

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, December 7, 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, Finance Director Leslie Brunfelt, Jim Rohweder, SEH via zoom Matt Bolf and Tyler Yngsdal

Motion by Benson, seconded by Nowak and carried (5-0) to suspend the regular city council meeting and open the Truth and Taxation Public Hearing at 6:03 pm.

Leslie Brunfelt the proposed budget and levy increases. City revenues and expenditures are discussed and presented with a summary of historical changes and the impact to homeowners for the proposed 2021 changes. The city proposed an initial levy of 5.75%, increasing the tax revenue to \$1,736,000.00. After an additional analysis of the budget, the city has decreased the levy amount to 3%, also decreasing the amount of tax collected to \$1,691,125.00. Projected expenditures by department for 2021 are presented, noting the decrease in Police Department and increases in Fire/First Responders Department. Overall expenditures and revenues for each department are presented to 2021.

Public comments and questions are accessible at the conclusion of the presentation via direct phone line access. No comments or calls are received during this time.

Motion by Ward, seconded by Nowak and carried (5-0) to close the public hearing and resume the regular city council meeting at 6:17 pm.

Motion by DeWall, seconded by Ward and carried (5-0) to approve the City Council minutes from Monday, November 16, 2020.

Motion by Nowak, seconded by DeWall and carried (5-0) to approve the agenda for Monday, December 7, 2020 with the following amendments:

Addition of item 6I: Lions Caboose

Move item 6A to directly after the approval of the consent agenda.

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 Nowak and carried (5-0) to approve the consent agenda for Monday, December 7, 2020

6A: SEH Draft Capital Improvement Plan (CIP) Presentation

Tyler Yngsdal and Matt Bolf from SEH present the CIP discussing the streets and utility infrastructure as approved by the city for completion in September of 2019. This report determines, identifies, plans, budgets

and prioritizes projects within the city and allows for securing available funding opportunities. The plan was initially drafted to include streets, sanitary sewer, and water mains. Stormwater drains, sidewalks, and lighting were not included due to the information available at the time the plan was drafted.

City Staff was included in acquiring data, maps, records, and plan sets in order to provide a complete scope for data collection. Once all data was reviewed by city staff to eliminate and/or correct any errors, a system was developed to determine the areas needing improvements within the city. A summary of this data is presented showing the infrastructure needing repairs or replacements. The CIP in its entirety is available at city hall for review, and public comment will be taken. Additional announcements will be placed on the city's website and social media and available for public comments. Administrator Rich recommends placing the Capital Improvement Plan on a fifteen day public notice, discussing any public comments or concerns with SEH, and bring back the final CIP to city council at the first meeting in January.

Motion by Ward, seconded by DeWall, and carried (5-0) to follow the recommendation from the City Administrator to move forward with a public notice and comment period pertaining to the Capital Improvement Plan.

6. NEW BUSINESS

B. Proposed Mayoral Proclamation Policy

Motion by Ward, second by Nowak and carried (5-0) to approve the Mayoral Proclamation Policy with the following corrections:

Councilors can submit up to 4 proclamations annually.

C. Liquor License Renewal Applications

Chief Gaidis states that the liquor control committee met on November 16, 2020 to discuss license renewals. With the exception of the Proctor Speedway, all establishments have submitted their renewal requests for 2021. Chief Gaidis states that establishments may be requesting additional refunds on license fees due to the shutdown and the COVID-19 pandemic. 2021 license fees have received pro rata refunds for the closures that took place in 2020. The committee recommends renewing all licenses for 2021 as presented.

Motion by Nowak, seconded by Benson and carried (5-0) to approve the 2021 liquor license renewals as presented for:

Best Western Plus – Spirit Mountain

Powerhouse Bar

Keyboard Lounge

Pit Stop

Moose Lodge

Blackwoods

D. St. Louis County Cooperative Agreement

Administrator Rich states this agreement is for the chip sealing project taking place on Kirkus Street. Previous authorization for this project was granted in the amount of \$50,000.00 to complete. The cost for this project has increased due to the width of Kirkus St, and the total cost has increased to \$65,000.00. Administrator Rich recommends moving forward even though the price has increased due to the previous delay and projected success of chip sealing needed to be completed at a certain time.

Motion by Ward, seconded by DeWall and carried (5-0) to approve the St. Louis Cooperative Agreement and move forward with chip sealing on Kirkus St with total costs estimated at \$75,000.00.

E. 9423 Westgate Blvd – Conditional Use Permit

Attorney Bray states that the Planning & Zoning Commission held a public hearing at their meeting on November 23rd, 2020 and approved a conditional use permit to operate a car dealership at 9423 Westgate Blvd. He recommends approval of the conditional use permit as presented by the Planning & Zoning Commission.

Motion by Ward, seconded by Benson and carried (5-0) to accept the conditional use permit and operation of a car dealership at 9423 Westgate Blvd.

F. WIPFLI Audit Agreement

Finance Director Brunfelt received an engagement letter from WIPFLI to complete the annual audit with a proposed fee of \$23,750.00, with no price increase from the fee paid in 2019. Brunfelt recommends moving forward with the agreement submitted by WIPFLI for completion of the 2020 audit.

Motion by DeWall, seconded by Johnson and carried (5-0) to approve the agreement with WIPFLI for completion of the 2020 audit.

6G. Software Change Recommendation

At the recommendation from the IT service provider, the current software system in use at City Hall is outdated and cannot support employees working remotely. The software committee has completed demos with other software companies, has met and recommends entering into negotiations with Civic Systems on an upgrade to the software system for City Hall. Brunfelt states many costs have been analyzed and confirms the hosted version of Civic Systems Software will best fit the needs of the city.

Motion by Ward, seconded by DeWall and carried (5-0) to move forward with discussions and obtaining final prices from Civic Systems and bring back costs to council for approval.

Specific reasonings for choosing Civic Systems are discussed with Brunfelt stating that customer service support was the contributing factor. Tyler, the other software system considered has software that serves cities of much larger in size.

6H. Purchasing Policy

Councilor Benson is proposing a change and implementation for a local vendor purchasing policy. After discussion, this item is tabled to allow for additional suggestions and submissions from council members.

6I. Proctor Chamber Caboose

Both the Lions Club and the Chamber of Commerce were approached with options to repair and maintain ownership of the caboose. After being approached by the school as a project for the shop class, Administrator Rich and Councilor DeWall are requesting the council to approve the request to maintain ownership of the caboose and the cost repairs not the exceed \$2750.00

Motion by Ward, seconded by DeWall and carried (5-0)

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

8. NEW BUSINESS (Continued)

MEMBER CONCERNS

Benson: States that Charter and Spectrum have been soliciting cable service in proctor, and asks how that interferes with the franchise agreement with MediaCom within the City of Proctor. City Attorney states that a letter should come City Administration to begin the process. LMC is hosting training for newly elected officials. Grant opportunities sponsored by MNDot for road projects.

DeWall: Extends gratitude to Jess and Leslie for their time and efforts with software demonstrations and upgrades and for taking on that project. Thanks City Hall staff for covering shifts at the liquor store while they worked through a COVID-19 exposure. Fire Department will be holding training classes on Saturday and will be following CDC guidelines.

Johnson: Extends gratitude to Heather for her years of employment at the city, and notes the send off party was well received.

Nowak: The City has a new Facebook page, and asks people to like the new page for updates and happenings. Suggests uploading the packet for council meetings to the website to allow access for residents.

Ward: Mayor for a Day essay contest ended today, awaiting on a response for any submissions. A letter has been drafted to send to Governor Walz requesting to include first responders in the first round of COVID vaccine.

Administrator Rich: Sand & Salt shed project is underway. Beginning to draft RFP starting with legal and IT services. Negotiations for health and welfare, Police Chief, Confidential Secretary and Police Records Tech will begin. Citon will begin to install the new security cameras. Final priorities have been submitted to Johnson Controls for heating and temperature controls. CDBG grant applications have been considered, however Proctor does not qualify as the low to moderate income can not be met.

Attorney: None

BILLS FOR APPROVAL

General: \$82,849.68

Liquor: \$9,220.76

TOTAL BILLS FOR APPROVAL: \$92,070.44

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

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

Chad Ward
Mayor

Jess Rich
City Administrator