

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for October 4, 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

Motion by Rohweder seconded by Johnson and carried 5-0 to approve the City Council minutes from Monday, September 20th, 2021. Councilor Benson requests his items questioned in the bills section be added to the minutes.

Motion by DeWall, seconded by Ward and carried 5-0 to approve the amended City Council agenda for Monday, October 4th, 2021, with the following additions:

6D: Legislative Agenda

6E. LMC Insurance Trust Dividend

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 Johnson and carried 5-0 to approve the consent agenda for Monday, October 4th, 2021, pulling item *1A and *3A for discussion.

*1A: SEH Meeting Minutes 09/22/2021

Mayor Ward would like to discuss forming of the guidance committee as referenced in the minutes from the meeting. Administrator Rich states this would be an initial committee to discuss the specific funding needs and direction of the project, as the funding is coming from a variety of funding sources. With the receipt of the LRIP and the submission of the Safe Routes to School grant, this committee would learn more about the specifications and guidelines that are outlined and required with the different grants and funding sources. This committee would serve as the liaison between the initial design of the project, in accordance with the specific guidelines as outlined in the grants, and then approach the public for input for overall design of the project. This core group of people that will sit down and learn more about funding, sources, strings attached to them and what the best practices are when planning the overall scope of the project. Mayor Ward addresses council, asking for their recommendations for members to form this guidance committee. Councilor Benson suggests including a resident volunteer, with Councilor DeWall recommending to keep the preliminary planning committee with a small core group of people for the intent of learning the scope of the project and funding sources. Administrator Rich recommends adding a member of the PUC to the recommendation from SEH.

Motion by Ward, seconded by DeWall and carried 5-0 to form a guidance committee of Administrator Rich, Rick Lalonde, Mayor Ward, one councilor, one member from Proctor Utilities Commission, one member from the Planning & Zoning commission, one member from the Public Safety Committee, and one representative from the school district.

Councilor Benson addresses additional items including soil borings, water freezes, Safe Routes to School grant application, and sidewalk installations along Kirkus St. for clarification and status with Administrator Rich providing the requested information.

*3A: PEDA Minutes 09/21/2021

Councilor Benson asks who attended the meeting regarding the softball fields with Administrator Rich stating Steve Anderson attended that meeting. Administrator Rich states the meeting discussing the softball fields was separate from the PEDA meeting, where Administrator Rich solely provided an update. She states Anthony Wood, Steve Anderson, and she attended the meeting for discussion of the softball fields.

4. CLERK ADVISES COUNCIL

A. Transportation Alternatives Program Grant

Administrator Rich will be attending this training as the funding opportunity and timeline fits in perfectly with MNDOT's plan for Hwy 2. She also states she will be including funding for trails within this grant application as well.

B. Playground for EveryBody

CDBG money has been received and down payment on the equipment in the amount of \$50,000.00 included in the bills for this meeting. This closes out the payment obligations for the CDBG funds with St. Louis County.

C. Public sector Background Investigations Training

At the suggestion of the Police Chief, Administrator Rich attended a two day training session held with officer Moser in Hermantown last week. Chief Gaidis suggested Administrator Rich attend a background training to prepare for potential changes in hiring recommendations for future city staff. She found it to be very informative, and helpful with what she learned, and will be able to assist the Police Department with a more efficient background and hiring process.

D. One Roof Community Housing

St. Louis county has billed the City of Proctor in the amount \$2,238.65 for the lot as referenced in the packet. The property will be transferred into the City of Proctor's name with the city invoicing One Roof Community Housing for the construction of a single family home. One Roof has expressed excitement with the opportunity to be adding homes within the City of Proctor.

UNFINISHED BUSINESS

- A. Lowest Responsible Bidder
- B. Government Data practices
- C. American Rescue Plan
- D. Capital Budget Request

6. NEW BUSINESS

A. Ordinance 02-21 Definition of a Structure: 1st Reading

Mayor Ward states the definition of a structure has been amended with removing “or anything not collapsible”. With the recommendation of the Building Inspector, additional language has been added as submitted. Mayor Ward states there is no action taken as this has been submitted for its first reading only.

B. Cleaning Service Bids

Administrator Rich recommends not approving either of the bids submitted as she would prefer additional time to research a cost analysis of contracting services out versus hiring an employee to complete the work.

Motion by Ward, seconded by Rohweder and carried 5-0 to deny the bids as submitted, directing Administrator Rich to research the cost analysis of contracting services versus hiring an employee to complete cleaning services.

C. Boiler Quote – Johnson Controls

Administrator Rich states a quote for two gas boilers has been included in the packet. She states the building currently has no back up source for heat. Councilor DeWall adds this has been added a budget item and was able to secure a better price utilizing the Sourcewell Agreement.

Motion by Ward, seconded by Johnson and carried 5-0 to purchase and install two gas boilers in the amount of \$54,500.00.

D. Legislative Agenda

Councilor Benson states the legislature begins on January 31st, 2022 and suggests to begin discussions for item submission. He states with pending street projects, trails, and potential items for bonding including building repairs or construction of the salt and sand shed. He explains there is a possibility of submitting items to the bonding committee as they will be in town even though the submission deadline has passed. Mayor Ward clarifies the action Benson would like to see on the action taken for legislative agenda with Councilor Benson suggests adding the item to a special budget meeting.

Motion by Benson, seconded by Ward and carried 5-0 to add an item addressing legislative action to a future budget meeting agenda.

E. LMC Insurance Trust Dividend

Councilor Benson explains the process of the dividend in response to the loss control of the City of Proctor. If claims are kept low, a dividend is received and is a measurement tool informing the public on the implementation of safety and loss control. Benson states the dividend has historically been deposited into the general fund and is asking if the city would prefer to continue to receive a dividend or see the savings reflected in lower premiums. Mayor Ward follows up with questioning if the amount of the dividend would reflect enough in the lower premium amounts. Administrator Rich states the benefit of the dividend is reflected as a relation to the actual claims rather than a prediction or anticipation of what the losses will be. Councilor DeWall prefers the flexibility in allocating the amount of the dividend toward premium payments or other expenses as deemed necessary. Councilor Benson states his position has changed slightly as he initially saw the receipt of the dividend reflecting the safety and loss prevention methods implemented by the city as a measure of the success in keeping claims to a minimum. He states now it may be slightly more beneficial for investing in an interest bearing account and to focus on keeping the cost of premiums lower in an effort to hedge against increasing expenses.

MEMBER CONCERNS

Benson: Sent out a letter regarding re-districting, notifying the committee of attendance conflict with a city council meeting, with community/township district requests. Attended events at the dirt floor arena with pigeons creating a distraction and nuisance. Suggests sending resolution regarding electric cars and charging stations adding Proctor to the list of approved communities.

DeWall: None

Johnson: None

Rohweder: None

Mayor Ward: City Staff participating in the Trunk or Treat event on Sunday, October 31st, 2021.

Attorney Bray:

BILLS FOR APPROVAL

General: \$100,323.06

Liquor: \$24,273.83

TOTAL BILLS FOR APPROVAL: \$124,596.89

Motion by Benson, seconded by Rohweder and carried 5-0 to approve the bills as submitted. With Administrator Rich to follow up on the bill from KQDS as requested by Councilor DeWall.

Motion by Ward seconded by DeWall and carried 5-0 to adjourn at 7:50 pm.

Chad Ward
Mayor

Jess Rich
City Administrator