

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, October 19, 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, Troy DeWall

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

Motion by Johnson, seconded by Benson and carried (5-0) to approve the City Council minutes from Monday, October 5, 2020

Motion by Ward, seconded by DeWall and carried (5-0) to approve the agenda for Monday, October 19, 2020.

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 Ward, seconded by Benson and carried (5-0) to approve the consent agenda pulling item *1A for discussion. Councilor Benson acknowledges the sewer rate increase of 3% taking effect in 2021 and again in 2026. He suggests the possibility of increasing the rate .5% annually and discussing this consideration at a later date.

6. NEW BUSINESS

A. 2021 TZD Partner Agreement

Gaidis presents the annual renewal agreement for Toward Zero Deaths (TZD) grant. He notes the decrease in the dollar amount is due to a decrease in staffing and is hoping to increase that amount for future agreements. Overall expenses, grant writing, payroll and administration amounts are discussed and noted as covered by the City of Duluth.

Motion by Johnson, seconded by Benson and carried (5-0) to accept the 2020-2021 TZD grant renewal agreement.

B. Invitation to participate in Tunk or Treat Halloween Activity

Mayor Ward requests to accept the invitation to participate in a safe alternative to trick or treating and asks for approval from Council to fund the cost of decorations and candy for the Trunk or Treat activity taking place throughout the City of Proctor on Halloween. Councilor DeWall confirms there is a Mayoral Fund that can be utilized for these purchases. Mayor Ward states that PPE equipment will be donated by the Proctor Fire Department.

Motion by Johnson, seconded by Ward and carried (5-0) to approve participation and cover expenses for the Trunk or Treat event on Halloween.

C. Resolution 26-20 Non-Objection Charitable Gambling License Lease Renewal

Duluth Softball Player's Association has submitted a lease renewal application to continue lawful gambling at The Keyboard Lounge.

Motion by Benson, seconded by Ward and carried (5-0) to approve the non-objection charitable gambling agreement submitted by Duluth Player's Softball Association and pass resolution 26-20.

D. Security Camera System

Administrator Rich states that updating the cameras at City Hall has been attempted and an on-going project for a while and was left partially completed. The cost of updating the cameras was an approved budgeted expense, and it also qualifies as an allowable expense covered by CARES Act dollars. A quote from NetGuard and a quote from Citon have been submitted, and Administrator Rich recommends accepting the quote provided from Citon in the amount of \$25,066.95.

Motion by DeWall, seconded by Johnson to accept the quote from Citon in the amount of \$25,066.95 to upgrade the camera system at City Hall.

Discussion: Councilor Nowak asks if this will also upgrade the cameras at the golf course and the intersection at 5th Avenue. Administrator Rich states that upgrades to those cameras will be added at a later date. Councilor Benson asks why a quote from ESC wasn't obtained and it is stated this is due to the lack of customer service and poor installation of previous security system. Roll call vote: Johnson Y, Nowak Y, DeWall Y, Ward Y, Benson N. Motion carried to accept the quote from Citon.

E. Resolution 27-20 Participate in St. Louis County Striping/Chip Sealing Program

This was a budgeted expense that the City had agreed to participate in last year, however the chip sealing had not previously been completed and it was agreed upon to put off until that step was completed.

Motion by Benson, seconded by Ward and carried (5-0) to accept resolution 27-20 and participate in St. Louis County Striping/Chip Sealing Program on Kirkus Street with an estimated cost of \$48,500.00 per mile.

F. Minnesota Department of Transportation Safe Routes to School Grant

Councilor Benson introduces the possibility of receiving a safe routes to school grant program. Mayor War states this has been looked into in the past with the intention of using the grant for 2nd St and/or Pionk Drive. With other transportation projects occurring currently, it may not be the right time to specifically apply for a safe routes to school grant and would be worth discussion with the Transportation Committee. Councilor DeWall suggests taking a look at the application packet and the program specifications. Mayor Ward agrees to seek out grant opportunities and information.

Motion by Ward, seconded by DeWall and carried (5-0) to direct City Administrator Rich to seek information and opportunities regarding Safe Routes to School grants.

G. Resolution 28-20 Appointment of Elected Officials and Judges

Motion by Benson, seconded by Ward and carried (5-0) to accept resolution 28-20 appointment of elected officials.

H. Proclamation: Minnesota Moose Association State president Rich Boelke Day

Councilor Benson states that a member of the Proctor Moose Lodge has been elected as the State President of the association and would like to take this opportunity to recognize a Proctor resident for this achievement. Motion by Benson, seconded by Ward and carried (5-0) to accept proclamation and declare Friday, October 16, 2020 as MN Moose Association State President Rich Boelke Day.

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

Motion by Johnson, seconded by Ward and carried (5-0) to close the regular City Council meeting and open the closed session for probationary performance review at 6:38 pm.

The review was discussed, and after discussion was had, councilor Johnson moved to end the closed session and resume regular session of the meeting, which was seconded by Councilor DeWall, which was unanimously passed at 6:53 pm.

6. NEW BUSINESS (Continued)

I. Finance Director Probationary Performance Review

Motion by Johnson, seconded by DeWall and carried (5-0) to accept the job review of Finance Director Leslie Brunfelt, suspend the probationary period, and approve a 2% wage increase effective October 12, 2020.

MEMBER CONCERNS

Benson: Extends gratitude to Chief Gaidis for locating the painting that used to hang in City Hall asks about repairing the damage and choosing a location to hang it up again. Suggests discussing the location of the sand and salt shed that will be built as a receipt from the bonding bill in the amount of \$500,000.00. Discussion follows putting details and specifications in place.

Johnson: Will be attending the St. Louis Fair Board meeting. Black dirt, seed, and erosion control on Almac Drive looks good. Interior and exterior lights at both City Hall and Mountain Spirits are looking really good.

Nowak: Also asks about the golf course agreement and offers suggestions and brainstorming ideas with the brush pile at the fairgrounds. Administrator Rich reiterates that it is closed, and enforcement is the biggest issue. There is still illegal dumping of both brush and garbage and it is noted that it is a problem. Discussion includes the option to open it up in the spring and the fall, and the possibility of a resident enforcing the drop off during allowable times.

Ward: Introduces the “Mayor For a Day” contest that is being put on by the League of MN Cities, will also be partnering with The Proctor Journal to award a recipient a Mayor For a Day experience in Proctor.

DeWall: Previous discussion about the sand and salt shed specifications. Would like to start the health care discussion at the next meeting and asks about the status of the golf course agreement. Administrator Rich confirms the agreement is waiting a final word.

Administrator Rich: SRO has been signed by ISD #704, completed a grant application for eradicating Japanese knotweed. Holding staff and department head meetings as a way to communicate council agenda items. PEDDA meeting, PUC, and Fair Board meeting will all be attended. Suggests utilizing opportunities to continue communication with MNDOT. Met with Officer Colby for an initial HR conversation regarding employee policies, health insurance, and new employee paper work completion. Complying with Governor's orders to continue to have employees who are able to work remotely, obtaining quotes for cleaning both detail and maintenance.

Attorney: None

BILLS FOR APPROVAL

General: \$45,145.20

Liquor: \$34,370.56

TOTAL BILLS FOR APPROVAL: \$79,515.76

Councilor Nowak requests an itemized invoice of the costs for nuisance properties in 2020.

Motion by Benson, seconded by Ward 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