

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for November 1, 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 6:02 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, Ted Kiefat

Motion by Rohweder seconded by Johnson and carried 5-0 to approve the minutes from Monday, October 18th, 2021, with the following corrections noted:

6E: ~~SEBA~~ units, replace with SCBA units

Members Concerns – Ward: ~~Boys & girls cc teams both heading to state~~

Boys and girls soccer teams are playing to go to state.

Motion by Ward, seconded by Benson and carried 5-0 to approve the agenda for Monday, November 1, 2021.

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, November 1, 2021 with the following items pulled for discussion.

Councilor Benson confirms a spelling error in the Planning & Zoning Meeting minutes, item not pulled for discussion.

3. COMMUNICATIONS

A. SEH Meeting Minutes – October 20th, 2021

B. PEDAs Minutes – October 12th, 2021

C. Tourism Committee Minutes – September 13th, 2021

D. Planning & Zoning Meeting Minutes – September 27th, 2021

4. CLERK ADVISES COUNCIL

A. Beautification Update

Administrator Rich provides an update with current activity as recommended by the committee. The street crew has removed overgrown rose bushes at the museum, the front garden at City Hall has been cleaned out and ready for renewal planting and design in spring. The committee is seeking new volunteers to care for the Emme Honorary Memorial, Jim Schwarzbauer is thanked for his years of service maintaining the memorial site. Habermanns will be completing seasonal decorating again this year.

B. Playground for EveryBody Update

All necessary paperwork has been submitted for the CDBG grant and has been closed out. The reimbursement of \$50,000.00 has been received and the project is on schedule for continuation in the spring.

C. Floodwood Agreement Update

Floodwood City Council meets once a month and has been billed for police services to date.

D. Speedway Building Demolition Update

Building prep has begun for demo with the street department completing the work.

UNFINISHED BUSINESS

A. Lowest Responsible Bidder

B. Government Data practices

C. American Rescue Plan

D. Capital Budget Request

6. NEW BUSINESS

A. Legal Services – Request for Proposal

In accordance with the schedule as previously approved earlier in the year, RFPs have been drafted and administered for services. The City will be accepting RFPs for legal and prosecuting services with a deadline of November 30th, 2021.

Motion by Johnson, seconded by Rohweder and carried 5-0 approving the schedule for professional services, and request bid for legal and prosecuting services starting in 2022 as submitted.

B. Resolution 34-21 Designating Polling Place

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the Proctor Community Center as the polling place for all 2022 elections.

C. Mayor Ward – Proclamation Girls Soccer

Motion by Benson, seconded by DeWall and carried 5-0 to approve the proclamation for the girls' soccer team as submitted.

D. Mayor Ward – Proclamation Boys Soccer

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the proclamation for the boys' soccer team submitted.

E. Mayor Ward – Request to Participate in LMC “Mayor for a Day” Contest

Mayor Ward is requesting to hold a district-wide contest for students in grades 4-6.

Motion by Ward, seconded by Johnson and carried 5-0 to approve the request to participate in a “Mayor for a Day Essay Contest.”

F. Resignation – Golf Course Manager

Motion by Ward, seconded by Johnson, and carried 5-0 to approve the resignation from Chris Klatte. Mayor Ward extends gratitude to Chris for his service in the last 5 years, turning it around, and generating profits. Councilor Johnson states he completed a walk through with Administrator Rich, including tour of facilities, inventory of all equipment, discussion on a transition plan, and gathered relevant information from Chris. Administrator Rich provides a summary of the walk through with members of the golf advisory board and Councilor Johnson. Rich recommends a meeting among the entire golf board for a complete transition plan, and the full next steps transitioning to operations. DeWall: Asks for a timeline on the plan, meeting in early December. Certify budget in early December, budgeting and allocating dollar logistics. Rich: Finance Director to provide golf budget summary. Johnson suggests having the golf board meeting in November versus December, allowing for more time to get transitions and plans in place.

G. Proposed Ordinance 02-21: Definition of a Structure

Original language change was sent back to Planning & Zoning for further discussion and information. Council requested all setbacks be met when defining structures.

Motion by DeWall, seconded by Rohweder and carried 5-0 to accept ordinance 02-21. Attorney Bray states is accepted as second reading of the ordinance with no further action required.

H. Pay Equity Reporting-

Administrator Rich provides summary on receipt of non-compliance for pay equity reporting. This was immediately corrected, completed, and is being presented to council for approval. Once approved, Administrator Rich and Finance Director Brunfelt will submit the report to remain in compliance for pay equity reporting.

Motion by Ward, seconded by DeWall and carried 5-0 to approve the pay equity report as submitted.

MEMBER CONCERNS

Benson: MN Power filed rate request change: residential/commercial. Currently in negotiations, wondering if this rate increase will affect the City of Proctor. 2nd Street Closure and protocol with fire department. Rich confirms logistics and protocol with both Police and Fire Departments and Public Safety Committee. DeWall: Medical vehicle staging on the opposite side of the road, will use alternate routes responding to fire calls if necessary.

DeWall: None

Johnson: None

Rohweder: None

Mayor Ward: Congratulates CC athletes who have qualified for the state meet. Extends gratitude to city staff, members of the Proctor Police Department, Proctor Fire Department, and volunteers for participation in the Trunk or Treat event. The event was a success and well attended.

Attorney Bray:

BILLS FOR APPROVAL

General: \$62,931.58

Liquor: \$33,652.62

TOTAL BILLS FOR APPROVAL: \$96,584.20

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

Motion by DeWall, seconded by Johnson and carried 5-0 to adjourn at 6:29 pm.

Chad Ward
Mayor

Jess Rich
City Administrator