

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for June 6th, 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, Kent Gaidis

Motion by, Rohweder seconded by Johnson and carried 5-0 to approve the minutes from Monday, May 16th, 2022.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the amended agenda for Monday, June 6th, 2022, adding the following items:

6E: Code Adoption – 1st Reading

6F: Liquor Control Recommendation - Keyboard Bar Liquor License

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathryn Allman, a resident of Hillside Gardens is present to provide an update on the rental operations of the building. She states there is a new management company, named Trellis, and they are still not receiving support as residents or sufficient building improvement/maintenance.

Motion by Benson, seconded by Johnson and carried 5-0 to approve the consent agenda for Monday, June 6th, 2022, pulling item *1D for discussion.

*1D: WLSSD Election Notice

WLSSD Election will be held on June 29th, at 1:00 pm.

Motion by Rohweder, seconded by DeWall and carried 5-0 to send an available councilor based on scheduling availability to the WLSSD election meeting.

***1. COMMUNICATIONS**

A. MN Department of Revenue – Tax Preparation Filing Appreciation

B. Proctor Fire Department – Updated Roster

C. Proctor Historical Society

D. WLSSD Election Notice

***2. COMMITTEE REPORTS**

- A. Golf Advisory Committee Minutes – March 23rd, 2022
- B. Golf Advisory Committee Minutes – May 25th, 2022
- C. Police Civil Service – May 4th, 2022 & May 5th, 2022
- D. Local Board of Appeal Minutes – May 17th, 2022

4. CLERK ADVISES COUNCIL

A. 2023 Budget Process

Administrator Rich is requesting to schedule a budget working session due to changes within the truth and taxation laws and process. Finance Director Brunfelt has created a budget timeline and suggests starting at the council level to get overall goals for the 2023 budget which will then be brought to department heads for discussion and/or recommendations based on those goals. Motion by Rohweder, seconded by Benson and carried 5-0 to schedule a 2023 budget working session meeting at 5:00 pm on June 20th, prior to the regular council meeting.

B. Commercial Building Inspector Contract

Administrator Rich states the contract includes a \$500.00/month retainer fee, and requests completing a budget amendment to address additional costs.

Motion by Johnson, seconded by DeWall and carried 5-0 to approve the contract agreement from Jim Rich for commercial building inspection services.

Councilor DeWall recommends adding a specific dollar amount to track inspections for future budgeting operations. Administrator Rich states an increase to the fee schedule and increasing permit costs will also aid in absorbing the increase of building inspection services.

C. Frontline Worker Pay Program

Administrator Rich provides a summary and update on the application process and program information. Eligible city staff will receive direction and the link to apply to participate in the program, reimbursing staff for work performed during the 2020 pandemic period as indicated by the State of Minnesota.

D. Payroll Reports – June 6th

Administrator Rich states a payroll summary has been added to the council packet, with council members requesting these reports to be included in council packets.

5. UNFINISHED BUSINESS

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

D. Blight Special Assessment Program Policy

Mayor Ward states the policy draft was included in the packet from the last meeting for review. The city is in the process of improving and modifying the process for addressing blight. No discussion follows with additions/recommendations, or changes. Mayor Ward adds he and the police chief will schedule a date to do a blight ride along, with a submitted summary report. Motion by Rohweder, seconded by Ward and carried 5-0 to approve the blight special assessment policy as submitted.

6. NEW BUSINESS

A. Rasmussen Cleaning Contract

Administrator Rich made the requested changes as directed by council from the last meeting. These changes include the cost of cleaning supplies, overall contract costs, and job duties. Motion by Johnson, seconded by Benson and carried 5-0 to approve the updated contract as submitted with Rasmussen Cleaning Services.

B. St. Louis County LRIP 2nd St Agreement

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the agreement with St. Louis County to administer the LRIP grant for the 2nd St project.

C. Main Street Revitalization Program

Councilor Benson states with the upcoming projects of 2nd St and Highway 2, he suggests the City of Proctor seek out additional opportunities and grants for business improvements. He states the Northland Foundation has announced their grant opportunities, with Councilor Benson encouraging participation once the application process is announced. Councilor Rohweder encourages local business collaboration to add to the planning process and funding opportunities.

D. Electronic Payment Policy

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the ACH payment policy with Civic System, LLC.

E. Code Adoption – 1st Reading

Mayor Ward distributed the materials for the code adoption, no discussion follows at this time. The notice to adopt the code of ordinances has been published, with approval added to the agenda for June 20th, 2022.

F. Keyboard Liquor License

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the recommendation of the liquor control committee granting a 2022 liquor license for the Keyboard Lounge, LLC.

MEMBER CONCERNS

Benson: Sales tax referendum added as an agenda item, encourages early voting. Encourages attendance at the LMC annual conference held in Duluth this year.

DeWall: None

Johnson: Extends appreciation to the street department for completing the annual brush pick up. Wishes Administrator Rich a happy birthday.

Rohweder: Easement agreement update on the parcel along Old Hwy 2 – Administrator Rich has met with property owners and is discussing options with St. Louis County.

Mayor Ward: Suggests the city submit a resolution addressing an additional resolution pertaining to I-35 corridor developments. Councilor Benson suggests updates to the I-35 overpasses.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL

General: \$60,014.53

Liquor: \$45,652.12

TOTAL BILLS FOR APPROVAL: \$105,666.65

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 6:47 pm.

Chad Ward
Mayor

Jess Rich
City Administrator