

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Tuesday, February 16, 2021

*Due to COVID-19: Meeting access by the public was available through the live stream on the Trac 7 YouTube channel. Jess Rich served as the meeting coordinator.

Mayor Ward called the meeting to order at 6:01 p.m.

MEMBERS PRESENT: Jake Benson, Rory Johnson, Jim Rohweder, Chad Ward, Troy DeWall

OTHERS PRESENT: City Administrator Jess Rich, City Attorney John Bray

Motion by DeWall, seconded by Benson and carried 5-0 to approve the City Council minutes from Monday, February 1, 2021.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the agenda for Tuesday, February 16, 2021,

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 Rohweder, seconded by Johnson and carried 5-0 to approve the consent agenda for Tuesday, February 16, 2021.

6. NEW BUSINESS

A. Resolution 10-21 Special Appropriation Application

Councilor Benson had an inquiry with information pertaining to legislative action that could impact the sand salt shed project. This will be addressed during member's concerns.

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve resolution 10-21, approving the submittal of a grant application for the sand and salt shed.

B. Resolution 11-21 Request to St. Louis County to Withhold Tax Forfeited Land

The City of Proctor was approached by One Roof Community Housing requesting a withhold from sale application to be submitted on a parcel of land within the city limits. Cities are allowed to withhold land from tax forfeited sales provided the land benefits public use. This resolution approves the request to submit an application to withhold land (PID 185-0060-00430) from the St. Louis County tax forfeited land sale.

Motion by Ward, seconded by DeWall and carried 4-0 (Rohweder abstained) to direct Administrator Rich to request an application to St. Louis County to withhold tax forfeited property from land sale for submittal on Friday, February 19, 2021.

C. Resolution 12-21 Declaration of Surplus Office Furniture

Motion by Rohweder, seconded by Benson and carried 5-0 to approve resolution 12-21 and declare a surplus of miscellaneous office furniture as submitted.

D. Resolution 13-21 Declaration of Police Department Surplus Property

Chief Gaidis presented to the Police Civil Service Commission and City Council to declare the Riverside travel trailer and the G5 Pontiac Coup as surplus and put up for auction. This will deplete currently held property and allow for the purchase of a new squad car for the department.

Motion by Ward, seconded by DeWall and carried 5-0 to declare the Riverside travel trailer and the G5 Pontiac Coup as surplus property and approve resolution 13-21.

Councilor Bensons asks that a reserve be placed on the proceeds.

E. Absentee/Early In-Person Voting – Informational Discussion

City Administration has received several requests to become a drop-off for early voting and an absentee ballot location. Administrator Rich presented information on the MN absentee ballot process and presents the subject for consideration due to processing times, public discussion, and submission to the county. The costs involved including staffing and materials available to City Hall along with the what the entire process entails is presented along with additional logistics in adding Proctor as an absentee ballot drop off location. Councilor Rohweder adds that most voters in Proctor appreciate being able to come to the polling place and agrees with the amount of work and cost. Mayor Ward agrees with the demand of absentee ballots being related to the pandemic, agrees the costs bay outweigh the benefits. Councilor Benson confirms the initial costs to both equipment, staffing, and postage totaling over \$15,000.00. At this time, it is determined to not pursue the option of becoming a location for absentee ballots due to the costs and expenses incurred.

F. Building Inspection Services

Motion by Johnson, seconded by Rohweder and carried 5-0 to extend the contract between Jay Boysen and the City of Proctor for building inspection services with a new expiration date of December 31, 2021 as submitted.

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

8. NEW BUSINESS (Continued)

MEMBER CONCERNS

Administrator Rich: Workers Comp premium has increased to \$30,000. Finance Director Brunfelt is working on a budget adjustment to allow for this increase. Finance Director Brunfelt is also working with the League of MN Cities for a review on the increase.

Spring brush dump site options and process has been discussed with the street department, working on a decision for this spring. Utility Billing Clerk interviews are scheduled for Tuesday, February 23rd, attended a TAC meeting, WLSSD Annual Report has been submitted, a water pressure problem affected the City on February 12, 2021. Administrator Rich commended Char and Pat on their work to get it resolved. Sally is processing all 2021 event applications and packets as usual and will make COVID changes/arrangements, as necessary. Sales tax construction exemption has been submitted and awaiting a response to ensure the legislation has been introduced for exemption on the sand salt shed.

Benson: MN Legislation to continue hearing bills on sales tax exemption for construction materials. Representative Murphy introduced a \$10 million bill for safe routes to school.

DeWall: Extends gratitude to Pat and Char for their efforts in resolving the water pressure issue that effected the city. States the importance of improving the line communication to emergency services and the fire department for water related emergencies. \$160,000-\$170,000.00 FEMA grant application was submitted on February 5th. SAMS application update is due March 9th, 2021.

Johnson: None

Rohweder: Suggests talking with the county regarding the addition of a crosswalk on Boundary/Kirkus as the sidewalks are on the east side.

Ward: Would like to implement a new process to declaring commissions, boards, and committee members. Would like to discuss term lengths for members on committees, commissions, and boards. CN Railway has hired contractor for coyote nuisances on railroad property. Read *The Silly Mayor* to Ms. Joyce's class at the high school via video recording.

Attorney: None

BILLS FOR APPROVAL

General: \$174,655.58

Liquor: \$34,792.12

TOTAL BILLS FOR APPROVAL: \$209,447.70

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the bills as submitted. Councilor DeWall confirms the credit card payment for Indeed to be designated to the correct fund.

Motion by DeWall, seconded by Johnson and carried 5-0 to adjourn the City Council meeting at 6:37 pm.

Chad Ward
Mayor

Jess Rich
City Administrator