seconded by Nowak and carried (4-0) to approve resolution 24-20 Council Member Reinstatement of Troy DeWall. Mayor Ward reads Councilor DeWall Oath of Office.

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 Ward and carried (5-0) to approve the consent agenda pulling item *4A for discussion. Councilor Benson addresses receiving the August 12th, 2020 PUC minutes at the first City Council meeting in October, and requests receipt of minutes in a timely fashion.

Motion by Benson, seconded by Ward and carried (5-0) to accept the August 12th, 2020 PUC minutes.

***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

B. SRO Agreement with ISD #704

After discussions with the school, it was decided that the previous agreement served the needs for both parties and no changes were necessary. The agreement was updated reflecting the current dates of 2020-2021.

Motion by DeWall, seconded by Ward and carried (5-0) to accept the agreement for law enforcement services with ISD #704.

Chief Gaidis confirms with Councilor Benson that dates have been updated and the current contract remains unchanged with additional services for specific events as covered in the contract. Training costs are clarified as included in the contract, covering training sessions specifically held for School Resource Officers.

C. Police Civil Service Commission Hiring Recommendation

Motion by Benson, seconded by Nowak and carried (5-0) to approve the recommendation from the Police Civil Service Commission and hire Gabrielle Colby for the Police Officer position.

Councilor DeWall asks if negotiations for wages and contract have been discussed. Administrator Rich and Mayor Ward confirm that hiring will be covered under the previously approved LELS contract and she will start as a lateral hire. Based on her previous law enforcement experience, she will start as a step four officer as indicated in the current labor contract. The length of training is also discussed, and Chief Gaidis states the length of training for a new officer is fourteen weeks, but training time may vary due to the fact that an officer with previous law enforcement experience was hired.

D. Resolution 23-20 Conditional Use Permit – 304 3rd Ave

The Planning & Zoning Commission received a conditional use permit application for the operation of Great Lakes Motor Company at 304 3rd Ave. A public hearing was held on September 28th, 2020 and Administrator Rich recommends the approval of the conditional use permit to allow for the operation of a car dealership.

Motion by Benson, seconded by Nowak and carried (5-0) to accept the conditional use permit as submitted from the Planning & Zoning Commission and approve the operation of a used car dealership at 304 3rd Ave.

Councilor Benson addresses and asks if public comments were presented during the public hearing.

Administrator Rich confirms the business proposal was well received during the public hearing and addressed one citizen's request for available parking, confirming that additional parking would be made available.

E. Mayor's Memo Request for Proposals

Mayor Ward is recommending to City Council to direct Administrator Rich to seek request for proposals for contractual workers within the City of Proctor. He states this is a fiduciary responsibility that should be completed every 5-7 years and is unsure when this was last completed. Professional services provided by contract includes legal, prosecuting, engineering, auditing, and IT services. It is suggested to add phone services to this list.

Motion by Nowak, seconded by DeWall and carried (5-0) to direct Administrator Rich to seek out request for proposals for contractual professional services working within the City of Proctor.

F. 2021-2026 Agreement with South St. Louis County Fair Association

Administrator Rich notes that the current contract is set to expire at the end of this year and after reviewing the current contract, the only addition proposed is adding a letter of understanding to allow Chief Gaidis access to the security system and cameras. The current agreement has been updated and submitted to the fair association for review to be conducted at their annual meeting.

Motion by Johnson, seconded by Benson and carried (5-0) to accept the 2021-2026 lease agreement with South St. Louis County Fair Association.

A suggestion is received to amend the motion to include the letter of understanding allowing Chief Gaidis access to security system and cameras. Amendment accepted.

G. Mayor's Memo: Request for Committee Seats

Mayor Ward submitted a memo regarding candidate selection for committees, commissions, and boards within the City of Proctor. He is asking City Council to adopt a new procedure on appointing candidates to open seats that allows anyone in the community interesting in getting involved with City politics the opportunity to apply. Submitted with this memo is a working draft of an application and description of the process. Final document would come back to City Council for approval prior to implementation. Motion by Ward, seconded by Johnson and carried (5-0) to accept the draft for commission and committee application and direct the city administrator to create a working document for commission and committee appointments and procedure.

H. Resolution 25-20 Receipt of CARES Act funds provided by St. Louis County

A grant has been received to cover additional costs to the election process due to COVID-19. Motion by DeWall, seconded by Benson and carried (5-0) to accept resolution 25-20 receipt of CARES Act funds provided by St. Louis County.

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)

MEMBER CONCERNS

Benson: Annual St. Louis County fair board meeting will be held 10/20/2020 at 7:00 pm. Requests locating a historical painting done by a Proctor citizen that hung in the hallway at City Hall and would like to see it returned. Fire prevention week is being held, with an emphasis on kitchen fire safety. National newspaper week is going on and communities know that local newspapers are advocating for them. Comments on status of annual board of equalization for members and will follow up with member certifications of elected officials.

Johnson: Welcomes Councilor DeWall back to council and appreciation for time served in the interim role. Street department installation of light in front of Proctor Pizza looks great. Communication efforts are working well and much appreciated.

Nowak: Welcomes back Councilor DeWall and appreciation extended for the time spent serving as an Interim Administrator.

Ward:

DeWall: States approval of GIS services and reminds of the receipt of WLSSD grant in the amount of \$10,000.00 for reimbursement. Hoghead Caboose needs repair or replacement, requests conversation and

approval from the Chamber of Commerce. It is currently located on the street department's property and will need to be moved.

Administrator: Four-way stop has been completed. Suggests scheduling a special budget working session. Truth and Taxation hearing scheduled for December 7th, 2020 at 6:00 pm. City Staff and Department Head meetings have started and have been well received by all.

Motion by Ward, seconded by Nowak and carried (5-0) to set a special budget meeting at City Hall on Tuesday, October 27th, 2020 at 5:00 pm.

Attorney: None

BILLS FOR APPROVAL

General: \$74,654.03

Liquor: \$41,871.98

TOTAL BILLS FOR APPROVAL: \$116,526.01

Motion by Johnson, seconded by Nowak and carried (5-0) to approve the bills as submitted.

Motion by DeWall, seconded by Ward and carried (5-0) to adjourn the City Council meeting at 7:00 pm.

Chad Ward
Mayor

Jess Rich
City Administrator