

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for November 15, 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, November 1st, 2021.

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the agenda for Monday, November 15th, 2021.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Sophia Morin-Swanson on behalf of Proctor Soccer is present and extends gratitude for honoring the both the girls and boys soccer teams on November 4th and 5th with proclamations for their participation in the state tournament.

Residents of Hillside Garden Apartments, Janet Carlson and Katherine Allman: 419 7th St are present to discuss conditions at the apartment building. A renter's coalition has been formed, and contact with the state has been initiated regarding overall building maintenance, lighting, safety, and fire extinguisher servicing. Security within the building, grounds, and parking lots is addressed with Chief Gaidis offering assistance and information with regards to contacting 911 for an officer presence. Councilor DeWall states there is a management company and a board of members assisting rental and office operations. Complaints have been initiated regarding the performance of management and lack of diligence with cleanliness and accountability, noting the renter's coalition has also sought legal assistance from the State of Minnesota.

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

With no items listed, no action is taken on for the consent agenda.

1. COMMUNICATIONS

2. PLANNING & ZONING DEPARTMENT MATTER

3. COMMITTEE REPORTS

4. CLERK ADVISES COUNCIL

A. LMCIT Update

The insurance renewal process has been started with LMCIT.

B. Golf Board Meeting Update

A meeting was held with the golf advisory board, and a recommendation will be coming from the committee, noting the board would like to initiate an RFP for an additional management agreement with a few changes.

C. Budget meeting reminder for November 16th, 2021 at 4:30 in the conference room.

D. Met with the school regarding the 2nd St project to find out initial needs, general suggestions, and discuss ideas/designs.

E. The Pay Equity Report has been accepted, noting the City of Proctor is in compliance for the next three years.

5. UNFINISHED BUSINESS

A. Lowest Responsible Bidder

B. Government Data practices

C. American Rescue Plan

D. Capital Budget Request

6. NEW BUSINESS

A. PEDA Commission Resignation

Motion by DeWall, seconded by Johnson and carried 5-0 to accept the resignation submitted by Commissioner Lind from the PEDA Commission. Mayor Ward and Councilor Benson extend gratitude to Ms. Lind for over 25 years of service to the PEDA Commission and the City of Proctor.

B. Legislative Action Recommendation - Informational

Councilor Benson requests discussion on the Munger Trail spur, sales tax increase, tax exemption for the Proctor Speedway, and bonding for the public works department building. Councilor Rohweder suggests food and beverage tax language changed to include allotment of funds to include parks along with trails. Discussion to be held during the budget meeting on November 16th, 2021.

C. Resolution 35-21 ALS Raffle Application

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve resolution 35-21 as submitted from the A Race Worth Winning – ALS organization to hold a raffle at Black Woods Grill & Bar on December 13th, 2022.

D. Liquor License Recommendations

The Liquor Control Committee met prior to the council meeting at 5:00 pm regarding 2022 liquor licenses.

The Liquor Control Committee recommends the approval of 2022 liquor licenses to the following establishments with no contingencies: Black Woods, Proctor Moose, Powerhouse Bar, Proctor Golf Course, Mountain Spirits.

The Liquor Control Committee recommends the approval of a 2022 liquor license to the Keyboard contingent upon the receipt of payment by December 17th, 2021.

Motion by Johnson, seconded by DeWall and carried 5-0 to approve the recommendation to approve the issuance of 2022 liquor licenses with no contingencies to the establishments as submitted.

Motion by Rohweder, seconded by Benson and carried 5-0 to approve the recommendation to approve the issuance of a 2022 liquor license to the Keyboard with the contingency of payment receipt as submitted.

Administrator Rich states the Liquor Control Committee also oversees operations and overall profit loss financial standing of Mountain Spirits. She adds as of October 31st, 2021, total revenue was just over \$970,000.00, total expenses were just over \$994,000.00 for a net revenue of just over \$24,000.00. With the liquor store operating in the black and for the second year in a row, a public hearing is not needed for this year.

Motion by Benson, seconded by Ward and carried 5-0 to approve the Mountain Spirits financial summary ending on October 31st, 2021.

MEMBER CONCERNS

Benson: None

DeWall: None

Johnson: None

Rohweder: None

Mayor Ward: Happy Thanksgiving wishes to all.

Attorney Bray: None

BILLS FOR APPROVAL

General: \$62,485.71

Liquor: \$39,190.47

TOTAL BILLS FOR APPROVAL: \$101,676.18

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

Councilor DeWall confirms check number 11123 in the amount of \$17,000.00 was an invoice for the golf course and funds were received from the trust account for the golf course.

Councilor Benson asks about check #21044 to 292 Design Group with Administrator Rich confirming it is for a feasibility study ordered by PEDDA, coded as an expense to PEDDA, and at this time the study is not complete.

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn at 6:33 pm.

Chad Ward
Mayor

Jess Rich
City Administrator