

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for July 19, 2021

Meeting was streamed live on the Trac 7 YouTube channel, as well as attendance of up to fifteen members of the public to accommodate for social distancing. Ted Kiefat served as the meeting coordinator.

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

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

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

Motion by Rohweder seconded by DeWall and carried 5-0 to approve the City Council minutes from Tuesday, July 6, 2021.

Motion by Johnson, seconded by Ward and carried 5-0 to approve the agenda for Monday, July 19, 2021, with the addition of the following items:

6E. Supplemental Letter Agreement with SEH

6F. Hoghead Fireworks

6G. South St. Louis County Fair Celebrating 125 Years Resolution

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None

Citizens are also provided with a direct call-in number: 218-628-6289 to address the council.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the consent agenda for Monday, July 19, 2021 pulling items *4A and *4B for discussion.

*4A July 6, 2021 Unofficial PEDAs Minutes

Councilor Benson suggests obtaining an additional bids for tree removal from a local vendor relating to item 3A. He will provide contact information.

*4B June 10th, 2021 Parks and Rec meeting minutes

Councilor Benson asks about the agreement with the school regarding the sale of the softball field. Total amount of the land and the acquisition by the school is discussed.

6. NEW BUSINESS

A. Second Reading Ordinance 02-21 Definition of a Structure

Motion by Rohweder, seconded by Johnson and fails 0-5 (roll call vote: Johnson N, Rohweder N, Benson N, Ward N, DeWall N) to accept Ordinance 02-21 with the amended definition of structure.

Mayor Ward disagrees with the language change in the language used defining a structure, with Councilor DeWall suggesting a minimum square footage addition on allowance for storage sheds and structures. Attorney Bray adds the discussion and the intent of the Planning & Zoning Commission. Administrator Rich adds to the discussion and recommends sending the recommendation back to the Planning & Zoning Commission for additional language modifications.

Motion by DeWall, seconded by Johnson and carried 5-0 to send Ordinance 02-21 Definition of a Structure back to the Planning & Zoning Commission and research additional parameters pertaining to the sizes of temporary structures.

B. Proctor Area Historical Society – Letter of Request

Jim Schwarzbauer from the historical society is present to answer additional questions addressing the remaining balance of their loan. Mayor Ward asks for clarification of the request, with Schwarzbauer requesting the remaining \$10,000 be forgiven to allow the money to be allocated for other repairs and financial obligations. Schwarzbauer confirms the continuance of payment schedule. Councilor DeWall provides options for projects and areas around town for allocating payments. Councilor Rohweder states the integral operation and importance of the historical society and provides reasonings for forgiving the remaining amount of debt.

Motion by DeWall, seconded by Benson and carried 5-0 to direct Councilor Johnson and Administrator Rich to meet with the historical society and negotiate a repayment plan or loan forgiveness amount.

C. Coalition of Greater MN Cities – Participation Request

Administrator Rich states benefits of becoming a member of the coalition as there is a focus on greater MN and small communities. She briefly provides the benefits of participation in the coalition, along with the advantages for utilizing resources pertaining to economic development. Motion by DeWall, seconded by Rowehder and carried 5-0 to become a member of the Greater Coalition of MN Cities and attend the conference on July 26th-27th, 2021.

D. Fire Department – Relief Association Board of Trustees Appointments

Appointment of two members to the fire relief association to the board of trustees. Councilor DeWall is unable to be an appointed member of the relief association as he is currently serving on the fire department.

Motion by Ward, seconded by Benson to appoint Councilor Rohweder and Administrator Rich on the fire relief board of trustees.

E. Supplemental Letter Agreement with SEH

Administrator Rich states with the receipt of the LRIP grant, the next step pertaining to the 2nd St project requires a scope to be drafted including an initial cost estimate. This project exceeds the monthly amount allocated to engineering costs and requires a supplemental letter of acceptance. This will extend engineering services up to \$15,000.00 billed hourly to complete the preliminary scoping of the project. Administrator Rich states the project initially included reconstruction of 2nd St from 5th to 9th Ave, but requests the council considers the addition of the 9th Ave and 3rd St. Approval of this letter will add the scoping of 3rd St & 9th Ave when considering additional costs and scoping. Councilor Rohweder suggests determining if the addition of 3rd St and 9th Ave will include resurfacing or installation and repair of the infrastructure. Discussion follows with the determination of completing the scoping for 2nd St, 3rd St, and 9th Ave as three separate projects for grant eligibility reasons.

Motion by Rohweder, seconded by Johnson to enter the agreement with SEH adding in the scoping of 9th Ave and 3rd St. Discussion continues suggesting the cost estimate will increase with these additions.

Motion amended by Rohweder, second amended by Johnson to approve the agreement with SEH and obtain a scoping of the 2nd St project. The additional scoping of projects for 3rd St and 9th Ave to be obtained at a later date.

F. Hoghead Fire Works

MN DNR has restricted fire works at this time. Recommendation to proceed as normal, following all DNR guidelines.

Motion by Ward, seconded by Rohweder and carried 5-0 to proceed as planned with fireworks following all DNR guidelines in place at the time of Hoghead Festival.

G. South St. Louis County Fair

Observing their 125-year celebration

Motion by Ward, seconded by Johnson and carried 5-0 to approve proclamation 03-21 and publish.

MEMBER CONCERNS

Administrator Rich: Chiller repairs on HVAC, PUC commission position coming vacant with opening published to fill the seat. Spill on 1st & 6th, log of repairs and content has been lost, no final report on the incident. Extends gratitude to those volunteers working on a variety gardens around town. Playground for EveryBody, material delay with shipping and anticipated to arrive in November. Currently in negotiations for delivery date of next spring.

Benson:

DeWall:

Johnson: ACT picnic well attended and a successful event. Assisted with watering the gardens with the street department, extends gratitude for their help.

Rohweder:

Mayor Ward: July 27th 8:30 am St. Louis County Commissioner meeting to be held at City Hall.

Attorney Bray: None

BILLS FOR APPROVAL

General: \$42,175.47

Liquor: \$55,587.57

TOTAL BILLS FOR APPROVAL: \$97,763.04

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

Motion by Ward, seconded by Johnson and carried 5-0 to adjourn at 7:06 pm.

Chad Ward
Mayor

Jess Rich
City Administrator