

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for March 7, 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: Mayor Ward, Councilor Troy DeWall, Councilor Jake Benson, Councilor Rohweder, Councilor Johnson

OTHERS PRESENT: City Attorney John Bray, Chief Kent Gaidis, City Administrator Jess Rich, Ted Kiefat, Jim Schwarzbauer

Motion by Ward, seconded by DeWall and carried 5-0 to approve the minutes from Tuesday, February 22<sup>nd</sup>, 2022.

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the agenda for Monday, March 7<sup>th</sup>, 2022 with the following changes:

Move item 6C: COVID-19 Plans and Protocols to item 6A and move item 6G: Historical Society #225 Club to item 6B.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None

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

**\*1. COMMUNICATIONS**

A. WLSSD 2021 Adjustment

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

**\*3. COMMITTEE REPORTS**

**4. CLERK ADVISES COUNCIL**

A. Safe Routes to School Grant Notification

Administrator Rich states the city did not receive the grant from the State of Minnesota for the Safe Routes to School 2<sup>nd</sup> St and 9<sup>th</sup> Ave project. The application was denied in full, thus changing the scope of the project in its entirety. The 2<sup>nd</sup> St planning committee will be meeting on Thursday, March 17<sup>th</sup> to discuss the scope and changes of the project along with possible street design options.

B. Stauber FY23 General Community Project Request

Administrator submitted requests for the Munger Trail Spur and extension of utilities under I-35 to in a response to the inquire Stauber sent out to communities. Rich states both of these projects have been included in CIP proposals for several years and felt they were worth the inquiry.

C. CDBG COVID 19 and ESG Grants

Responding to Councilor Benson from the last council meeting, Administrator Rich provides information pertaining to specific grant requirements. The ESG grant pertains to addressing situations pertaining to homelessness, while the CDBD-CV may have opportunities through the food shelf. She is requesting recommendations from council if there are other community needs to be addressed through these grant opportunities.

Motion by Benson, seconded by Ward and carried 5-0 to accept Administrator Rich's proposal upon consent of the food shelf to submit a grant application on behalf of the City of Proctor.

Councilor DeWall suggests seeking possibilities of SRO, law enforcement, police protection, education materials and/or services as eligible qualifying expenses when considering the grant application. Administrator Rich adds this grant opportunity will also be presented to PEDDA as there are additional business/economic development portions as well.

D. Sand Salt Building Update

Greystone held a pre-construction meeting last week with city staff to review material needs and timelines. SEH is finalizing building design, and fund from the bond has been secured. The project overall at this time is progressing in accordance with the previously established timeline and is on course to begin this spring.

E. Sales Tax Legislation Update

Additional sales tax was submitted in accordance with the legislation deadline. Administrator Rich attended an online meeting with the chair of the committee to discuss the submitted proposal. Administrator Rich and Councilor Benson will attend the first hearing on Wednesday, March 9<sup>th</sup>, 2022 and present to the legislature at that time.

**5. UNFINISHED BUSINESS**

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

**6. NEW BUSINESS**

**C. COVID-19 Plans and Protocols**

Motion by Ward, seconded by Rohweder and carried 5-0 to remove the mask mandate in all city buildings effective immediately.

**G. Historical Society #225 Club**

Jim Schwarzbauer is present on behalf of the Proctor Historical Society as their treasurer. He provides a financial summary, presents a check in the amount of \$2,225.00, noting the success of the #225 club. Schwarzbauer states the loan balance owed to the city is just over \$7600.00, continued donations to the #225 club will allow for continued debt repayment.

**A. Resolution 11-22 Ducks Unlimited Raffle at Blackwoods Event Center**

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve resolution 11-22 issuing a gambling permit to Ducks Unlimited, St. Louis By 125 to hold a raffle at Blackwoods Event Center on April 15, 2022.

**B. Police Civil Service Commission – Hiring Recommendation**

Motion by Benson, seconded by Ward and carried 5-0 to approve the hiring of Lucas Hedin as a Police Officer as recommended by the Police Civil Service Commission.

**D. Home Occupation Recommendations**

Motion by Johnson, seconded by Rohweder and carried 5-0 to accept the home occupation permits from the Planning & Zoning Commission as submitted.

**E. Planning & Zoning Commissioner Appointment Recommendation**

Motion by Ward, seconded by DeWall and carried 5-0 to approve the recommendation as submitted and seat Terry D. Inman to the Planning & Zoning Commission.

**F. Code Amendment 1002.03 Subd. 6 Exceptions for Rear Yard – 1<sup>st</sup> Reading**

Clerical amendment to code language contradicting in other sections. With an already established rear-yard setback, there is no need for additional language addressing sill and overhang of 18”.

MEMBER CONCERNS

Benson: Attended LMC Institute Advance Program conference addressing negotiation, conflict resolutions, and communication strategies. Councilor Benson found the conversations addressing police departments and conversing with others from communities of all sizes interesting, and beneficial if more programs are offered in the future.

DeWall: None

Johnson: Extends gratitude to PUC for attending to 39 street lights around town.

Rohweder: Requests update on committee addressing rebranding and Proctor city signs.

Mayor Ward: Will be attending the State of the City along with Hermantown and Rice lake on Thursday, March 17<sup>th</sup>.

Attorney Bray: None

BILLS FOR APPROVAL

**General: \$91,580.80**

**Liquor: \$54,020.63**

**TOTAL BILLS FOR APPROVAL: \$145,601.43**

Motion by Rohweder, seconded by Ward 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 5:27 pm.

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Chad Ward

Mayor

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Jess Rich

City Administrator