

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for September 20, 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 6:00 pm

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

OTHERS PRESENT: City Attorney John Bray, Ted Kiefat, Chief Kent Gaidis, City Administrator Jess Rich, Megan Jordan, Leslie Brunfelt, Chief Kerry Helquist

Motion by Rohweder seconded by Johnson and carried 5-0 to approve the City Council minutes from Tuesday, September 7th, 2021.

Motion by Ward, seconded by DeWall and carried 5-0 to approve the amended City Council agenda for Monday, September 20th, 2021, with the following additions:

6J: HVAC Controller

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 Rohweder, seconded by Benson and carried 5-0 to approve the consent agenda for Monday, September 20th, 2021.

4. CLERK ADVISES COUNCIL

A. Cleaning Services – RFP Update

Several companies have been sent the proposal for cleaning services at City Hall with two companies responding to the initial bid. One company has expressed they are not interested, and the other company is interested in submitting a bid, but it has not yet been received.

Administrator Rich requests referrals from any interested individuals to submit bids for contracted cleaning services at City Hall.

B. Illicit Discharge Update

Administrator Rich provides an update on the potential discharge into the stormwater drain on 6th St. The substance on the ground was identified as diesel and was appropriately mitigated on site with the contaminated soils appropriately taken and disposed of. An invoice has been prepared and sent to the homeowner in the \$5265.45 to cover the clean up and disposal costs.

C. MS4 Permitting Changes

There have been extensive changes to the MS4 permitting and will need to be completed over the next twelve months. Administrator Rich refers to the memo provided in the packet, indicating the

use of staff time in order to become compliant with the sand salt project becoming the first priority.

UNFINISHED BUSINESS

Mayor Ward confirms with the city attorney regarding items placed on unfinished business as no longer included in the consent agenda. Attorney Bray states these items can be acted upon as necessary and do not need to be individually addressed at each meeting. No update on government data practices at this time.

6. NEW BUSINESS

A. 2022 Initial Levy

Finance Director Leslie Brunfelt presents a preliminary budget for 2022. The presentation provides a brief explanation of former levies, taxes, and impact on current property and home valuations. Finance Director Brunfelt provides a snapshot of revenues and expenses of each department and based on current financial standings recommends setting the initial levy at 4.75%

Motion by Ward, seconded by Johnson and carried 5-0 to set the preliminary levy for 2022 at 4.75%.

B. SRO Contract

Administrator Rich met with the superintendent of ISD #704 to discuss the SRO contract for the 2021-2022 school year. With the exception of a few minor changes with some wording and no proposed changes, the contract is essentially the same. Chief Gaidis attended the school board meeting where the discussion was held to work cooperatively in sealing the fire hall, historical society, and the parking lots next year as part of the collaboration with the equipment purchase. The school district also requests discussing a contract with a longer term than one year, and seeking other funding sources to pay for this position.

Motion by Rohweder, seconded by Benson and carried 5-0 to approve the one-year SRO contract with ISD #704 as submitted for the 2021-2022 school year.

Motion by DeWall seconded by Rohweder and carried 5-0 to direct Administrator Rich to choose committee members to negotiate further with ISD #704 on years two and three, extending the term of the SRO contract.

C. Police Civil Service Commission – Hiring Recommendation

Chief Gaidis states the police service commission has met and recommends hiring Michael Bradley as an entry level police officer.

Motion by Ward, seconded by DeWall and carried 5-0 to approve the hiring recommendation from the Police Civil Service Commission and hire Michael Bradley as an entry level police officer.

D. Tourism Committee Recommendation – PAHA Funding Request

Motion by Benson, seconded by Rohweder and carried 5-0 to approve the tourism committee funding request as submitted by the Proctor Area Hockey Association in the amount of \$2,500.00.

E. Sand/Salt Shed Engineering Contract

Administrator Rich states after changes and discussion, she would like additional information for funding the various stages of the project. Administrator Rich would like the phases itemized differently.

No action taken.

F. Raceway/Fair Board Request

Motion by Ward, seconded by DeWall and carried 5-0 to approve the demolition of the concession building using the 10% gambling fund.

G. Fire department AFG Grant

Motion by Benson, seconded by Ward and carried 5-0 to approve the recommendation to purchase all the necessary SCBA units using \$21,404 of ARPA funds.

H. Resolution 33-21 Issuance of State of Minnesota Charitable Gambling License

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve resolution 33-21 as submitted and issue a charitable gambling permit to the Duluth Softball Players association to conduct raffles as submitted.

I. Ordinance 03-21 2nd Reading 807 Hunting Deer by Bow and Arrow

Motion by Rohweder, seconded by DeWall and carried 5-0 to accept Ordinance 03-21 as submitted.

J. HVAC Controller

Administrator Rich and Councilor DeWall recommend the purchase of a controller to maintain the temperature in the Police Department and City Hall.

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the purchase of a HVAC controller and installation up to \$25,000.00

MEMBER CONCERNS

Benson: Requests the amount of the proceeds from the camper trailer previously sold at auction. Chief Gaidis to follow-up.

DeWall: None

Johnson: None

Rohweder: Welcome to Proctor sign repairs or replacement. Administrator Rich states a claim has been submitted and is in process.

Mayor Ward: School is in session, traffic slow down, vehicle prowls and break-ins.

Attorney Bray:

BILLS FOR APPROVAL

General: \$99,881.48

Liquor: \$43,327.82

TOTAL BILLS FOR APPROVAL: \$143,209.30

Administrator Rich to follow up on expenses paid to Wal-Mart and Amazon at the request of Councilor Benson.

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

Motion by Ward seconded by DeWall and carried 5-0 to adjourn at 7:15 pm.

Chad Ward
Mayor

Jess Rich
City Administrator