

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for July 18th, 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 via telephone, Administrative Assistant Megan Jordan, Kent Gaidis, Ted Kiefat, Leslie Brunfelt, Zach Sharp from WIPFLI,

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the minutes from Tuesday, July 5th, 2022.

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

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the consent agenda for Monday, July 18th, 2022, pulling item *1A and *2B for discussion.

***1. COMMUNICATIONS**

A. Q2 Budget Summary

Benson: Extends gratitude and appreciation to Finance Director Brunfelt for her submission report of the city's finances for the second quarter.

***2. COMMITTEE REPORTS**

A. Payroll Reports

B. SHE Minutes July 13, 2022

Benson: Clarification of the minutes, parcel, and address of proposed stormwater connections at Home Instead on 3rd Ave.

3. CLERK ADVISES COUNCIL

A. Playground for EveryBody Update

Equipment delivered to the upper parking lot on Tuesday, July 19th, 2022 with installation beginning in late August/early September.

B. SRO Annual Report Update

Mayor Ward states the report was handed out prior to the meeting and will be added to the next agenda for review/presentation.

C. Sand/Salt Shed Update

Pre-Construction meeting will be held on Tuesday, July 19th at 1:30 with Veit beginning work on Wednesday and Thursday of this week. Administrator Rich states receipt of the financial disbursements are also on track for this project.

D. 2nd St Project Update

SEH is completing a feasibility report and will present to council. After the receipt and approval of the feasibility report, public hearings for proposed assessment amounts will be scheduled for the end of August.

E. Minnesota THC Sales

Administrator Rich states she is working with Chief Gaidis and the LMC for updates and drafted ordinances as information is released.

4. UNFINISHED BUSINESS

A. American Rescue Plan

B. 2023 Capital Budget Request Proposal

5. NEW BUSINESS

A. Purple Heart City Proclamation Designation

Councilor Benson states John Marshall is not able to be in attendance this evening. He presents a summary of the proclamation, along with other participating cities.

Motion by Benson, seconded by Ward with discussion following to accept and proclaim the City of Proctor as a Purple Heart City honoring those who have served in the United States Armed Forces. After a brief discussion, both the motion and the second are rescinded with the decision to place this item on unfinished business for the next meeting.

B. 2021 Financial Report

Zach Sharp from WIPFLI presents the 2021 audit findings.

Motion by Benson, seconded by DeWall and carried 5-0 to accept the 2021 financial report as presented.

C. Police Department – Memorandum of Understanding 2022

Administrator Rich presents the MOU addressing lifting vacation accruals until the end of the year. Due to officer shortages, this has been approved over the last couple of years allowing for the accrual of vacation to continue.

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the memorandum of understanding between the City of Proctor and LELS as submitted.

D. Police Department Hiring Recommendation

Chief Gaidis and Administrator Rich present current staffing needs of the department. Gaidis adds during the last rounds of hiring, there were two viable candidates and is seeking council approval to hire an eighth officer. Discussion follows including department shortages over the last 20+

years, officer retention, officer burnout, and succession planning. With the department fully staffed at eight officers, the department will be able dedicate an officer to fill the SRO position fully servicing the school district. It is noted the current SRO contract has not been finalized, but negotiations have begun.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the hiring recommendation of an eighth officer from the Police Civil Service Commission as submitted.

E. Blight Ride Along 2022

Mayor Ward and Chief Gaidis completed a blight ride along on July 1st, 2022. Mayor Ward highlights grass infringements as the most common, adding the request to draft a new blight policy with city staff.

Motion by Ward, seconded by Rohweder and carried 5-0 to accept the report for blighted addresses as submitted, and begin discussions with the city attorney regarding a new blight policy.

F. Ordinance 03-22 Adopting 1997 Uniform Building Code, Table No. 1-A – 2nd Reading

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve ordinance 03-22 as submitted.

G. Ordinance 04-22 Regulating the Storage and transportation of Deicing material – 2nd Reading

Motion by Benson, seconded by Johnson and carried 5-0 to approve ordinance 04-22 as submitted.

H. Ordinance 06-22 – Pet Waste – 2nd Reading

Motion by Ward, seconded by Rohweder and carried 5-0 to approve ordinance 06-22 as submitted.

MEMBER CONCERNS

Benson: Suggests painting the V-Plow stored at the street department facility, attended the school board meeting where the new super intendent discussed project priorities with the city administrator.

DeWall: None

Johnson: None

Rohweder: Invites everyone to attend the community picnic on Thursday, July 21st, 2022 from 4:30-6:30 at St. Rose Church.

Mayor Ward: Law enforcement golf scramble 7/27, Proctor Fair will be starting on July 27th and running until July 31st.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL

General: \$69,368.21

Liquor: \$57,482.98

TOTAL BILLS FOR APPROVAL: \$126,851.19

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the bills as submitted.
Benson: Asks for clarification of Amazon purchases with Administrator Rich stating the purchases have been for electronic equipment. Councilor Benson also asks Chief Gaidis about the charge per animal for pick up and delivery to Animal Allies. Gaidis will follow-up.

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn the meeting at 7:10 pm.

Chad Ward
Mayor

Jess Rich
City Administrator