

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for May 17, 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 Attorney John Bray, Ted Kiefat, Chief Kent Gaidis, Megan Jordan, Kerry Helquist, Andy Paszak, City Administrator Jess Rich available by phone.

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the City Council minutes from Monday, May 3, 2021.

Motion by DeWall, seconded by Benson and carried 5-0 to approve the agenda for Monday, May 17, 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.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the consent agenda for Monday, May 17, 2021.

6. NEW BUSINESS

A. 117 2nd St – Letter from Homeowner

A letter was received with a request from the homeowner requesting forgiveness on the charges of the sewage portion of a utility bill related to a water break. The sewage portion of the bill totaled \$1,267.00; Mayor Ward opens the floor for discussion. Councilor DeWall states the city currently doesn't charge for stormwater drainage and while water related to water breaks doesn't enter the city sewer system, it does become excess stormwater. Stormwater repairs receive no other revenue other than what is generated from sewer usage fees. The fees associated with sewage, but not charged to stormwater drainage in essence cancel the other out. Mayor Ward states if a charge could be calculated to determine what was charged by WLSSD, it would be beneficial for providing relief to residents.

Motion by Rohweder, seconded by Benson and carried 5-0 to credit 50% of the sewage fees to the homeowner at 117 2nd St.

B. Resolution 15-21

Administrator Rich sent the initial resolution requesting reimbursement from St. Louis County for SRO expenses. The reimbursement request was denied at the administrative level and not brought forth to the board.

C. Temporary Construction Easement Agreement – Parcel #2

St. Louis County is requesting access to repair the bridge over the CN Railroad by McDonalds. Motion by DeWall, seconded Rohweder and carried 5-0 to approve the temporary easement request as submitted by St. Louis County.

D. Capital Budget Request – Discussion

Councilor Benson states the governor's bonding proposal has a deadline of June 18, 2021. Benson request no action to be initially taken, but to include this item under unfinished business and address any capital needs or infrastructure additions to be discussed at the next meeting.

Councilor DeWall suggests in the essence of adhering to time constraints, councilors can submit their suggestions for capital needs based upon projects currently in progress. DeWall asks if one request can include more than one project and suggests implementing a logistical plan for these capital needs. Discussion follows including submitting two proposals for capital needs and current repairs budgeted for the City Hall building.

Motion by Ward, seconded by Johnson to table item 6D Capital Budget Request, advising city administrator to compile suggestions from councilors regarding capital needs.

E. Fire Department Bylaws

Mayor Ward states Chief Kerry Helquist and Andy Paszak are present to answer questions regarding changes to current bylaws. No questions are asked of Chief Helquist and Andy Paszak, stating items 29-31 which allows medical only personnel the same benefits as fire fighters on the Proctor Fire Department. Lines 82-86 grants two city officials with voting privileges. Mayor Ward states these changes have been previously approved by both the Proctor Fire Department and the relief board.

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the changes to the Fire Department Bylaws as submitted.

F. Fire Department Hiring Recommendations

Motion by Benson, seconded by Johnson and carried 5-0 to approve the hiring recommendation to add three new firefighters and one EMR to the Proctor Fire Department.

Councilor Benson asks Chief Helquist for the total number of hired personnel on the fire department. Chief Helquist states the FD is at 24 fire fighters and 1 EMR but notes there will be a couple resignations submitted in the coming weeks.

G. LELS Memorandum of Understanding

Mayor Ward states the MOU submitted a request to temporarily lift the vacation accrual maximum until December 31, 2021. Ward states this is in response to shortage of officers within the department, but new hires are currently in progress.

Motion by Ward, seconded by DeWall and carried 5-0 to accept the memorandum of understanding between LELS labor union and the City of Proctor as submitted.

H. 1st St Stormwater Catch Basin

Bids have previously been sent out to repair the stormwater catch basin along 1st St from Hwy 2 to Pionk Dr. These requests were released to five companies in the fall of 2020 with the city receiving two quotes in response. A second request was sent out in March of 2021 to the same companies, again only two quotes were received in response. Since the quotes received exceed the City of Proctor's Purchase Policy quote limit requirements, Administrator Rich is asking council to accept the quote from Sinnott in the amount of \$55,000. Sinnott has amended their quote to \$550.00 to satisfy the bonding requirements.

Motion by DeWall, seconded by Ward and carried 5-0 to accept the bid from Sinnott Contracting in the amount of \$55,000 to for stormwater catch basin repair along 1st St.

I. Blight Ride Along Report – informational only

MEMBER CONCERNS

Administrator Rich: Still awaiting concrete bids from contractors for the Playground for Everybody. Working with Jennifer McDonald and they are close to closing out that part of the process for the project.

COVID-19 Protocols: With the recent changes regarding the statewide mask mandate, requests City Hall to remain operating under the previously adopted plan for reopening as previously approved in April.

Benson: Requests the PACC building be open for public restroom usage during the Memorial Day Service, Administrator Rich confirms the restrooms will be available for use during the service. Asks for an update on the hiring process in Floodwood. Chief Gaidis says the hiring process is still in progress, he anticipates the agreement to extend into mid-June or even July.

DeWall: None

Johnson: None

Rohweder: Asks about the addition of a crosswalk at Kirkus St and Boundary Ave, Administrator Rich will reach out to St. Louis County.

Mayor Ward: Requests to add the Emergency Declaration and COVID-19 reopening plan to the agenda for June 7th. Also suggests implementing a policy related to sewer or water forgiveness in the event of a water break.

Attorney: None

BILLS FOR APPROVAL

General: \$67,901.33

Liquor: \$36,632.30

TOTAL BILLS FOR APPROVAL: \$104,533.63

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

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn at 6:39 pm.

Chad Ward
Mayor

Jess Rich
City Administrator