

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for May 16th, 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: Councilor Troy DeWall, Councilor Jake Benson, Councilor Jim Rohweder, Mayor Ward, Councilor Rory Johnson

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney John Bray, City Administrator Rich, Administrative Assistant Megan Jordan, Jim Schwarzbauer

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the minutes from Monday, May 2nd, 2022.

Motion by Johnson, seconded by Ward and carried 5-0 to approve the amended agenda for Monday, May 16th, 2022 with the following amendments:

4E. Property Easement

~~6D. Commercial Building Inspector~~

6G. Highway 2 Project

6H. Sand/Salt Facility Bid

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None

Motion by Rohweder, seconded by Benson and carried 5-0 to approve the consent agenda for Monday, May 16th, 2022.

***1. COMMUNICATIONS**

A.

***2. COMMITTEE REPORTS**

A. PEDA Minutes April 12th, 2022

B. SEH Minutes May 12th, 2022

4. CLERK ADVISES COUNCIL

A. April 19th, 2022, TAC Meeting Materials

Administrator Rich states she has not attended current MIC-TAC meetings, however she consistently follows up on recent agendas and meeting minutes. She states the committee has approved the bid for Bolten & Menk to complete a comprehensive I-35 corridor feasibility study. She states Proctor will be an active participant and engage in this study and planning process over the next year. Mayor Ward and Councilor Benson add additional information from recent meeting pertaining to the I-35 corridor and Ugstad interchange possibilities.

B. Electric Vehicle Infrastructure Plan

PUC commission members attended a MNDot meeting, which named Proctor in particular for participation in this program. With an August 1st deadline, Proctor will be a potential site for a charging station as part of this project with the grant application/process progressing quickly.

C. Commercial Building Inspector

Jim Rich has recently retired from the City of Hermantown, but would like to stay on as an independent contractor for commercial building inspector services for Proctor. Discussion follows, with council requesting Administrator Rich to clarify the newly submitted retainer fee and hourly rate charged for commercial building inspection services. Attorney Bray states the city does not need to re-designate or sign a new contract agreement.

D. Payroll Reports/MiView Point Access

Payroll reports have been requested as the conversion process to the new software has been completed. Administrator Rich states councilors will be given a login and password for access to invoices, MiView Point, and payroll reports. Councilor DeWall asks about a payroll summary given to councilors in the packet, with an active link to access those payroll reports.

E. Property Easement

185-0102-00030

A potential buyer of the parcel has requested the city to consider an easement agreement for a road. Mayor Ward states the council is not in opposition to looking into further options regarding an easement agreement or additional access points to the parcel. Administrator Rich states this will be added as an agenda item at the next meeting.

5. UNFINISHED BUSINESS

- A. American Rescue Plan
- B. 2023 Capital Budget Request Proposal
- C. City Rebrand Process

6. NEW BUSINESS

A. Conditional Use Permit – Sand/Salt Facility

Planning & Zoning has approved a conditional use permit for the sand/salt facility located at 322 Kirkus St. At the request of the Planning & Zoning Commission, a 100' buffer from any new residences or residential development on the east side of the property has been added as part of the permit.

Motion by Rohweder, seconded by Johnson and 5-0 to approve the conditional use permit for the sand/salt facility at 322 Kirkus St.

B. Club #225

Jim Schwarzbauer on behalf of the museum presents a summary of the fundraising efforts donations received contributing to the museum. Schwarzbauer presents a check in the amount of \$2,250.00 as a payment to the loan with the city. Schwarzbaur presents ongoing and current activities and efforts of the historical society.

Motion by Johnson, seconded by Rohweder and carried 5-0 in support of forgiving the remaining balance of the museum loan due to the ongoing efforts and consistent payments from the original \$20,000.00 loan. Discussion follows including the extension of efforts on behalf of the museum for improvements and ongoing developments at the museum.

C. Rasmussen Cleaning Agreement

Administrator Rich states Rasmussen Cleaning Services as been used on a trial basis. After a brief summary of contracted cleaning services, Rasmussen Cleaning Services has requested entering a formal cleaning services agreement. Rich adds a budget amendment will need to be completed as this agreement includes cleaning costs of \$17,800 over the original amount budgeted. Discussion follows including services with the school, additional monthly services, overall cleaning expenses, and additional amount for supplies. Additional discussions include additional building maintenance and needs, rental agreement amendments, status of existing Johnson Control projects, and additional budget items for building needs. \$100,000.00 has been budgeted for building maintenance, with \$60,000.00 already spent, additional \$20,000.00 for cleaning needs. Councilor DeWall suggests modifying language referring to cleaning supplies and materials and would like to see more specific language included in the agreement contract. Mayor Ward suggests adding this agreement to the unfinished business to address modifying the contract language, and discussing a revised contract at the next meeting.

~~D. Commercial Building Inspector~~

E. Ryan McCarthy Softball

This tournament is scheduled July 29th -31st with an estimated attendance of 250, serving food and beer, catering by the Beacon Bar. The Beacon has obtained a catering license through the State of Minnesota, allowing service of alcohol in another jurisdiction.

Motion by Johnson, seconded by Benson and carried 5-0 to approve the recommendation from the Liquor Control and Public Safety Committees to approve the Ryan McCarthy Softball Tournament on July 29th- 31st contingent upon obtaining insurance.

F. Blight Special Assessment Program Policy Draft

City Attorney suggests looking at the draft proposal to ensure alignment with the current city code for approval at a future meeting. Councilor Benson suggests adding language to include participation in future CDBG funding opportunities.

G. Highway 2 Project

Councilor Benson provides a summary of the proposed project with an estimated cost of 10.8 million starting at Midway Ave intersection. The project is on the priority list, with a completion timeline commencing in 2026. Councilor Benson suggests beginning to plan for participating in available grants for funding downtown storefronts in Proctor.

H. Sand/Salt Facility

One bid was received, with the cost of the maintenance garage coming in higher than anticipated. Administrator Rich recommends rejecting the received bid and to rebid as two separate scopes. Motion by Johnson, seconded by Benson and carried 5-0 to reject the bid received and rebid for the sand/salt facility and the site prep work.

7. PURCHASE OR SALE OF REAL OR PERSONAL PROPERTY Per MN 13d.05

Motion by Rohweder, seconded by Johnson and carried 5-0 to suspend the regular city council meeting and enter into closed session at 7:34 pm.

Motion by Rohweder, seconded by DeWall to reconvene the regular council meeting at 8:08 pm.

Motion by DeWall seconded by Rohweder and carried 5-0 to direct Administrator Rich to pursue avenues as previously discussed during the closed session.

MEMBER CONCERNS

Benson: LBAE meeting will be held on Tuesday, May 17th, 2022. Memorial Day Service will be held on May 30th, with special honorary guests and an F-16 flyovers for the service. Attended a National League of Cities conference last week, municipal cyber threats and security.

DeWall: None

Johnson: Extends gratitude to the Proctor Fire Department and Chief Helquist in appreciation for the well-attended community event at the fire hall.

Rohweder: None

Mayor Ward: LBAE reminder, attended fire hall open house as well, gratitude to fire department members, Memorial Day event.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL

General: \$55,732.94

Liquor: \$47,892.66

TOTAL BILLS FOR APPROVAL: \$103,625.60

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 8:16 pm.

Chad Ward
Mayor

Jess Rich
City Administrator