

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for April 4, 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, C

OTHERS PRESENT: City Attorney John Bray, Chief Kent Gaidis, City Administrator Jess Rich, Ted Kiefat, Megan Jordan, Kathy Hannan, Hunter Kiefat

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the minutes from Monday, March 7th, 2022.

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the amended agenda for Monday, April 4th, 2022 with the following changes:

7A: Negotiating Land Sale

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan – 1501 3rd Ave – is present to comment on the sand/salt shed facility. She suggests the addition of a climate change component addition to all new projects within and around the City of Proctor. Councilor Benson requests the addition of an agenda item regarding these additional opportunities and components.

Motion by Ward, seconded by Benson and carried 5-0 to approve the consent agenda, pulling item *1A for discussion.

Ward amends motion, Benson seconds to amend *1B instead of *1A.

Councilor Benson highlighting the recognition of Proctor as a Tree City participant. Giving a summary of the participation of the programming.

***1. COMMUNICATIONS**

- A. 2022 MNDoT Construction Announcements
- B. Arbor Day
- C. Fire Department Open House

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

***3. COMMITTEE REPORTS**

- A. 2nd St Committee Minutes – March 17th, 2022
- B. Golf Advisory Committee Minutes – March 23rd, 2022

4. CLERK ADVISES COUNCIL

A. Capital Bonding Request – Agenda Item 5D

The biennial bonding process starts in July before the bonding year, placing 2024 requests to be submitted in July of 2023. Administrator Rich suggests keeping an agenda item under unfinished business in order to continuously keep bonding project prioritization and requests in the city's planning process.

B. 2nd St Update

The advisory committee met on March 17th to discuss any potential changes to the scope of the project after the notification the city did not receive SRTS grand funds. The purpose of the meeting was to mainly discuss keeping a trail on one side of the street and sidewalk on the other. After lengthy discussions, the committee decided to keep the original plan, advising SEH to continue with plan developments. Assessment hearings are expected to take place in May or June at which time committee recommended plans will be made available to the public. Administrator Rich notes project plans will be made available to council prior to any public hearings.

C. Sand/Salt Facility Update

Bids will be placed within the next couple of weeks, final plans to be reviewed by council, and the project as a whole is on schedule. Funding from the state in the amount of a \$500,000.00 grant has been secured, with PUC securing their portion as previously discussed.

D. 2021 Audit Update

The 2021 audit process has begun with auditors on site this week.

E. Lakehead Racing Assn Management Agreement Update

Administrator Rich attended a meeting with Councilor Johnson and Councilor DeWall along with the fair board members from Lakehead Racing Association regarding updates to a management agreement. The fair board has agreed to pay for the personal property taxes while the Speedway sets up their 501c(3). In the meantime, Administrator Rich will proceed with an updated management agreement in the event the 501c(3) process is longer than anticipated.

F. Beautification Committee Meeting

The committee will be meeting on April 12th at 5:00 pm to discuss spring projects.

G. Legislative Update

Councilor Benson provides a summary on the action of legislative items including property tax division activity, fire relief items, and additional new bills introduced.

Administrator Rich states the sales tax bill is in process, adding proposed legislation for the Playground for EveryBody and 2nd St trail and sidewalks were submitted to Rep. Murphy and Senator Bakk. Gillette Childrens Specialty Healthcare has taken an interest in carrying funding forward for the \$10,000 funding gap, stating it is not too late to submit a request and will be contacting both legislators.

H. One Roof Community Housing Update

730 5th St: The Deed has been transferred from the City of Proctor to One Roof, who has begun the RFP and bidding process. Administrator Rich notes this is not a land trust agreement, a family will be purchasing the home and land at fair market value.

5. UNFINISHED BUSINESS

A. Lowest Responsible Bidder and 5F: Purchasing Policy

Draft has been submitted to councilors for review. Comparing with other communities, and revisited allowable amounts as designated by LMC. Asks for councilor's feedback. Mayor Ward suggests a language change to read: "The City of Proctor encourages its staff to use local purchasing when all factors are relatively equal."

Councilor DeWall notes there has been a significant change to amounts as authorized without prior council approval. He would like to recommend an amount of \$10,000 without council approval, and also references changes and modifications to the organization chart, moving Financer Director to level one, leaving only City Administrator.

Administrator Rich requests to bring revisions back to council for approval and adoption.

B. Government Data practices

Revised draft has been submitted to council for updating with direction from LMC. Councilor Benson states the new policy to be adopted by resolution prior to August 1st, 2022. Requests clarification if the PD and City should operate under separate data practices. DeWall clarifies renewal and revision of the data practices annually. Policy revisions will occur in accordance with changes in state statutes.

C. American Rescue Plan

D. Capital Budget Request

E. City Rebrand Process

6. NEW BUSINESS

A. Liquor License Renewal

Motion by Benson, seconded by Dewall carried 5-0 to approve the 2022 liquor license for Halvor Lines Speedway.

B. Proctor Fire Department Retirement and Resignation

Motion by Rohweder, seconded by Benson and carried 4-0 (DeWall abstains) to accept the retirement from Troy DeWall effective April 10th, 2022, with gratitude and tenure for his twenty-two years of service Proctor Fire Department.

Motion by Johnson, seconded by DeWall and carried 5-0 to accept the resignation from Andrew Leibel from the Proctor Fire Department effective March 24th, 2022.

7. PURCHASE OR SALE OF REAL OR PERSONAL PROPERTY Per MN §13d.05, SUBD.3 (C) – CLOSED

Motion by DeWall, seconded by Rohweder and carried 5-0 to suspend the regular council meeting and open a closed session for land purchase or sale at 6:39 pm

Motion by Rohweder seconded by Johnson and carried 5-0 to reconvene the regular city council meeting at 7:10 pm.

Motion by Ward, seconded by Rohweder and carried 5-0 to direct a drafted letter by Administrator Rich regarding the items discussed during the closed session. No additional actions taken.

MEMBER CONCERNS

Benson: Encourages attendance of the LMC annual conference held in Duluth. Annual donation to Legion for Mem day Celebration.

DeWall: Wednesday May 11, 2022 Open House inviting community to attend – featuring new equipment.

Johnson: Extends Easter wishes to all.

Rohweder: None

Mayor Ward: Wishing everyone a Happy Easter

Attorney Bray: None

BILLS FOR APPROVAL

General: \$

Liquor: \$

TOTAL BILLS FOR APPROVAL: \$171,864.51

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the bills as submitted, DeWall clarification of monthly cleaning fees, monthly rate, etc.

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn the meeting at 7:15 pm.

Chad Ward
Mayor

Jess Rich
City Administrator