

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, November 2, 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 DeWall and carried (5-0) to approve the City Council minutes from Monday, October 19, 2020 with the following additions:

8. New Business (Continued):

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.

Motion by Benson, seconded by DeWall and carried (5-0) to approve the agenda for Monday, November 2, 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 *4B for discussion.

*4B: PEDDA Minutes

Mayor Ward noted a correction to the PEDDA minutes of October 13, 2020 reflecting Commissioner Lind as absent instead of present.

6. NEW BUSINESS

A. Liquor Store Accounts Payable Procedure

Administrator Rich states that liquor vendors have contacted liquor store managers regarding outstanding invoices. It is noted they are requesting outstanding liquor invoices to be paid in full prior to delivery of any new orders. Administrator Rich states that Finance Director Leslie Brunfelt has spoken with the liquor store and is proposing a change and requests liquor bills to be paid weekly to prevent any delivery delays.

Councilor DeWall states his concern with procedure changes and asks if invoices are not getting delivered to City Hall daily or in a timely manner. He also states that the request from vendors could have been sent out to all customers and that payment from Mountain Spirits has not been delayed or delinquent. He states that Mountain Spirits has had a long-standing relationship with distributors and vendors and there shouldn't be any reason to change payment procedure. Councilor Nowak asks if vendors sent out the request as a "blanket email" to all cities, or if Mountain Spirits has a history of payment delays. There has been no history of

payment delays, but that invoices are paid according with a net plus ten-day processing time. Mayor Ward agrees with Councilor Nowak that the intent may not be directed to the City specifically.

Motion by Ward, seconded by DeWall and carried (5-0) to direct City Administrator to meet with liquor store manager and finance director for discussion over changes to the liquor store accounts payable procedure.

B. Code Change Regarding Tiny Houses

Administrator Rich states that the Planning & Zoning Commission held a Public Hearing and recommended adding language to City Code that would set primary dwellings with a square footage of 800. Discussion followed with commission members requesting that any existing dwellings less than 800 square feet would be excluded from this requirement and allowed to rebuild should any catastrophic event occur.

Motion by DeWall, seconded by Johnson and carried (5-0) to accept the recommendation from the Planning & Zoning commission and direct the City Attorney to draft a code change.

C. Police Civil Service Hiring Recommendation: Part Time Records Secretary

The Police Civil Service Commission recommends hiring Jessica Buhs as the part-time records secretary. All required background and BCA checks have been completed and cleared.

Motion by Johnson, seconded by Nowak and carried (5-0) to approve the hiring of Jessica Buhs for the part time records secretary position.

7. 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 negotiations and personnel matters at 6:22 pm.

Motion by Ward, seconded by Nowak to resume the regular City Council meeting at 7:02 pm.

8. NEW BUSINESS (Continued)

D. Golf Course Agreement

Motion by Johnson, seconded by Benson and carried (5-0) to accept the management agreement of the golf course between Chris Klatte and the City of Proctor for one year.

MEMBER CONCERNS

Benson: Offers gratitude and appreciation to the individuals serving as election judges and extends gratitude to Administrator Rich for her efforts with the election process. Requests home occupation requirement clarifications.

DeWall: Asks for follow up on a letter of intent received regarding the Safe Routes to School grant. Administrator Rich states a response was not sent out as there are no viable projects to include at this time.

Johnson: Notes individuals running for re-election and wishes them good luck. Attended the Trunk or Treat event and it was well attended and well received within the community. Would like to see the event continue annually.

Nowak: Appreciated the detailed report of the bills that was included in the last packet, and states that it was much more helpful.

Ward: Announces the new deadline for absentee ballot submittal. Also notes the success of the Trunk or Treat event, stating the City of Proctor handed out $\frac{1}{4}$ of a ton of candy to trick or treaters. Ward thanked the employees for volunteering their time and efforts.

Administrator Rich: Provides an election update noting the change in traffic flow and procedures to adhere to CDC guidelines and adhere to COVID-19 protocols. She also notes that about $\frac{1}{3}$ of voters have already submitted their absentee ballots, but with plenty of election judges, they are prepared for an increased number of people voting in person. The estimate for the cost of the chip seal program did not accommodate for the increased width of Kirkus Street, and that cost has increased to about \$75,000. The candy handed out at the Trunk or Treat event was a donation and not an expense to the city.

Attorney: None

BILLS FOR APPROVAL

General: \$118,304.86

Liquor: \$39,972.29

TOTAL BILLS FOR APPROVAL: \$158,277.15

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

The new detailed report of the bills is well received.

Motion by Ward, seconded by Johnson and carried (5-0) to adjourn the City Council meeting at 7:13 pm.

Chad Ward
Mayor

Jess Rich
City Administrator