

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for April 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 6:06 pm

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

OTHERS PRESENT: City Attorney John Bray, Chief Kent Gaidis, Ted Kiefat, Megan Jordan, Hunter Kiefat, City Administrator Rich via phone

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the minutes from Monday, April 4th, 2022.

Motion by Ward seconded by Benson and carried 5-0 to approve the agenda for Monday, April 18th, 2022.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the consent agenda, pulling item *3C for discussion.

*3C Police Civil Service Commission Minutes – March 20th, 2022

Councilor DeWall references the minutes of joint meeting with the Police Civil Service Commission, asking Chief Gaidis about the hiring process and the list of eligible applicants.

Motion by Johnson, seconded by Dewall and carried 5-0 to accept the Police Civil Service Commission minutes from March 30th, 2022.

***1. COMMUNICATIONS**

A. Stauber Community Project Memo

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

***3. COMMITTEE REPORTS**

A. SEH Minutes April 13th, 2022

B. Liquor Control Minutes April 4th, 2022

C. Police Civil Service Commission Minutes March 30th, 2022

D. Public Safety Minutes June 7th, 2022

4. CLERK ADVISES COUNCIL

A. Form LG510

Administrator Rich provides a summary of the funds received from the lawful gambling proceeds and the report as required by the State of Minnesota. The report has been submitted, noting the fund balances, authorized use of the funds throughout the year, and designated uses for 2022.

Motion by Rohweder, seconded by Benson and carried 5-0 to accept the form LG510. Mayor Ward confirms the year-end balance as of December 31st of \$33,924.14, with Administrator Rich giving an overview of the line items of the form.

B. 1st Qtr Financial Report.

Mayor Ward and councilors state their appreciation of the reports prepared and presented quarterly by Finance Director Brunfelt.

C. Administrator Rich informs council of her upcoming vacation plans.

5. UNFINISHED BUSINESS

A. Lowest Responsible Bidder and Purchasing Policy

Mayor Ward notes the suggested changes discussed at the last meeting have been updated and the draft is presented for approval.

Motion by Ward, seconded by Rohweder and carried 5-0 to accept the purchasing policy/lowest responsible bidder as submitted with Administrator Rich noting the policy to take effect immediately.

B. Government Data Practices

Councilor Benson had previously asked if the police department needed a separate policy regarding data practices. Attorney Bray refers to the data practices changing in recent years, stating a city doesn't need to hold separate policies for the police department and general city records. Administrator Rich states it is noted in the policy as the city administrator, a responsible authority for data can be designated as necessary and when needed. The policy states the Chief of Police as the responsible authority for data requests pertaining to police department records. Motion by Ward, seconded by Benson and carried 5-0 to approve the data practices policy as submitted.

C. American Rescue Plan

D. Capital Budget Request

E. City Rebrand Process

6. NEW BUSINESS

A. Hoghead Fireworks

Mayor Ward addresses council with regards to purchasing additional fireworks as the 2021 display was cancelled due to the drought. Mayor asks if council would like to purchase additional fireworks for one show, add an additional show, or keep the original amount of funds designated for fireworks display during Hoghead. Councilor Rohweder suggests keeping the one display and

making the display a little bigger by purchasing additional fireworks for Hoghead 2022. Discussion follows regarding display time and date, traffic flow, Hoghead activity schedules and events, with the decision to keep the fireworks display on Saturday, August 20th. A fireworks contract will be presented to council at a later date for approval.

B. 2022 Event Recommendations

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the event recommendations by the liquor control and public safety committees as presented in the council packet.

Motion by Rohweder, seconded by Johnson and carried 5-0 to declare Powerhouse Bike Nights on Thursdays from May 19th – September 15th Powerhouse Bike Night Festival.

Discussion follows including the designation of festivals to allow for the sale and consumption of alcohol on privately or city-owned property. With the declaration of a festival, the liability of alcohol sales and consumption is covered.

C. Fire Department Pay Increase

Administrator Rich states this pay increase has been discussed for many years, noting the per-call amount has not increased in several years. This pay increase has been included in the 2022 budget but needs official approval from council in order to take effect.

Motion by Rohweder, seconded by Johnson and carried 4-0 (DeWall abstains) to approve the fire department pay increase as submitted.

MEMBER CONCERNS

Benson: Referencing FormLG510 and the balance, notes the Yellowstone 225 needs some assistance, suggests an additional discussions regarding this.

DeWall: None

Johnson: None

Rohweder: None

Mayor Ward: Provides pre-registration information for the LMC annual conference.

Attorney Bray: None

BILLS FOR APPROVAL

General: \$91,294.78

Liquor: \$21,979.97

TOTAL BILLS FOR APPROVAL: \$113,274.75

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

Councilor DeWall asks Chief Gaidis and references the payment of police gear for a former officer. Chief Gaidis confirms it is an outstanding invoice, from a year ago the department recently received.

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn the meeting at 6:56 pm.

Chad Ward
Mayor

Jess Rich
City Administrator