

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for July 5th, 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, Ted Kiefat

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the minutes from Monday, June 20th, 2022.

Motion by Benson, seconded by Ward and carried 5-0 to approve the budget working session minutes from Monday, June 20th, 2022.

Motion by Rohweder, seconded by Ward and carried 5-0 to approve the agenda for Tuesday, July 5th, 2022.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None

Motion by Rohweder, seconded by Ward and carried 5-0 to approve the consent agenda for Tuesday, July 5th, 2022.

***1. COMMUNICATIONS**

- A. Conservation Minnesota – Spring/Summer Newsletter
- B. CN Railroad Investment Announcement
- C. Coalition of Greater MN Cities – June Newsletter

***2. COMMITTEE REPORTS**

- A. Planning & Zoning Commission Minutes – Special Meeting May 9th, 2022
- B. Payroll Report

3. CLERK ADVISES COUNCIL

- A. Fire Department YTD Call Report

Administrator Rich delivers a YTD summary of the calls the Proctor Fire Department has responded to. From Jan 1, 2022 to June 30th, 2022, a total of 230 calls have been reported. 183 have been medical calls, leaving the remaining 47 for fire calls. Rich adds there have been 0 mutual aid responses to Duluth, 3 to Hermantown, and 3 to Solway. Midway Township has receive 8 medical mutual aid calls and 16 for fire response.

B. 2021 Financial Report and Presentation 7/18/2022

Administrator Rich delivers the findings from the audit to each councilor, stating representatives from WIPFLI will be here to present the 2021 financial statements at the regularly scheduled meeting on July 18th, 2022.

C. 2022 Election Filing Notice 8/2/2022-8/16/2022

The period for election filing notice will be open from August 2nd to August 16th. The published notice will list all open elected positions.

D. Data Practices Annual Review

Administrator Rich provides a summary of the recently passed data practices policy, adding the council can forego the annual review at this time.

E. Code Update

The newly approved and electronically accessible city code has been added to the city's website. Mayor Ward highlights and extends gratitude to Sally Hedtke for all her work and contributions on completing the codification process.

F. Police Department – Sergeant Position

Officer Matt Riebel has been promoted to the interim sergeant position by the Police Civil Service Commission.

G. Ugstad Road Annexation

Administrator Rich and Attorney Bray are continuing to work with MNDot and the state regarding the legal description of the parcel, which keeps getting rejected by MNDot.

4. UNFINISHED BUSINESS

A. American Rescue Plan

B. 2023 Capital Budget Request Proposal

C. City Rebrand Process

Administrator Rich states the city has received a settlement and the payment for replacement of the Lavaque Road welcome sign. With no current plans for continuing the rebranding process, she requests to remove this item from the unfinished business section.

Motion by Rohweder, seconded by Johnson and carried 5-0 to remove this item from unfinished business for the time being.

5. NEW BUSINESS

A. Liquor Control Recommendation

Motion by Ward, seconded by Johnson and carried 5-0 to approve the recommendation from the Liquor Control Committee, and issue a liquor license to Hollinday Partners, LLP, dba Legends Dart Bar at 3 6th St.

B. Resolution 10-22 ROW Encroachment Agreement

Motion by Rohweder, seconded by Benson and carried 5-0 to approve resolution as submitted, approving the location of a fence in the road-right-of way at 102 S 2nd Ave.

C. Public Safety Committee Recommendation – Hylla 5k Event

Motion by Johnson, seconded by DeWall and carried 5-0 to approve the event application for the Hylla 5k as submitted.

D. Proctor Public Utilities Commission – Retirement Notification

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the retirement notification submitted by Commissioner Lind effective August 31st, 2022. Ward extends appreciation and gratitude to Commissioner Lind for over 30 years of service to the Public Utilities Commission and the City of Proctor.

E. SEH – Sand/Salt Bid Recommendation

Motion by Ward, seconded by Rohweder and carried 5-0 to approve and accept the bid from Veit contracting in the amount of \$689,978.00 as submitted.

F. Ordinance 03-22 Adopting 1997 Uniform Building Code Table No, 1-A – 1st Reading

No discussion

G. Ordinance 04-22 Regulating the Storage and Transportation of Deicing Material – 1st Reading

No discussion

H. Ordinance 05-22 Replacing Proctor Municipal Code Chapter 152 Construction Site and Post-Construction Stormwater Management – 1st Reading

This chapter has been completely re-written to comply with the new regulations for the MS4 permitting process – no discussion.

I. Ordinance 06-22 Pet Waste – 1st Reading

No discussion

MEMBER CONCERNS

Benson: Appreciative for receipt of the financial statement receipt, allowing ample time for reviews. Referendum update and process, noting approval is needed 90 days prior to the election. Staffing shortage at the police department – and vacation staffing and shortages.

DeWall: None

Johnson: None

Rohweder: Men of ACT (Area Churches Together) will hold their annual community picnic on Thursday, July 21st from 4:30-6:30 all are welcome to attend.

Mayor Ward: Completed a blight ride along with Chief Gaidis on July 1st, 2022 and will provide a summary and recommended action at the next meeting.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL

General: \$79,023.40

Liquor: \$29,781.30

TOTAL BILLS FOR APPROVAL: \$108,804.70

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 6:24 pm.

Chad Ward
Mayor

Jess Rich
City Administrator