

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for October 18, 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.

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, Chief Kent Gaidis, City Administrator Jess Rich, Megan Jordan

Motion by Rohweder seconded by Johnson and carried 5-0 to approve the minutes from Monday, October 4<sup>th</sup>, 2021.

Motion by Benson, seconded by DeWall and carried 5-0 to approve agenda for Monday, October 18<sup>th</sup>, 2021.

Motion by Rohweder, seconded by Ward and carried 5-0 to suspend the regular city council meeting and open the public hearing regarding garbage assessments 6:04 pm.

No written responses received.

DeWall: Suggests an ownership discrepancy on the account listed for parcel 185-0090-00030.

Requests confirmation with garbage company to ensure the assessment correlates with the correct owner. Administrator Rich states she will follow up with utilities and Hartel's Disposal to ensure the correct assessment and property owner correlation.

Motion by Ward, seconded by Rohweder to certify the garbage assessment list as submitted to St. Louis County for 2022.

Motion by Ward, seconded by DeWall to close the public hearing for garbage assessments and reconvene the regular city council meeting at 6:07 pm.

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, October 18<sup>th</sup>, 2021, pulling items \*1C and \*1D for discussion.

\*1C: LCMIT Insurance 5-year Claim History:

Councilor Benson extends gratitude to administration and finance director for submission of this information.

\*1D: 3<sup>rd</sup> Quarter Finance Report

Councilor Benson appreciates the budget summary report and compliments Finance Director Brunfelt for the information presented.

**4. CLERK ADVISES COUNCIL**

**A. Crosswalk Installation**

Administrator Rich states sidewalk and crosswalk installation was discussed at the last SEH meeting with city engineering and street department staff. She notes at this time it is not recommended to add crosswalks at the suggested locations of 9<sup>th</sup>/Boundary, Kirkus/Pionk Dr and Kirkus/Boundary. Councilor Benson adds additional reasonings for a the necessity of crosswalk extending from Pionk to Kirkus St, noting future development of Kirkus St may result in future crosswalks leading to the arena.

**UNFINISHED BUSINESS**

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

**6. NEW BUSINESS**

**A. 2022 TZD Agreement**

The current Toward Zero Death grant agreement has been presented. Councilor Benson notes the reimbursement amount discrepancies between Floodwood and Proctor. Chief Gaidis provides information addressing differences between the two departments, staffing numbers, and availability of covering shifts. Gaidis states the reimbursement amount is lower this year than in previous years as officers cannot provide the adequate coverage and will remain available to coverage shifts in the department. He anticipates with staffing changes, completion of training, and once full staffing is reached the availability to cover more TZD shifts will be possible.

Motion by Benson, seconded by Rohweder and carried 5-0 to accept the 2021-2022 TZD grant agreement as submitted.

**B. Ordinance 02-21 Definition of a Structure: 2<sup>nd</sup> Reading**

Motion by Johnson, seconded by Rohweder and fails 0-5, denying changes to Ordinance 02-21: Definition of a Structure (Roll Call Vote: DeWall N, Rohweder N, Benson N, Johnson N, Ward, N).

Motion by DeWall, seconded by Rohweder and carried 5-0 to request the definition of a structure to be rewritten, recommending the Planning & Zoning Commission to include requiring structures to adhere to all established setbacks.

**C. Nuisance Abatement**

Mayor Ward states information regarding amortizing the assessment on a parcel was included in the packet, he also states additional discussion points have been received and would like the opportunity to meet with parties involved prior to a decision from council.

Motion by Ward, seconded by DeWall and carried 4-0 (Benson abstains) to table item 6C due to acquiring additional information pertaining to decisions.

**D. Committee and Commission Terms**

Administrator Rich states the revised memo presented prior to the meeting reflects changes to the number of positions available on each committee. Revisions were made due to an error with the expiration of a PEDAC commissioner's term expiring in 2025 instead of 2021. Term lengths, the application, and the informational packet was previously presented to council, commissions, and committees and approved by council. Discussion follows clarifying membership on liquor control committee, council representatives, and a correction to the number of openings on the cable TV commission.

Motion by Ward, seconded by Johnson and carried 5-0 to direct Administrator Rich to post open positions for committees and commissions as submitted, setting the deadline for application submissions at the discretion of the City Administrator.

**E. Declaring Equipment Surplus**

Chief Helquist has submitted a request to declare 16 SCBA units, all expired SCBA cylinders, and 25 facemasks as surplus to be sold.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the equipment surplus recommendation as submitted.

**F. Sand/Salt Shed**

Administrator Rich provides an update on the selection process of the sites, committee meetings, and the scope of the project. Administrator Rich recommends approval of phase one, providing compliance with the MPCA.

Motion by Ward, seconded by DeWall and carried 5-0 to approve phase 1 as submitted for completion of the sand/salt shed.

**MEMBER CONCERNS**

Benson: MNDot was in town on Friday walking and reviewing Hwy 2 for the 2026 project. Suggests engaging opinions of business owners for improvement suggestions.

DeWall: Requests a budget working session meeting to be scheduled to look at long term capital needs. Discussion among council determines a budget meeting scheduled for November 16<sup>th</sup> at 4:30 pm.

Johnson: Proctor Lions Cross Country meet is scheduled for Tuesday, October 19<sup>th</sup>, 2021.

Rohweder: None

Mayor Ward: Trunk or Treat October 31, 2021 at City Hall from 2:00-4:00. Boys & girls soccer teams both heading to state. Participation in Mayor for a Day event again for 2021 through the LMC.

Attorney Bray: None

**BILLS FOR APPROVAL**

**General: \$93,555.25**

**Liquor: \$34,788.31**

**TOTAL BILLS FOR APPROVAL: \$128,343.56**

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

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn at 6:57 pm.

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Chad Ward  
Mayor

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Jess Rich  
City Administrator