

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for December 20, 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, Megan Jordan, Ted Kiefat, and City Administrator Jess Rich, Joseph Fahlin, Kathy Hannan, Katie Fahlin, Joshua Fahlin

Mayor Ward announces the Mayor for a Day Contest Winner, Joseph Fahlin who is present and reads his essay. Congratulations, Joseph!

Motion by Rohweder, seconded by Johnson and carried 5-0 to suspend the regular city council meeting and reconvene the truth and taxation public hearing at 6:04 pm.

Mayor Ward requests any comments, questions, or suggestions on the proposed levy from citizens present or watching via the YouTube channel.

Motion by Ward, seconded by Rohweder and carried 5-0 to close the truth and taxation public hearing and resume the regular City Council meeting at 6:25 pm.

Motion by Johnson seconded by Rohweder and carried 5-0 to approve the minutes from Monday, December 6<sup>th</sup>, 2021, noting there was no live stream for the meeting. These corrections will be made.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the agenda for Monday, December 20<sup>th</sup>, 2021.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan (1501 3<sup>rd</sup> Ave) is present, stating previous research and studies referencing common routes to school have been completed in accordance with the capital improvement and transportation plan. She adds the Beautification Committee would be willing to assist with information and design input in accordance with both safe routes to school, sidewalks, and bike paths.

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, pulling items \*3A and \*3C for discussion.

\*3A. PUC Minutes – November 8<sup>th</sup>, 2021

Councilor Benson mentions the MN Power contract discussed at the December meeting, noting the minutes from the December meeting will be received by the council in January.

Motion by Benson, seconded by Rohweder to approve the PUC minutes from November 8<sup>th</sup>, 2021.

**\*3C. Sand/Salt Committee Meeting Minutes – December 8<sup>th</sup>, 2021**

Councilor Benson requests a start time for the meeting, noting curiosity for the length of the discussions as his reasoning. Councilor DeWall states the meeting went from 3:00 pm to 4:30pm. Motion by Benson, seconded by Ward and carried to approve the sand/salt committee minutes from December 8<sup>th</sup>, 2021.

**\*1. COMMUNICATIONS**

A. LMC Dividend Receipt Notification

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

**\*3. COMMITTEE REPORTS**

A. PUC Minutes – November 8<sup>th</sup>, 2021

B. Golf Advisory Board Meeting Minutes – December 9<sup>th</sup>, 2021

C. Sand/Salt Committee Meeting Minutes – December 8<sup>th</sup>, 2021

**4. CLERK ADVISES COUNCIL**

A. Attorney RFP

Administrator Rich states the attorney services have been delivered, along with the coordinating scoring sheets. She asks for review of proposals and completed scoring sheets to be returned prior to the first meeting in January for consideration at the January meeting.

Motion Ward, second Rohweder, and carried 5-0 to approve scoring sheets for attorney RFP services as presented.

B. Fire Truck Delivery

The new fire truck was delivered with city councilors, fire department members, and city staff present. The fire department will complete training on the new ladder truck at a training session after the first of the year. Councilor DeWall extends gratitude and appreciation on behalf of the Proctor Fire Department, adding the completed outfitting of the truck with fire apparatus will be completed and the truck will be in use soon. Councilor Johnson requests a media day scheduled to present the truck to the community. Mayor Ward is in support of a media/community day, inviting the public to attend the addition to the fleet. Councilor DeWall suggests utilizing January 6-8<sup>th</sup> as an opportunity to show the ladder truck in action. Further discussion follows, with the decision to talk with Chief Helquist regarding a community day.

C. City Hall Boiler Update

The old boilers have been removed, free of charge, and the new boilers have been delivered to the warehouse, awaiting delivery and installation. Administrator Rich states the boiler purchase and installation was approved at a previous meeting, with the action item tonight approving the maintenance service agreement.

D. South Proctor Zoning Discussion

PEDA has previously discussed the area as indicated on the maps included in the meeting packet, and will be requesting a review of the current zoning district. There will be discussions of modifying the area and zoning for mixed used. Administrator Rich is not requesting any action, but wanted a brief introduction on the subject. Current zoning has restricted or has been a barrier with potential buyers of the property indicated.

E. City Hall Holiday Office Closures

City Hall will be closed December 24<sup>th</sup>, 27<sup>th</sup>, and 31<sup>st</sup> for the Christmas and New Year Holiday.

F. January 17<sup>th</sup> & February 21<sup>st</sup> Meeting Change Notices

Several meetings scheduled for 2022 fall on the Monday of reserved holidays. The entire meeting schedule will be presented at the first meeting in January for approval, it is noted to add July 4<sup>th</sup> and September 5<sup>th</sup> as additional meeting changes.

**5. UNFINISHED BUSINESS**

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

**6. NEW BUSINESS**

**A. Proctor Fire Department Termination**

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the termination of Matt Nylund from the Proctor Fire Department as submitted.

**B. Johnson Controls Services Agreement**

Administrator Rich states will extend the maintenance service agreement for an additional three years. This will include inspection of controls, regular maintenance of air handlers and boilers. The previously approved RFP schedule indicates building maintenance contract will come due in 2023. It is the recommendation of Administrator Rich to approve the services agreement with Johnson Controls for another three years.

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the three-year service agreement as submitted with Johnson Controls.

It is noted this maintenance agreement will include the newly installed boilers, air handlers, thermostats, etc. as indicated by Councilor DeWall.

**C. Golf Course Management RFP**

Rich states the advisory committee has met twice and has recommended the submitted RFP as a statement for expectations and direction of golf course operations.

Motion by Johnson, seconded by Ward and carried 5-0 to approve the RFP as submitted by the golf advisory board.

**D. Resolution 39-21: Authorizing Participation in Opioid Settlement**

Attorney Bray states the initial settlement has been negotiated with additional settlements to follow. At this time, it is unknown when the additional settlements will be received by the city as there are additional bankruptcy proceedings.

Motion by Benson, seconded by Rohweder and carried 5-0 to approve resolution 39-21 authorizing participation in opioid settlement.

**E. Transfer of Funds**

Motion by Johnson, seconded by Ward to approve the annual transfer of funds as submitted by Finance Director Leslie Brunfelt and Administrator Rich.

**F. Final Levy**

Mayor Ward states this has been lowered from the original proposed levy of 4.75 to 3%. Councilor DeWall clarifies this motion will approve and certify the levy only, with additional meetings scheduled to finalize the 2022 budget for the city.

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve and certify the levy for the City of Proctor at 3%.

**G. Declaring Equipment Surplus**

Chief Helquist and Administrator Rich have requested to declare the 2000 Ford Ambulance Prep Package as surplus and allow Chief Helquist to list for sale to other departments and/or auction.

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the recommendation as submitted and declare the equipment surplus for sale and/or auction.

**H. Sand/Salt Facility**

Administrator Rich states the final phases of planning for this project have begun. Phase 1 has included estimates and location for the sand/salt facility with phase 2 including the construction of a garage for equipment parking space and PUC storage. These additions to the project have increased the overall total cost. The sand/salt committee has met with both SEH and PUC, with a cost estimate provided reflecting the split of shared expenses. The PUC committee has committed and approved their portion of the project at the meeting on December 13<sup>th</sup>. The total for the city portion has reached an additional \$350,000 in estimated funds for the completion of the project. Administrator Rich is asking for approval to move forward with the design standards, directing city administration to seek financing options to present back to council for additional approval.

Motion by Johnson, seconded by Ward and carried 5-0 to direct Administrator Rich and Finance Director Brunfelt to move forward with the project and seek financing options for the additional \$350,000.

Kathy Hannan asks where this facility will be located, Administrator Rich stating it will be located on the south side of Kirkus St. underneath and next to the allowable easements of the power line.

Councilor Benson shares his apprehensiveness in regards to the Kirkus St location, stating previous estimates were received extending utilities to the infrastructure at the fairgrounds. He feels the decision to move the sand/salt shed to the Kirkus St location was made hastily and in a rush. Administrator Rich adds information pertaining to this project has been made available over the last year as this project has been considered. Committee minutes have been presented in a timely fashion, with transparency declared for utility extension, costs, and the projected completion of the project. Discussion follows, adding the property being used for this facility is near a utility easement, and this land use does not impede on any future developments.

Rich: States this location has been discussed at length for over a year with information following on the selection and the extension of utilities.

I. Ordinance 04-21: An Ordinance Amending General Provisions to Primary Dwelling Units: 1<sup>st</sup> Reading

The Planning & Zoning Committee met and accepted the recommendation of the council to lower the minimum square footage of primary dwellings from 800 to 600 square feet.

J. Ordinance 05-21: An Ordinance Amending Section 1001.03 Design Standards of the City of Proctor City Code by Adding Subd. 11: Pedestrian Infrastructure

Adding language to the city code pertaining to connectivity of sidewalks and bike paths for new developments in order to satisfy a Safe Routes to School grant application.

MEMBER CONCERNS

Benson: None

DeWall: Requests an update on the Almac Dr Property Split, presents an update on the caboose, and would like to discuss an updated COVID policy at the next meeting.

Johnson: Extends Happy New Year, Merry Christmas, and Happy Hanukkah wishes to all.

Rohweder: None

Mayor Ward: Wishes everyone a happy and safe holiday season.

Attorney Bray:

BILLS FOR APPROVAL

**General: \$342,632.62**

**Liquor: \$40,862.97**

**TOTAL BILLS FOR APPROVAL: \$383,495.59**

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 7:02 pm.

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Chad Ward  
Mayor

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Jess Rich  
City Administrator