

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for April 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, Chad Ward, Troy DeWall, Jim Rohweder

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

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

Motion by Johnson, seconded by Benson and carried 5-0 to approve the agenda for Monday, April 19, 2021 with the addition of item:

6O. Police Department Resignation

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 Monday, April 19, 2021.

6. NEW BUSINESS

**A. Resolution 18-21 Declaring Hoghead Festival**

Motion by Rohweder, seconded by Ward and carried 5-0 to approve resolution 18-21 authorizing consumption of alcoholic beverages in public places in Proctor in conjunction with festivals.

**B. Sand/Salt Shed**

Administrator Rich presents an overview and recommendation from the sand/salt shed committee meeting. The committee took into consideration two locations for the sand/salt shed and had SEH construct cost estimates for both locations. After reviewing the estimates both location provided by SEH, the committee recommends the Kirkus St. location for the addition of the sand/salt shed along with a 40x60' garage.

Motion by Johnson, seconded by Ward and carried 5-0 to approve the recommendation from the sand/salt shed committee, and construct the sand/salt shed at the Kirkus St location. Councilor Johnson asks the timeline of the construction of the sand/salt shed and the \$38,000 amount above the \$500,000.00 received from the State of Minnesota. Administrator Rich confirms this project to be completed in 2021, and the funds are available in the budget.

**C. City of Proctor Brush Dump Pickup Program 2021**

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the brush pickup for 2021 as presented. Residents will have until May 21<sup>st</sup> to sign up for pickup during the week of May 24<sup>th</sup>. The fairgrounds location will be closed to public dumping, however, in the event of a storm, may be reopened for dropping off brush.

**D. Johnson Controls – Retro Quotes**

Johnson Controls completed a list of recommendations to prioritize bringing the HVAC system up to full capacity and functionality. Councilor DeWall states the importance of the proposals with the boiler system, and water testing. DeWall recommends approving the load and the water test proposals, and waiting on one of the proposals presented.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the engineered load calculation and the analysis of water sample bids as presented by Johnson Controls.

Motion by Ward, seconded by DeWall and carried 5-0 to deny the bid for install and programming needed for three rooms worth of repairs that have been found at the Proctor City Hall/Police Station.

**E. COVID-19 Reopening Plan – City Hall/PACC**

Motion by Ward, seconded by DeWall and carried 5-0 to approve the COVID-19 reopening plan for City Hall/PACC, with the following changes to be added to the drafted plan.

Councilor Rohweder suggests operating the food shelf with one family entering the building to complete their shopping instead of operating as a curbside service. The plan as presented brings all employees back to work starting the week of May 3<sup>rd</sup>, with City Hall/PACC opening the week of May 17<sup>th</sup>. The plan has reopening happening in phases, allowing for staff and activities to resume safely. Meeting attendance is limited to fifteen members of the public, giving preference to individuals with an agenda item they wish to discuss. The preparedness plan shall read, "The COVID-19 Re-opening Preparedness Plan is administered by the city administrator and city council who maintain the overall authority and responsibility for the plan."

**F. Fire Department Retirement**

Motion by Benson, seconded by Rohweder and carried 5-0 to accept the retirement of Jay Boysen from the Proctor Fire Department after twenty-one years of service.

**G. Arbor Day Proclamation**

Annual Arbor Day Proclamation for the City of Proctor earning a Tree City designation for the last twenty-nine years, as stated by Councilor Benson.

Motion by Johnson, seconded by Ward and carried 5-0 to approve the Arbor Day Proclamation and adding the "whereas the City of Proctor has been designated as a Tree City for the 29<sup>th</sup> year".

**H. American Rescue Plan**

Councilor Benson states the federal guidelines are still being drafted, with council receiving a little background on the American Rescue Plan. Councilor Benson suggests the next steps to be put in

place and discussion to follow as to how the money will be allocated. Mayor Ward asks if this should be added as an agenda item and confirms the total amount the City of Proctor receives has not yet been determined and it is often difficult to allocate funds without a definite amount received. Councilor Benson requests discussions to begin regarding the allocation of funds.

#### I. Local Board of Appeal

The City of Proctor has determined the format for the local board of appeal meeting, with the books not yet received from St. Louis County. Administrator Rich to reach out to the county with a request to obtain the books for the local board of appeal meeting.

#### J. Legislative Update

Councilor Benson gives a summary on the status of the construction sales/use tax item. It has gone before the house tax committee and has passed. Although it still needs to be heard at the senate, it has the probability to end up in the conference committee. With thirteen other cities submitting a sales/use tax item exemption, the City of Proctors was the lowest requested.

#### K. Food Trucks

Councilor Benson discusses the frequency of food trucks within the City of Proctor, and requests language added to the code that addresses the operation of food trucks. Administrator Rich states the code currently addresses transient merchants and peddler's permits, suggesting the language is sufficient for the operation of food trucks.

#### L. Annual City Cleanup

Previously discussed under the brush pickup agenda item.

#### M. Almac Parcel Split

Councilor DeWall states this was a property split that allowed access for a driveway for home construction on Almac Dr. It was previously reported as being completed and recorded with the county. Upon further review, the recording was rejected, and the submission of a map was requested. Attorney Bray and Administrator Rich will follow up with the county and ensure this is recorded correctly.

#### N. AA Hospitality Purchase Agreement

This agreement has come up annually during the audit process. It is an outstanding agreement that needs to be cleaned up and off the books. Attorney Bray states that \$20,000.00 has been received, but other payments in accordance with the agreement have not been received. Bray recommends notifying the buyer of defaulted payments and terminating the agreement.

#### **O. Police Department Resignation**

Motion by Benson, seconded by Rohweder and carried 5-0 to approve the letter of resignation as submitted by Officer Andy Leibel from the Proctor Police Department effective May 2<sup>nd</sup>, 2021.

MEMBER CONCERNS

Administrator Rich: Work to continue adopting the new city code. Sections will be given to individual departments for review. Requests review of Committee/Commission application draft form, would like to approve this policy in the next couple of months.

Benson: Memorial Day Observance and requests holding the service at City Hall with access and permission to use chairs during the service.

DeWall: Appreciative and extends gratitude to Finance Director Leslie Brunfelt for providing the first quarter budget snapshot. Suggests thinking about upcoming projects and expenses in regard to decisions that are going to be made in the coming months.

Johnson: one

Rohweder: Requests an update with adding the dump site to the city limits of Proctor. Administrator Rich confirms this is a project that she is working on.

Mayor Ward: Aware of speeding around town and has addressed patrols with the Proctor PD. New rims and nets have been installed at the blacktop park.

Attorney: None

BILLS FOR APPROVAL

**General: \$39,150.77**

**Liquor: \$29,187.01**

**TOTAL BILLS FOR APPROVAL: \$68,337.78**

Motion by Johnson, seconded by Rohweder and carried 4-1 (Roll call vote: DeWall Y, Rohweder Y, Johnson Y, Ward Y, Benson N) to approve the bills as submitted.

Motion by DeWall, seconded by Rohweder and carried 5-0 to adjourn at 7:28 pm.

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Chad Ward  
Mayor

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Jess Rich  
City Administrator