

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for December 6, 2021

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, Megan Jordan, Ted Kiefat, Leslie Brunfelt, and City Administrator Jess Rich via telephone due to COVID-19 protocols.

Motion by Rohweder, seconded by Johnson and carried 5-0 to suspend the regular city council meeting and open the truth and taxation public hearing at 6:03 pm.

Finance Director Leslie Brunfelt presents the projected levy increase of 3% for 2022. The presentation includes levy increases from previous years, projected revenues and expenses for each department, and a summary of the budget as discussed in a previous meeting. Discussion after the presentation follows including specific expenditures in relation to audit expenses and general fund highlights. Mayor Ward suggests setting another budget meeting to discuss budget items in more detail and determine the final levy at the December 20th meeting.

Motion by Rohweder, seconded by Benson and carried 5-0 to suspend the truth and taxation hearing and resume the regular city council meeting at 6:25 pm.

Motion by Rohweder seconded by Johnson and carried 5-0 to approve the minutes from Monday, November 15th, 2021.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the agenda for Monday, December 6th, 2021 with the addition of item 6H: Officer Gruna Resignation.

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 Johnson and carried 5-0 to approve the consent agenda pulling item *2A for discussion.

***1. COMMUNICATIONS**

A. SEH Meeting Minutes – 11/30/2021

B. MEDIACOM Memo

***2. PLANNING & ZONING DEPARTMENT MATTER**

A. Planning & Zoning Recommendation

Mayor Ward pulls this item for clarification with the city attorney confirming the approval acknowledges the receipt of the recommended changes. Attorney Bray also notes many of the changes within the planning and zoning section of the code are referred to as an errata, and recommends adopting the change as noted by the Planning & Zoning Commission.

Motion by Rohweder, seconded by Johnson and carried 5-0 to adopt and approve the language change clarifying the interpretation of code as recommended by the Planning & Zoning Commission.

Section 155.191 (A) to read: "All uses permitted in C-2 as permitted or by conditional uses."

It is also noted the city code has not been approved and is currently being drafted for final presentation to council for adoption. Additional recommendations to be added on agendas as a new business action item.

***3. COMMITTEE REPORTS**

4. CLERK ADVISES COUNCIL

A. 185-0030-00670 Update

Administrator Rich states this is the tax-forfeited parcel previously approved for sale to One Roof Community Housing, hopeful to begin construction of a single-family home in the spring. With the receipt of the deed from the county, the transfer of the parcel from the City of Proctor to One Roof is currently in process.

B. Golf Course update

The Golf Advisory Committee has met and has asked Administrator Rich to begin an RFP for a management agreement. The will be meeting again on Wednesday, December 8th, to review the drafted RFP and will have a recommendation for council at the meeting on December 20th.

C. Legal Services RFP

The city is in receipt of three proposals, Administrator Rich seeks direction with the process of reviewing them. Mayor Ward suggests council to review all received RFPs in total and directs Administrator Rich to create a scoring system to be used for determining the selected firm. Motion by Ward, seconded by DeWall and carried 5-0 to direct Administrator Rich to create separate scoring systems for council's review of the RFPs received for prosecution and legal services. It is noted to have the proposals reviewed and selected prior to the first meeting in January, however there is not an expiration of December 31st, 2021 on the current contract noting that reasonable time can be spent for review and selection of legal services.

D. COVID Update

COVID protocols are changing drastically, and the city is no longer under the mayor's emergency declaration. Administrator Rich requests direction regarding the proper procedure to address staffing needs. Currently, we are experiencing two possible exposures with other employees out of work with symptoms and/or needing to quarantine. Discussion follows including possible solutions, with the decision directing Administrator Rich to meet with department heads and bring staffing recommendations back to council.

E. 2nd St Guidance Committee

SEH has requested forming a guidance committee to discuss grant and funding opportunities. This committee will initially learn the specific requirements needed for the design of 2nd St and the scope of the project in accordance with grant applications and awards.

Council appoints Councilor Rohweder to guidance committee.

F. Mayor for a Day Essay Contest

Essays have been received from a 5th grade class at Bayview Elementary. Mayor and staff to review essays and select a winner to attend the December 20th meeting.

5. UNFINISHED BUSINESS

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

6. NEW BUSINESS

A. Commission Member Appointments – Planning & Zoning

Motion by Benson, seconded by Johnson and carried 5-0 to approve the applications for the Planning & Zoning Commission members as submitted by Thomas Aldridge and Ray Tuomi.

B. WIPFLI Audit Contact 2021

Motion by Rohweder, seconded by Ward and carried 5-0 to approve the contract as submitted from WIPFLI for 2021 auditing services in the amount of \$24,900.00, a 5% increase from last year. This contract will complete audit services for the city, PUC and fire relief audit services are separate expenses. The cost of audit services for PUC and fire relief will be noted at the next council meeting.

C. Ordinance 04-21 1st Reading

Planning & Zoning completed a public hearing, addressing minimum square footage of primary dwellings. Mayor Ward states this is addressing and referencing tiny homes, but also places limits on new homes for construction. Discussion follows requesting clarification from the Planning & Zoning Commission and the building Inspector.

D. Proposed Ordinance 05-21 Discussion

The City of Proctor is completing a Safe Routes to School Grant Application for the 2nd St project. One of the requirements for this application is to have specific language addressing connectivity to sidewalks for new developments, requiring a code change.

Motion by Benson, seconded by Ward and carried 5-0 to approve the proposed language and direct Planning & Zoning to hold a special meeting and a public hearing for ordinance 05-21.

E. Resolution 37-21 Never Surrender Raffle Permit

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve resolution 37-21 as submitted, authorizing Never Surrender to hold a raffle on February 23rd, 2023.

F. Resolution 38-21 Sand/Salt Storage Facility

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve resolution 38-21 as submitted, authorizing the use of general funds for Sand/Salt shed expenditures.

G. Fire Department Hiring Recommendation

Motion Ward seconded by Benson and carried 5-0 to approve hiring Stephen Myers, Jr who is EMR, Fire Fighter I and Fire Fighter II certified.

H. Officer Gruna Resignation

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the resignation letter submitted from John Gruna.

7. CLOSED SESSION PURSUANT TO MN §13D

A: Attorney Client Privilege

Motion by DeWall, seconded by Rohweder ad carried 5-0 to suspend the regular city council meeting and open the closed session at 7:08 pm.

Motion by Johnson, seconded by DeWall and carried 5-0 to resume the regular city council meeting at 7:32 pm.

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Motion by Ward, seconded by Rohweder and carried 5-0 directing Administrator Rich to set up a small committee addressing the issues discussed during the closed session.

Benson: None

DeWall: None

Johnson: Extends gratitude to the Street Department for an exceptional job plowing and sanding following the storm on Sunday. Sends 41st Anniversary wishes to his wife.

Rohweder: None

Mayor Ward: Also mentions and exceptional job to the street department plowing roads.

Attorney Bray: Also sends anniversary wishes to Rory and Sherri.

BILLS FOR APPROVAL

General: \$69,796.93

Liquor: \$27,230.22

TOTAL BILLS FOR APPROVAL: \$97,027.15

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

Benson asks for clarification of the AFG Grant, Administrator Rich states this is the Assistance to Fire Fighters grant.

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn at 7:35 pm.

Chad Ward
Mayor

Jess Rich
City Administrator