

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Tuesday, January 19, 2021

*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, Jim Rohweder, Chad Ward, Troy DeWall

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

Motion by Rohweder, seconded by Johnson and carried (Roll Call Vote: Rohweder Y, DeWall Y, Benson Y, Johnson Y, Ward Y) to approve the City Council minutes from Monday, January 4, 2021

Motion by DeWall, seconded by Benson and carried (Roll Call Vote: Rohweder Y, DeWall Y, Benson Y, Johnson Y, Ward Y) to approve the agenda for Tuesday, January 19, 2021 with the following amendment:

Removing item 7A: Employee Contracts

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 Johnson, seconded by Ward and carried (Roll Call Vote: Rohweder Y, DeWall Y, Benson Y, Johnson Y, Ward Y) to approve the consent agenda for Tuesday, January 19, 2021.

6. NEW BUSINESS

A. Annual Transfer of Funds

Administrator Rich states this is a request from Finance Director Leslie Brunfelt to approve the annual transfer of funds as submitted.

Motion by Rohweder, seconded by Benson and carried (Roll Call Vote: Rohweder Y, DeWall Y, Benson Y, Johnson Y, Ward Y) to approve the annual transfer of funds as submitted.

B. Update Social Media Policy

Administrator Rich states that Sally Hedtke has worked diligently on policy updates based on model policies from the League of Minnesota Cities. Rich recommends the approval and adaptation of the social media, sexual harassment, respectful workplace, and computer use policies as submitted.

Motion by Johnson, seconded by Rohweder and carried (Roll Call Vote: Rohweder Y, DeWall Y, Benson Y, Johnson Y, Ward Y) to approve the proposed social media policy.

Discussion follows confirming updated language use, comparison with the existing policy as included in the packet and requesting future policy updates to be submitted highlighting any new language and updates in red font.

C. Sexual Harassment Prevention Policy

Motion by Ward, seconded by Rohweder and carried (Roll Call Vote: Rohweder Y, DeWall Y, Benson Y, Johnson Y, Ward Y) to approve the updated sexual harassment policy as submitted.

D. Respectful Workplace Policy

Motion by Johnson, seconded by Benson and carried (Roll Call Vote: Rohweder Y, DeWall Y, Benson Y, Johnson Y, Ward Y) to approve the respectful workplace policy as submitted.

E. Computer Use Policy

Motion by Rohweder, seconded by Johnson and carried (Roll Call Vote: Rohweder Y, DeWall Y, Benson Y, Johnson Y, Ward Y) to approve the computer use policy as submitted.

F. Ordinance 01-21 – Repealing Ordinance 03-19:First Reading

Ordinance 03-19 was passed on August 19th, 2019 regarding the annexation of property. Due to legal description discrepancies the annexation request was not able to be filed with Minnesota Boundary Adjustments Unit Office and Administrative Hearings.

6G. Legislative Agenda

Councilor Benson requests submitting a legislative bill relating to the sales and use tax of construction materials for the salt and sand shed. The background and summary has been laid out for the proposed bill reimbursing the city for sales and use taxes paid on the construction of the salt and sand shed.

Motion by Benson, seconded by Ward and carried (Roll Call Vote: Rohweder Y, DeWall Y, Benson Y, Johnson Y, Ward Y) to approve submitting a legislative bill for an act relating to taxation; sales and use; providing a refundable construction exemption for sale taxes for a salt and sand shed in the City of Proctor.

Discussion follows regarding previous communication with legislators and the timeline of those conversations. A summary of other house bills is also provided.

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

A. Employee Contracts

8. NEW BUSINESS (Continued)

MEMBER CONCERNS

Benson: Encourages attendance in the elected officials institution offered as a self-study through the League of MN Cities. Attended the city transportation plan open house where the accomplishments over the last ten years was discussed along with future developments including trails and sidewalks.

DeWall: None

Johnson: Suggests starting to plan spring clean-up and brush collection. Proposes a different location for dumping brush instead of at the fairgrounds.

Rohweder: None

Ward: Also attended the meeting for the transportation plan.

Administrator Rich: Transportation Plan has been approved by TAC members, extends gratitude for the completion of the plan as it will be a helpful tool in securing funding/projects. General Cleaning Specialists has started with the completion of the deep clean at City Hall and will begin with weekly maintenance cleaning at the end of January. Provides an update with the completion of the annexation and end of the year reporting for WLSSD. City staff has begun implementing a more efficient process for CAF fee reporting. Letters of Understanding for health and welfare are in process, they will be complete for the next council meeting.

Attorney: None

BILLS FOR APPROVAL

General: \$39,658.43

Liquor: \$16,924.09

TOTAL BILLS FOR APPROVAL: \$56,582.52

Motion by Johnson, seconded by DeWall and carried (Roll Call Vote: Rohweder Y, DeWall Y, Benson Y, Johnson Y, Ward Y) to approve the bills as submitted.

Motion by Rohweder, seconded by Ward and carried (Roll Call Vote: Rohweder Y, DeWall Y, Benson Y, Johnson Y, Ward Y) to adjourn at 6:29 pm.

Chad Ward
Mayor

Jess Rich
City Administrator