

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for Monday, March 15, 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, Chad Ward, Troy DeWall, Jim Rohweder

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

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

Motion by Rohweder, seconded by Ward and carried 5-0 to approve the agenda for Monday, March 15, 2021

with the addition of items:

6H: Law Enforcement Request

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 Rohweder and carried 5-0 to approve the consent agenda for Monday, March 15, 2021, pulling item *1C for discussion.

*1C: 10% Gambling report

Councilor Benson asks due to the pandemic if the revenue received in 2020 differed from revenue received in 2019. Administrator Rich states there was not much of a difference in the amount of revenue received in 2020 compared to 2019 with the difference being just a few dollars.

6. NEW BUSINESS

A. Transportation Plan Presentation

James Gittemeier, Transportation Planner with the Duluth Metropolitan Interstate Council (MIC) presents the Proctor Transportation Plan. MIC has assisted with a variety of projects within Proctor in previous years and has helped put together a comprehensive plan for the City of Proctor in accordance with future upcoming transportation projects³. This plan cohesively ties together past plans, prioritizes projects, and implements both short and long-term projects. The Proctor Transportation Plan will require collaboration of multiple jurisdictions to implement, working with MNDOT, St. Louis County, and the Minnesota DNR.

Motion by Benson, seconded by Ward and carried 5-0 to adopt the Proctor Transportation Plan as presented by James Gittemeier from MIC.

B. 2021 Loan Agreement – National Museum of USAF

Motion by Rohweder, seconded by DeWall and carried 5-0 to accept the 2021 loan renewal package for the historical property on loan from the National Museum of the United States Air Force and continue the display of the F-101F 59-0407 aircraft.

C. SLC Final Bid – Chip Seal

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the contract as submitted from St. Louis County for chip sealing on Kirkus St. The total bid came in lower than originally approved during the 2021 budget meeting.

D. Resolution 15-21 SRO Reimbursement

Councilor Benson states St. Louis County has three SRO officers assigned to ISD 2142 and requests partial reimbursement from St. Louis County Commissioners for SRO salary assigned to Proctor. Benson states Proctor taxpayers initially fund several SRO officer salaries for St. Louis County, and this resolution will be presented to potentially relieve some tax burden.

Motion by Benson, seconded by Ward and carried 5-0 to approve resolution 15-21 SRO Reimbursement request to St. Louis County.

E. Local Board of Appeal Meeting Format

Administrator Rich states the tentative schedule for the board of review and requests a decision from council on the meeting format. The City of Proctor's LBAE meeting will be held on Thursday, May 13, 2021 from 10:00-11:00 am. Administrator Rich states staff from the assessor's office will be attending the meeting virtually, but local jurisdictions are being given a preference if they would like to hold their meetings in person. Administrator Rich recommends the City of Proctor to hold the local board of review meeting in person on May 13, 2021 from 10:00-11:00 am.

Motion by Rohweder, seconded by Johnson and carried 5-0 to hold the City of Proctor's LBAE in person at City Hall in the Council Chambers following CDC guidelines with COVID-19 protocols in place.

F. Capital Improvement Plan Follow Up – Informational

Councilor Benson references the Capital Improvement Plan adopted on March 1, 2021 and notes the improvement of sidewalks was not specifically addressed. He spoke with city engineers asking why sidewalk improvements were not included as part of the plan. City engineers noted sidewalks will be improved and included with street projects, but not improved solely on their own. Councilor Benson states he would like to see sidewalks included in the plan. Mayor Ward states a map is available showing sidewalks in need of improvement and agrees to have sidewalks included in future street projects.

G. Legislative Agenda – Informational

Councilor Benson provides a current update on the state legislative actions. Extends gratitude and congratulates Representative Murphy on being able to include Proctor on a bill that was heard and introduced in the senate. Benson adds the house tax committee will be hearing Proctor's request for tax exemption on materials for the sand salt shed.

Motion by Ward, seconded by Rohweder and carried 5-0 to direct Administrator Rich, Councilor Benson, and Mayor Ward to present Proctor's piece and perspective on the sand salt shed with the House Tax Committee via Zoom on Thursday, March 18th at 1:00 pm.

H. Law Enforcement Request

Chief Gaidis states the City of Floodwood has approached the Proctor Police Department requesting police chief services and would like to open a negotiation for a contract. The City of Floodwood has had an open position for a Police Chief they have been unable to fill. In order to stay BCA compliant, the Floodwood Police Department needs active Police Chief services and has reached out to Proctor for assistance. Chief Gaidis states this type of agreement has been provided to other municipalities in the past as needed and a contract with Floodwood would be doable as well.

Motion by Ward, seconded by Benson and carried 5-0 to approve the request from the City of Floodwood and provide interim administrative Police Chief services.

It is confirmed there would be no additional costs to the City of Proctor, nor extended time commitment from Chief Gaidis and the City of Proctor to remain the top priority. Chief Gaidis states the time allotted to the City of Floodwood has not yet been determined and providing administrative services will not leave the Proctor PD shorthanded. Billing stipends are already included in City Code for billable hours to the City of Floodwood.

Original motion and second withdrawn by both Ward and Benson.

Motion by Ward seconded by Benson and carried 5-0 to direct Attorney Bray, Administrator Rich, and Chief Gaidis along with League of MN Cities and POST Board to draft language and contract proposal with the City of Floodwood for administrative Police Chief services. Councilor Benson confirms law enforcement request was approved by Floodwood City Council. Benson has submitted the offer from St. Louis County, and discussion follows including all logistics and costs included to be negotiated upon with the City of Floodwood.

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

Motion by Rohweder, seconded by Ward and carried 5-0 to close the regular council meeting and open closed session under MN Statues 13D closed meeting.

Motion by Ward, seconded by Rohweder and carried 5-0

8. NEW BUSINESS (Continued)

6I. Employee Contracts

Motion by DeWall seconded by Johnson and carried 5-0 to accept the agreement between the City of Proctor and LELS as presented.

6J. Economic Development

Motion by Ward, seconded by Rohweder and carried 5-0 to support PEDDA feasibility study request as presented.

MEMBER CONCERNS

Administrator Rich: Representatives from WIPFLI have been here and the audit process has begun. They were able to complete the field work portion in person and present at City Hall. The Utility Billing Clerk position has been filled with the new applicant starting April 12th, 2021. Attended a meeting with Anthony Wood, Rory Johnson, and Rick LaLonde regarding the maintenance of the softball fields. Public Safety Committee will be meeting to discuss and approve the 2021 events. LRIP grant has been submitted. Camera project is underway at City Hall. Employees are still directed to work and hold remote meetings due to the governor's orders. Starting to research train maintenance with The Depot and neighboring cities.

Benson: Attended a tax committee last week in which the City of Hermantown is seeking a sales tax. During that meeting, Representative Murphy spoke of the Munger Spur Trail and the groundwork has been laid for introducing in Proctor's next piece of legislation. South St. Louis County Soil and Water District has approached Proctor for Kingsbury Creek restoration including 2nd St to 2nd Ave – requests Administrator Rich to look into programs for creek restoration. Received an inquiry from a resident regarding land for purchase and development into garden and bird sanctuary. Appreciates Proctor's willingness for open and transparent government.

DeWall: None

Johnson: Extends gratitude to city staff and Proctor Utilities for fixing numerous streetlights that were out. Proctor Read Foundation's virtual auction will be held on March 19th, 2021. Extends gratitude to Ted Kiefat for putting together an exception program for the event.

Rohweder: None

Ward: City of Proctor along with Teamsters Local 346 will be hosting a free food giveaway on Tuesday, March 16th at 10:00 am in the parking lot of the arena. Invites anyone to attend and partake in the event.

Attorney: None

BILLS FOR APPROVAL

General: \$124,660.22

Liquor: \$32,186.11

TOTAL BILLS FOR APPROVAL: \$156,846.33

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

Motion by Ward, seconded by DeWall and carried 5-0 to adjourn the City Council meeting at 7:43 pm.

Chad Ward
Mayor

Jess Rich
City Administrator