

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for February 22, 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.

Due to inclement weather, the meeting was changed from the regularly scheduled meeting at 6:00 pm to 4:00 pm following posting the required meeting notices as recommended by the city attorney.

MEMBERS PRESENT: Mayor Ward, Councilor Troy DeWall, Councilor Jake Benson, Councilor Rohweder

MEMBERS ABSENT: Councilor Johnson

OTHERS PRESENT: City Attorney John Bray via telephone, Chief Kent Gaidis, Megan Jordan, City Administrator Jess Rich, Ted Kiefat, Matt Bolf from SEH, Jason Klatte

Mayor Ward called the meeting to order at 4:00 pm. Roll call was performed noting Councilor Johnson absent.

Motion by Rohweder, seconded by Benson and carried 4-0 to approve the minutes from Monday, February 7<sup>th</sup>, 2022.

Motion by Benson, seconded by DeWall and carried 4-0 to approve the agenda for Tuesday, February 22<sup>nd</sup>, 2022 with the addition of item 6J – Proctor Speedway Agreement and moving item 6H – Golf Course Agreement to item 6A.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Jason Klatte is present to address the council regarding his management proposal.

Motion by Ward, seconded by Rohweder and carried 4-0 to approve the consent agenda pulling item \*1B for discussion.

Councilor Benson states his gratitude and appreciation for the finance report presented by Finance Director Brunfelt. Councilor DeWall requests reconciliation of funds 300 and 550. Administrator Rich confirms she will discuss with Finance Director Brunfelt. DeWall also requests an end of the year revenue report for the liquor store, noting Brunfelt can respond via email. Mayor Ward also expresses gratitude and recognition of city staff and councilors for the work completed for grants submitted and received in 2021.

Motion by Benson, seconded by Ward and carried 4-0 to adopt and recommend the fourth quarter finance report for 2021 as presented.

**\*1. COMMUNICATIONS**

- A. CDBG and HOME Programs Requalification Memo
- B. 2021 4<sup>th</sup> Quarter Finance Report
- C. SEH Meeting Minutes February 16<sup>th</sup>, 2022

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

**\*3. COMMITTEE REPORTS**

**4. CLERK ADVISES COUNCIL**

A. LBAE Meeting: Tuesday, May 17<sup>th</sup>, 2022 at 10:00 am.

Announcement of time change and reminder for attendance. A quorum is needed for any action taken with the reminder the meeting can be suspended and reconvened if necessary.

B. Minnesota Coastal Program STAR Grant

Administrator Rich states the grant has been written and submitted. The city was awarded \$10,000 in a planning grant toward wetland protections in accordance with our sand and salt shed project. Unfortunately, project timelines and fund distributions are not lining up, staff has decided to release the awarded funds making them available to another entity.

C. Relief Association Board Meeting

Meeting attended by Administrator Rich and Mayor Ward, discussions for modifications and meetings to be held more regularly. Modifications will be presented to council for approval once finalized.

D. Lavaque Road Welcome Sign Update

ICR submitted by PD to LMC for an insurance claim regarding replacement of the sign. Delays have occurred due to suggestions for rebrand/redesign. Discussion follows in response to rebranding/design with Councilor DeWall asking the logistics of the process and Councilor Benson providing supplemental information. Administrator Rich states the insurance claim process has just begun before any rebranding will be completed. Councilor Rohweder suggest forming a committee for any rebranding/design processes, including input from various committees and city councilors. Rohweder is in agreement with DeWall in forming a committee for the completion of the process. Councilor DeWall requests to add any city rebranding as an item to unfinished business. With clarification from the city attorney, this item will be added to unfinished business for future meetings.

E. WLSSD Annual Report

Administrator Rich provides an update on the submittal of the report completed by city staff and SEH. Administrator Rich notes the ample preparation completed by staff and engineering in the submittal of the report.

**5. UNFINISHED BUSINESS**

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

**E. Greystone Contract**

Mayor Ward states this item was placed under unfinished business to allow the opportunity to vote on this item as a full council. Matt Bolf is present to provide additional updates, reiterating the background information. He states the total project costs are an estimated \$833,000.00 – this will include the site work, utility work, joint garage with PUC, and the sand/salt shed. \$608,000.00 or about 73% of the project total will be bid out to local contractors on the private sides. The remaining \$225,000.00 is the sand/salt facility itself, noting that it is a specialty building, with specialized service that has been bid out through Sourcewell. Bolf continues with details and options as presented in the meeting packet. Bolf also notes Administrator Rich has also spoken with representatives from Greystone for clarification of questions brought forth by Mayor Ward. Discussion follows, addressing specific questions as they relate to the contract and bid proposal. It is noted Greystone has a small crew and utilizes local contractors when available with Bolf providing additional information along with accrued savings on the package total when utilizing Sourcewell.

Motion by Rohweder seconded by DeWall and carried 3-1 (roll call vote DeWall Y, Benson Y, Rohweder Y, Ward N, Johnson absent)

**6. NEW BUSINESS**

**A. Golf Course Management Agreement**

Administrator Rich states after completion of the RFP process seeking golf course management, Jason Klatte has submitted and been awarded the proposal for management services. Rich continues stating the proposal submitted in the packet includes management services as recommended by the golf course committee. Rich continues stating this is a three-year agreement and the start of a long term management services, noting an additional improvement plan will be agreed upon once operations have begun. Klatte adds capital improvement options which will also be implemented accordingly.

Motion by Benson, seconded by Rohweder and carried 4-0 to approve the golf course management agreement as presented.

**A. Proctor PD 2021 Annual Report/Deer Hunt**

Chief Gaidis reports on the annual deer hunt as directed by city ordinance. He states the application process was lengthy and time consuming, along with applicants not reporting any harvesting of deer. Gaidis stresses on the importance of reporting harvested deer, and future citywide deer hunts will be discussed.

Chief Gaidis notes the annual report of the Proctor Police Department as presented, key features highlighted are increase in call load, staffing decreases, and crime/arrest summaries. Gaidis continues stating the amount of medical calls in continually increasing with protocol and process needing to be addressed in the future of department operations. Gaidis states the amount of calls needing, requesting, or reporting mutual aid response is difficult at times due to the nature of the calls. Traffic response is included as a summary on page six of the submitted report, with officers responding to an increase in training hours. Gaidis states the schedule for completing and submitting training hours is reported between July 1<sup>st</sup> of 2020 – June 30<sup>th</sup> of 2021 in order to coincide with the training schedule of the State of Minnesota.

Motion by Benson, seconded by Ward and carried 4-0 to accept the Proctor Police Department Annual Report/Deer Hunt for 2021 as presented.

**B. 2022 Towing Permits**

Motion by Rohweder, seconded by Benson and carried 3-0 (DeWall abstains) to accept the 2022 towing permits as submitted.

**C. Resolution 07-22 Declaring Surplus**

Motion by Rohweder, seconded by DeWall and carried 4-0 to approve resolution 07-22 and declare equipment surplus of the 2006 Chevrolet 2500 HD as submitted.

**D. Resolution 08-22 Designating Certain Funds to the Public Safety Fund**

Motion by Ward, seconded by DeWall and carried 4-0 to approve resolution 08-22 as submitted.

**E. Resolution 09-22 Designating Polling Place**

Administrator Rich notes the redistricting has been finalized by the State of Minnesota. This finalization requires a resolution to be passed after the conclusion of the redistricting process. Motion by Benson, seconded by Ward and carried 4-0 to approve resolution 09-22 as submitted, declaring the polling place for Proctor, MN as City Hall located at 100 Pionk Dr.

**F. Resolution 10-22 Designating ARPA Funds**

Motion by Rohweder, seconded by Ward and carried 4-0 to approve resolution 10-22 designating ARPA funds as submitted.

**G. 2022 Building Inspector Services**

Motion by Ward, seconded by DeWall and carried 4-0 to approve the building inspector services as presented, noting a 3% increase in the amount of \$6,108.00. Mayor Ward also notes the correction of the amount to be \$6,108.00 throughout the agreement.

**I. Plow Truck Purchase Approval**

Administrator Rich notes this approval is necessary due to delivery delays and pricing adjustments. As previously accepted, the plow truck is up for replacement in 2023, with Administrator Rich noting that granting this approval will allow for ordering of the truck now for delivery in 2023. Capital purchases need separate approval as the 2023 budget has not been approved yet. Motion by Ward, seconded by Rohweder and carried 4-0 to approve the quotes from Nuss Trucking and Towmaster as submitted for the purchase of the plow truck. Discussion follows including leasing and financing options. Administrator Rich confirms additional financing details will be presented to council upon receipt.

**J. Speedway/Management Agreement**

Councilor DeWall states the necessity of drafting an updated agreement between the City of Proctor and Speedway. With the racetrack operations being a vital resource for the city and the community, a new contract will need to be in place. Motion by DeWall, seconded by Benson and carried 4-0 to direct Administrator Rich and Attorney Bray to begin drafting a new agreement for continued racetrack operations.

MEMBER CONCERNS

Benson: Notifies council and administration of additional grants/funds available, also providing application deadlines.

DeWall: Requests a revision of the purchasing policy and would like it added as an agenda item to future meetings.

Johnson: Absent

Rohweder: None

Mayor Ward: Extends gratitude to street department for plowing operations, provides a reminder of the Police Civil Service Commission meeting at 5:00pm prior to the meeting on March 3<sup>rd</sup>. Would like to congratulate the girls Proctor/Hermantown Mirage on making it to the state tournament for the second consecutive year. Announces the Proctor Boys Hockey team has their first playoff game on February 23<sup>rd</sup>. Extends gratitude to the council for meeting accommodations and Councilor DeWall for running the February 7<sup>th</sup> meeting in his absence. Announces the school will be dropping the current mask mandate as of Monday, March 7<sup>th</sup>, would like to address masks/Covid in the future at City Hall.

Attorney Bray: None

BILLS FOR APPROVAL

**General: \$103,875.56**

**Liquor: \$40,749.51**

**TOTAL BILLS FOR APPROVAL: \$144,625.07**

Motion by Rohweder, seconded by Benson and carried 4-0 to approve the bills as submitted.

Motion by DeWall, seconded by Ward and carried 4-0 to adjourn the meeting at 5:18 pm.

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Chad Ward  
Mayor

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Jess Rich  
City Administrator