

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, December 21, 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, Officer Gaby Colby, Officer Matt Riebel, Diane Giuliani, Beth Jauhola, Kailyn Jauhola, Derek Jauhola

Chief Gaidis administers the Oath of Office to Officer Colby. Council officially welcomes Officer Colby to the Proctor Police Department.

Mayor Ward presents Councilor Nowak with a golden spike for his four years of service on the Proctor City Council.

Motion by Johnson, seconded by Benson and carried (5-0) to approve the City Council minutes from Monday, December 7, 2020.

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

Addition of item 6H: PEDAs Appointment

Move item 6G following 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 Nowak, seconded by Benson and carried (5-0) to approve the consent agenda for Monday, December 21, 2020.

Mayor Ward presents Kailyn Jauhola with a certificate for her winning submission in the Mayor for a Day Contest sponsored by the City of Proctor. Miss Jauhola reads her essay aloud and accepts her award.

6. NEW BUSINESS

A. Resolution 31-20 Final Levy for 2021

Motion by DeWall, seconded by Ward and carried (5-0) to accept resolution 31-20 approving the final levy for 2021.

B. Purchasing Policy

Motion by Benson, seconded by Ward and carried (5-0) to approve the purchasing policy with Councilor Benson suggesting stronger support of local businesses.

C. Resolution 32-20 Declaring Equipment Surplus – HP Design Jet 1055cm

Administrator Rich states this is a draft printer that was purchased several years ago, it has become obsolete, and the printer cartridges can no longer be ordered. Recommends disposal of printer.

Motion by Johnson, seconded by DeWall and carried (5-0) to approve resolution 32-20 and declare the HP Design Jet 1055cm as surplus for disposal.

D. Civic Systems Contract

Brunfelt states the final proposal from Civic Systems has been received to update software at City Hall. The final price was negotiated to \$77,445.00.

Motion by DeWall, seconded by Ward and carried (5-0) to accept the proposal from Civic Systems and enter into an agreement in the amount of \$77,445.00 to update the software at City Hall.

E. City Hall Cleaning Service Agreement

Administrator Rich states former cleaning duties were split between two part-time janitors. With the shutdowns due to the pandemic, City Hall has had one janitor putting in 8-10 hours a week, and additional cleaning maintenance is needed. The current janitor is not able to pick up any additional hours due to scheduling conflicts. Rich proposes hiring a contract cleaner to supplement for janitorial services. have the contract cleaner to complete a one time deep clean of the building along with cleaning maintenance throughout the building.

Motion by Ward, seconded by Benson and carried (5-0) to accept the proposal from General Cleaning Specialists.

F. Legislative Agenda – Discussion only

Councilor Benson states the new legislative session begins on January 5th, 2021 and gives a brief summary of the subjects of discussions, new committee members, possible projects, grants, and a 2021 timeline. He notes Proctor has been successful with the salt/sand shed project and provides suggestions for submissions to the capitol.

6H. PEDA Appointment

At the last meeting held on December, 8th 2020, the PEDA Commission recommends appointing Councilor DeWall to the open seat.

Motion by Johnson, seconded by Benson and carried (4-0 DeWall abstaining) to accept the recommendation from the PEDA Commission and appoint Councilor Troy DeWall to the open seat.

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

Motion by DeWall, seconded by Johnson and carried (5-0) to suspend the regular city council meeting and open a closed session at 6:25 pm.

Motion by Ward, seconded by DeWall and carried (5-0) to resume the regular city council meeting at 6:45 pm.

8. NEW BUSINESS (Continued)

6I. Motion by Benson, seconded by Johnson and carried (4-0 Ward abstaining) to accept the agreement between the City of Proctor and the Teamsters General Local Union 346 Clerical Workers.

6J: Motion by Benson, seconded by DeWall and carried (4-0 Ward abstaining) to accept the agreement between the City of Proctor and the Teamsters General Local Union 346 Street Department.

6K. Motion by Ward, seconded by Johnson and carried (5-0) to accept the agreement between the City of Proctor and the International Brotherhood of Electrical Workers Local Union #31.

6L. Motion by Ward, seconded by DeWall and carried (5-0) to accept the agreement between the City of Proctor and Megan Jordan.

6K. Motion by Johnson, seconded by Benson and carried (5-0) to accept the agreement between the City of Proctor and Jessica Buhs contingent upon approval of bargaining unit.

MEMBER CONCERNS

Benson: Extends appreciation and gratitude to Councilor Nowak for his service on City Council, and for his service as Deputy Mayor.

DeWall: Appreciation to Councilor Nowak for his service and dedication to City Council over the last four year.

Johnson: Extends gratitude to Councilor Nowak and wishes everyone a Merry Christmas, Happy Hanukkah, and a Happy New Year.

Nowak: Extends appreciation to the rest of the City Council and Mayor Ward. Notes other city staff accomplishments and extends gratitude to them as well.

Ward: Extends gratitude to Councilor Nowak for his four years of serving on City Council, sends wishes for a safe, healthy, and Happy New Year.

Administrator Rich: Committee has been formed and will meet on 1/5/2021 for the sand/salt shed project. Johnson Controls will be coming to provide a prioritized list for maintenance on City Hall. The PUC position has been posted with the updated job description. The purchase of the fire truck has been approved and the specs have been narrowed down. The purchase contract will be provided at the next meeting. Extends invitation to Councilor Nowak to keep in touch with City Hall and extends gratitude for serving on City Council.

Attorney: Extends appreciation to Councilor Nowak for his service and dedication during the challenging times and changes at City Hall.

BILLS FOR APPROVAL

General: \$145,376.88

Liquor: \$49,430.62

TOTAL BILLS FOR APPROVAL: \$194,807.30

Motion by Ward, seconded by Johnson 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 7:05 pm.

Chad Ward
Mayor

Jess Rich
City Administrator