

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for January 3, 2022

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, Megan Jordan, Ted Kiefat, and City Administrator Jess Rich, Kathy Allman, Janet Carlson

Motion by Rohweder seconded by Johnson and carried 5-0 to approve the minutes from Monday, December 20th, 2021, with the following corrections:

MEMBER CONCERNS

DeWall: Requests an update on the Almac Dr Property Split, presents an update on the caboose project ~~nearing completion with the new shop teacher~~ and would like to discuss an updated COVID policy at the next meeting.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the agenda for Monday, January 3rd, 2022.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Allman from the renter's coalition at Hillside Gardens presents a letter of property complaints along with a renter's coalition update.

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

Motion by Johnson, seconded by DeWall and carried 5-0 to approve the consent agenda, pulling items *1A for discussion.

*A: SEH Meeting Minutes December 22, 2021

Councilor Benson asks for clarification of selecting tan as the color for the salt dome, reasoning and amounts of contracted bids, and the maps as noted for the 2nd Street project. Administrator Rich answers noting the choices for the salt dome were bright white or tan, with our street department staff selecting tan for aesthetic reasons. The committee decided to go out to bid for concrete panels in the hopes of obtaining a better price, noting maps for the 2nd street project were updated to included walking routes and entrances more utilized by middle school students.

Motion by Rohweder, seconded by Ward and carried 5-0 acknowledging receipt of the SEH meeting minutes dated December 22, 2021.

***1. COMMUNICATIONS**

A. SEH Meeting Minutes December 22, 2021

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

***3. COMMITTEE REPORTS**

4. CLERK ADVISES COUNCIL

A. 2nd St Project Update

The steering committee is scheduled to meet on January 5th. This meeting is to learn about initial funding opportunities and grant applications.

B. Sand/Salt Facility Update

This project is in the final design and nearing completion of necessary paperwork to prepare and finalize for bids. The sand/salt project is progressing on time to satisfy funding timelines.

C. COVID Update

Administrator Rich states the difficulties and constant changes received frequently from the CDC. She has met with department heads to discuss current protocols and procedures. She states her confidence in department heads for their decisions, procedures, and processes in how they are handling COVID and employees within their departments. She will be creating and sending out a survey to all city employees for their feedback and concerns with COVID in the workplace and will design a policy based on the information received. She has worked collaboratively with Chief Gaidis and has placed the City of Proctor on a list to receive tests for the workplace as supported by the State of Minnesota.

Councilor DeWall has concerns and questions with the accrual, usage, and acquisition of hours and time off regarding employees being out due to COVID along with staff coverage in response to staffing shortages. He states specific concerns with the navigation of positive test results and those employees out of work. He suggests a consistent approach for all employees, asking for the implementation of a policy. He adds allowance for case-by-case basis doesn't allow for consistency. A discussion follows including brainstorming different strategies, the treatment of COVID in regard to other sicknesses, remote workplace settings, and how to best respond to differing situations. Administrator Rich states employees are currently using PTO without requiring a specific designation for the use of time while they are out.

D. New Fire Truck Reception

At the suggestion of Councilor Johnson, Administrator Rich talked with Chief Helquist regarding a reception or community event featuring the new ladder truck. It was well received, however due to limited space in the fire hall and COVID-19 protocols, Chief Helquist suggested hosting an event possibly during Hoghead, or a later date when the event can be held outside.

5. UNFINISHED BUSINESS

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

6. NEW BUSINESS

A. Ordinance 04-21: 2nd Reading

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the 2nd reading of Ordinance 04-21: Amending General Provisions to Primary Dwelling Units as submitted.

B. Ordinance 05-21: 2nd Reading

Motion by Benson, seconded by Johnson and carried 5-0 to approve the 2nd reading of Ordinance 05-21: Amending Section 1001.03 Design Standards as submitted.

C. Resolution 01-22: Authorizing Safe Routes to School Grant Application

Motion by Rohweder, seconded by Ward and carried 5-0 to approve resolution 01-22 as submitted.

D. Resolution 02-22: Appointment of Fire Department Officers

Motion by Benson, seconded by Rohweder and carried 4-0 (DeWall abstains) to approve the fire department officers with the correction of name spelling: Jesse Annala.

E. Expansion Tank Quote

Motion by Johnson, seconded by Ward and carried 5-0 to approve the quote from Johnson Controls for the expansion tank in the amount of \$8,980.00.

F. Insurance Waiver

Historically the City of Proctor has elected to Not waive the monetary limits on municipal tort liability. Insurance Agent Eric Madson and City Administrator Jess Rich recommend the continuation of not waiving these limits.

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the recommendation as submitted by Madson and Rich not to waive the monetary insurance limits.

MEMBER CONCERNS

Benson: None

DeWall: Requests information regarding internal budget finalizations and proposals.

Johnson: None

Rohweder: None

Mayor Ward: Welcomes everyone back and extends safe and happy holiday wishes.

Attorney Bray: None

BILLS FOR APPROVAL

General: \$56,958.50

Liquor: \$41,771.72

TOTAL BILLS FOR APPROVAL: \$98,730.22

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

Motion by DeWall, seconded by Johnson and carried 5-0 to adjourn at 6:37 pm.

Chad Ward
Mayor

Jess Rich
City Administrator