

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for January 18, 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, City Administrator Jess Rich

Motion by Rohweder seconded by DeWall and carried 5-0 to approve the minutes from Monday, January 3rd, 2022.

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the agenda for Monday, January 3rd, 2022, with the addition of the following items:

*1B: Report of Outstanding Indebtedness

4C: Salt/Shed Facility Financing

6I: Resolution 04-22 Impose Local Sales Tax

6J: DEED Main Street Economic Revitalization

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

NONE

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the consent agenda.

***1. COMMUNICATIONS**

A. SEH Meeting Minutes December 22, 2021

B. Report of Outstanding Indebtedness

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

***3. COMMITTEE REPORTS**

4. CLERK ADVISES COUNCIL

A. Insurance Renewal

Administrator Rich provides an update on the 2022 insurance renewal, the ladder truck has been added as a replacement cost, and liquid liability has changed due to the decrease in liquor liability for the golf course. The new management contract will suggest management holding their own liquor license instead of the city carrying it. Coverage has been bound as of the first of the year, and the renewal amount will be presented to council for approval shortly.

B. COVID-19 Update

Administrator Rich states a COVID-19 protocol document has been presented in draft form. She states due to the late delivery of the proposal, she is not requesting action at this time. Included with the document are the results from the employee survey. The survey indicates the top concerns from employees are co-workers coming to work sick, depleting sick time, and communication regarding COVID protocols/policies. She also states the city has received molecular testing kits from the State of MN. These are available free to employees in the event they are experiencing symptoms or have experienced an exposure to the virus.

C. Sand/Salt Shed Financing

Administrator Rich drafted a memo including three options for financing the \$350,000 gap needed for the city's share of the \$1,369,000.00 sand/salt facility. This decision will be discussed with action taken at a special budget working session meeting to be determined.

5. UNFINISHED BUSINESS

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

6. NEW BUSINESS

A. Midwest Communications Medallion Hunt

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the event application as submitted by Midwest Communications.

B. SWCD Service Contract

Motion by Benson, seconded by DeWall and carried 5-0 to approve the agreement for Wetland Conservation Act administration with South St. Louis Soil and Water Conservation District (SWDC) as submitted. It is noted there are no fee increases, but the length of the agreement has changed from a one-year agreement to a two-year agreement. The agreement is approved from 1/1/2022-12/31/2023.

C. Attorney RFP

Three proposals were received for general legal services and one for criminal prosecution. Council members were given a copy of the proposals along with a rubric which was based on qualifications, ability to meet scope of work and cost/fees. Ability to meet scope of work was weighted the most and cost fee the least. Bray and Reed received the highest cumulative score of 348 – the lowest score was 231. Bray and Reed were the only firm to submit a proposal for criminal prosecution. Administrator Rich recommends accepting the proposals from Bray and Reed for general and criminal legal services.

Motion by Rohweder, seconded by Johnson and carried 5-0 to accept the proposals from Bray and Reed for general and criminal legal services as submitted.

D. PEDACOMMISSION MEMBER APPOINTMENT RECOMMENDATION

Motion by Ward, seconded by Benson and carried 5-0 to approve the recommendation as submitted and appoint Eric Bingaman to the Proctor Economic Development Authority.

E. 2022 OFFICIAL DESIGNATIONS

Newspaper:

Proctor Journal

Duluth News Tribune as alternate

Motion by DeWall, seconded by Rohweder and carried 4-0 (Benson abstained) to designate the Proctor Journal as the official newspaper and the Duluth News Tribune as alternate.

Discussion follows with Councilor Benson suggesting removing the Duluth News Tribune as alternate indefinitely. Motion amended by DeWall, second amended by Councilor Rohweder to designate the Proctor Journal as the official newspaper for the City of Proctor.

Depository of City Funds:

First National bank of Proctor

Proctor Federal Credit Union

MN 4M Fund

PMA Network (4M Funds)

RBC Capital Markets & Dain Rauscher

Northland Securities

Motion by DeWall, seconded by Johnson and carried 5-0 to approve the above listed as the depository of city funds.

Motion by Ward, seconded by Rohweder and carried 4-0 (DeWall abstains) designating Councilor DeWall as Mayor Pro-Tem, Deputy Mayor.

Motion by Rohweder, seconded by Benson and carried 5-0 to approve the designation of City Administrator Jess Rich as the responsible authority for data requests.

Motion by Ward, seconded by DeWall and carried 5-0 to approve the designation of City Administrator Jess Rich as compliance officer.

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the designee of records as Jess Rich, City Administrator.

Motion by Ward, seconded by DeWall and carried 5-0 to approve the appointment of Sean Reed as prosecuting attorney.

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the appointment of Joh Bray as city attorney.

Motion by DeWall, seconded by Benson and carried 5-0 to approve the appointment of Jim Rich as building official.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the appointment of Jay Boysen as building inspector.

Motion by Benson, seconded by Rohweder and carried 5-0 to approve the fire department officers as:

Chief – Kerry Helquist

Assistant Chiefs – Kevin Field, Troy DeWall, and Jesse Annala

Captains – Lynn Windus, Brad Johnson, Kris Bryant

Secretary – Lynn Windus

Treasurer – Lisa Vogel

F. 2022 Committee/Commission Appointments

Motion by Ward, seconded by Rohweder and carried 5-0 to accept receipt of the 2022 committee/commission appointments and meeting schedule as submitted.

G. 2022 Budget Discussion

Supplemental information sent to councilors prior to the regular council meeting.

Motion by Ward, seconded by DeWall and carried 5-0 to schedule a special budget working session for Tuesday, January 24th, 2022 at 4:00 pm.

H. Resolution 03-22 Issuing Gambling Permit

Motion by Ward, seconded by Benson and carried 5-0 to approve Resolution 03-22 issuing a gambling permit to Lake Superior Chapter Muskies, Inc to conduct a raffle at the proctor Moose on March 12th, 2022.

I. Resolution 04-22 Impose a Local Sales Tax

Councilor Benson states the deadline to submit to the senate and house for consideration is January 31, 2022. This resolution requests additional sales tax authority and is a necessary step in the process of possibly instituting additional sales tax in the City of Proctor to fund the Community Recreation Initiative and the regional benefits it would provide. The drafted resolution requests to add a sales tax increase of a half percent (0.5) based on the model resolution provided by House Research and the MN Department of Revenue. Councilor Benson also requests to provide updated and corrected numbers for the resolution to Administrator Rich.

Motion by Benson, seconded by Ward and carried 5-0 to approve Resolution 04-22 – Impose a Local Sales Tax and allow for corrected numbers prior to submittal.

J. DEED Main Street Economic Revitalization

The deadline for submitted applications is February, Councilor Benson suggests adding this to the working session budget agenda, or the February 7th agenda for the regular council meeting at the discretion of Administrator Rich.

MEMBER CONCERNS

Benson: None

DeWall: None

Johnson: States there are a number of non-working streetlights within the city. Safety/Aesthetics concerns and would like to see them working again. Administrator Rich notes she has been working with PUC who has been working with MN Power, putting pressure on MN Power to get them fixed.

Rohweder: None

Mayor Ward: Will be absent at the next meeting, February 7th, 2022.

Attorney Bray: Extends gratitude for the receipt of his RFP for attorney services.

BILLS FOR APPROVAL

General: \$149,564.39

Liquor: \$25,155.59

TOTAL BILLS FOR APPROVAL: \$174,719.98

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

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn the meeting at 6:43 pm.

Chad Ward
Mayor

Jess Rich
City Administrator