

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for June 20th, 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 6:05 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, Ted Kiefat

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the minutes from Monday, June 6th, 2022.

At 6:08 pm, Mayor Ward suspends the regular council meeting and opens the public hearing adopting code of ordinances.

The City of Proctor

Motion to close: Rohweder, seconded by DeWall and carried 5-0 at 6:09

Council meeting resumes.

Motion by Benson, seconded by Johnson and carried 5-0 to approve the amended agenda for Monday, June 20th, 2022, moving item 5F to item 5A.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Motion by Ward, seconded by Johnson and carried 5-0 to approve the consent agenda for Monday, June 20th, 2022, pulling items *2B and *2C for discussion.

*2B:

PEDA Minutes – May 10th, 2022 clerical correction of meeting and closed session times.

*2C: Boundary Ave/9th St intersection

Councilor Benson asks for clarification and the installation of a stop sign.

***1. COMMUNICATIONS**

A. League of MN cities – fee increase

B. MN Demographic Center – Population/Household Estimates

C. St. Louis County – CWD Public Hearing Notification

***2. COMMITTEE REPORTS**

- A. Payroll Reports
- B. PEDA Minutes – May 10th, 2022
- C. SEH Minutes – June 15th, 2022

3. CLERK ADVISES COUNCIL

A. I-35 Steering Committee

City of Proctor has been asked to participate, and a city staff member is requested as a committee member. Administrator Rich asks for recommendation from the council to become a member of this committee.

Motion by Ward, seconded by Johnson and carried 5-0 to appoint Administrator Rich as the representative for the City of Proctor to the I-35 steering committee.

B. Sand/Salt Shed Update – Re-bid Opening June 23rd, 2022

The Public Utilities Commission has posted a notice moved their June meeting to accommodate the new bid opening. Administrator Rich is hoping for a recommendation from SEH at the next meeting. The new proposal is asking for bid for the sand/salt facility and site prep only for the garage.

C. MS4 Public Meeting Monday, June 27th, 2022 at 1:30

The annual public hearing will be held during the regularly scheduled Planning & Zoning Commission meeting.

D. Welcome Sign Insurance Claim

Administrator Rich states the claim is wrapping up, and the city has received a payment in the amount of \$3500 towards repairs and/or replacement of the sign and she is hopeful for the replacement of the sign by the end of summer.

4. UNFINISHED BUSINESS

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

5. NEW BUSINESS

F. Kathy Resberg, CEO representing the Irving Community Club, is present to answer questions in relation to the grant donation for the Playground for EveryBody.

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve resolution 18-22 as submitted, accepting a grant in the amount of \$5000.00 from the Irving Community Club.

5A. Facilities Management Agreement

Motion by Johnson, seconded by Ward, and carried 5-0 to accept the facilities management agreement with Lakehead Racing Association as submitted.

5B. Ordinance 02-22

Motion by Ward, seconded by Johnson and carried 5-0 to approve Ordinance 02-22 Adopting Code of Ordinances as submitted.

5C. Police Civil Service Commission Recommendations

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the hiring of Jeremy Lemasters as a lateral hire for the position of police officer for the Proctor Police Department.

Chief Gaidis states the police department currently has two officers out on medical leave and adds the Police Civil Service Commission is requesting to post an internal Interim Sergeant position to serve for 120 days, this posting will close on Wednesday at 3:00 pm.

Gaidis adds negotiations with the school for an updated SRO contract have been initiated, with no response received as of the meeting date.

5D. Resolution 16-22 Appointment of Election Officials and Judges

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve resolution 16-22 appointing election judges as submitted, with Administrator Rich expressing gratefulness to all judges for volunteering their time.

5E. Resolution 17-22 Grant Acceptance for Resuscitation Medicine Equipment

Motion by Benson, seconded by Ward and carried 5-0 to approve resolution 17-22 as submitted, accepting AED equipment for the police department in the amount of \$16, 480.00.

5G. Proclamation: 01-22 Rail Safety Week

Motion by Rohweder, seconded by Ward and carried 5-0 to approve Proclamation 01-22 declaring September 19th – 25th as Rail Safety Week.

5H. Training

Item requested to be removed from the agenda.

5I. Contract Negotiations

Item requested to be removed from the agenda.

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

A. Economic Development

Motion by Johnson, seconded by Ward and carried 5-0 to suspend the regular city council meeting and open a closed session under MN §13d.05, subd. 3 (C) for economic development and the purchase or sale of real estate as added by the city attorney at 6:30 pm.

Motion by DeWall, seconded by Rohweder and carried 5-0 to resume the regular city council meeting at 6:02 pm.

Motion by DeWall, seconded by Ward and carried 5-0 to direct Administrator Rich to continue conversations with the developer as discussed during the closed session.

MEMBER CONCERNS

Benson: Gives an update on legislative action at the state level and options regarding sales and use tax for the City of Proctor.

DeWall: None

Johnson: Extends gratitude to Councilor Benson and volunteers for the Memorial Day Event held at City Hall.

Rohweder: Requests an updated status of the annexation of the dump site at Ugstad. Administrator Rich is continuing to follow up on legal description and MN Department of Transportation.

Mayor Ward: Tuesday, July 5th, 2022 will be the next council meeting due to Independence Day. Reminder of the WLSSD meeting on June 29th at 1:00 pm, LMC conference starts Wednesday in Duluth. Extends gratitude and appreciation to the Memorial Day service volunteers.

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 Benson 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 7:07 pm.

Chad Ward
Mayor

Jess Rich
City Administrator