

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, November 16, 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 6:01 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, November 2, 2020.

Motion by Ward, seconded by Johnson and carried (5-0) to approve the Special Meeting: Canvassing General Election Local Races Results from Thursday, November 12, 2020.

Motion by Benson, seconded by Johnson and carried (5-0) to approve the agenda for Monday, November 16, 2020 with the following item added:

6C: EV Charging Station

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 Johnson and carried (5-0) to approve the consent agenda pulling item *5A for discussion.

*5A: Purchasing Policy

Discussion follows with councilors and the mayor in agreement with implementing a purchasing policy. The current policy has been implemented for over ten years and is in need of updates. There is much emphasis dedicated to supporting local businesses, purchasing, and vendors. Mayor Ward suggests a review of the current purchasing policy along with the purposed updates and notifying the City Administrator. Mayor Ward asks Council to review and respond. Attorney Bray adds that he has prepared documents and would like to submit those to council as well for review and response. Councilor Nowak and Johnson add in the discussion and suggest utilizing other suggestions from other cities and updating the policy. Administrator Rich states that reaching out to other cities was a strategy utilized by staff when drafting the proposed changes to the policy submitted for review.

6. NEW BUSINESS

A. Proposed Mayoral Proclamation Policy

Administrator Rich states that there are several requests throughout the year for proclamations and completed research with other cities on what (if any) policies on declaring proclamations exist. The City of Proctor currently does not have a proclamation policy implemented, and it is agreed that one should be created in order to provide consistency when responding to requests.

Discussion follows with decisions, definitions, and guidance to the mayor on what will be proclaimed. Council discusses the number of proclamations brought by request throughout the year. The intent of the implementation of a proclamation policy is to provide clarification on the response to blast or generic email requests received by city administration and the mayor and not to deter any organizations or individuals from submitting these requests. It is noted the amount of generic or blast email proclamation requests has been increasing and having a policy in place would aid in the denial of some proclamations that have no direct affiliation or relation to the City of Proctor. This policy also directs counselors to carry the idea or issue of acknowledging receipt of proclamations.

Motion by Ward, seconded by Nowak and carried (5-0) to approve the proposed proclamation policy with the following recommended changes:

Section I. . The proclamation will be issued only to acknowledge the effort and commitment of the organization or individual. ~~but should not be interpreted as an endorsement by either the Mayor or the City Proctor.~~

Section II, letter D. City Councilor members may sponsor up to 4 proclamations per year.

B. Resolution 29-20 LG220 Application for Exempt Permit

Motion by Benson (in memory of Tom Lavato), seconded by Johnson and carried (5-0) to approve the application for Proctor Synergy to hold a raffle at Proctor High School on December 23rd, 2020.

C. EV Charging Station

Counselor Benson states that an application for an electric charging station was submitted to Minnesota Power in 2019 and not awarded. This year, the MN Pollution Control Agency has grants available for 22 new charging stations. The application deadline is February 8th, 2021 with a virtual meeting held prior to the application deadline to consider RFPs. The maximum amount awarded will be \$105,000.00. Proctor Chamber of Commerce has requested the City Council to consider applying for this grant or attend the meeting and consider the possibility of adding an electric charging station in Proctor.

Motion by Ward, seconded by Johnson and carried (5-0) to direct Administrator Rich or City Councilors to attend the virtual meeting on November 18, 2020 held by the MN Pollution Control Agency to discuss electric charging station options and report back to council.

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

8. NEW BUSINESS (Continued)

MEMBER CONCERNS

Benson: Notes adding legislative agenda regarding the salt and sand shed to future council meetings. Appealed a possible grant application to the MN Department of Transportation regarding the Safe Routes to School with the appeal being received. Notes on COVID safety and measures to help slow the spread.

DeWall: Also suggests adding the salt and sand shed to future agendas.

Johnson: Liquor Control Committee met, and recommendations will be coming to council at the next meeting. Extended gratitude to the street department on snow removal.

Nowak: Requests the status of RFPs. Administrator Rich provides updates on the most recent services coming due and has reached out for IT services and support. IT and network will be the first to be renewed with others to be staggered throughout the year. Also asks for the update with the HVAC system at City Hall. Administrator Rich states those updates and meetings will be held next week with Johnson Controls. Councilor Nowak also noted on the Hermantown Hawks jersey the mayor is wearing at the meeting.

Ward: Suggests inviting newly elected councilor to future meetings. Council agrees to extend an invitation to Jim Rohweder to attend council meetings. There are more cases of COVID and perhaps meetings need to be held virtually if the spread and cases continue to increase. Suggests continuing to meet in person with the requirement of wearing masks. Councilors agree with meeting in person with other groups having separate areas or tables, and thorough sanitization measures taking place. Representing Hermantown Hawks by wearing a jersey to the City Council meeting as he lost a bet with the Mayor of Hermantown after the loss of the Proctor Football team.

Administrator Rich: COVID response from the positive case during the election, City Hall was fumigated the next day by a local vendor that provides those services. All staff tested negative and are back to work. Budget materials for 2021 will be coming with both Finance Director Leslie Brunfelt available for questions. Applied for a grant from the CN for the matching dollars to be used for the sand/salt shed. Meetings for health insurance are in progress along with presentations to staff. A decorative lighting pole was taken out by the old Milkhouse.

Attorney: None

BILLS FOR APPROVAL

General: \$52,324.73

Liquor: \$35,069.90

TOTAL BILLS FOR APPROVAL: \$87,394.63

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

Councilor Nowak requests verification that an invoice to Bray & Reed was not double paid. Administrator Rich confirms that she will check on those invoices. Councilor Nowak states that he appreciates the new itemized reports for bills.

Councilor Benson asks for an explanation of the bill in the amount of \$123.17 for notary stamps.

Administrative Assistant clarifies the bill was for three additional notary stamps and a signature stamp for Chief Gaidis. Councilor Benson states that The Journal can issue notary stamps for \$15.00.

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

Chad Ward
Mayor

Jess Rich
City Administrator