

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for August 1, 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, Police Chief Kent Gaidis, Ted Kiefat, Kathy Hannan, John Nephew, Michelle Nephew, Jenae Floerke

Motion by Rohweder, seconded Johnson and carried 5-0 to suspend the regular council meeting and open the public hearing regarding 2022 garbage assessments at 6:03 pm.

Members of the public are invited to call: 218-628-6289 or attend in person to address the council regarding unpaid garbage collection fees. The City of Proctor has an ordinance requiring garbage collection, thus collects unpaid balance on behalf of the garbage hauler. Balances remaining unpaid will be assessed on to the property taxes of the property owner.

With no incoming calls or members of the public present, a motion by Benson, seconded by Ward and carried 5-0 to close the public hearing at 6:05 pm.

Motion by Benson, seconded by DeWall and carried 5-0 to resume the regular council meeting at 6:06 pm.

Motion by Rohweder, seconded by Ward and carried 5-0 to approve the minutes from Monday, July 18th, 2022.

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the agenda for Monday, August 1st, 2022 with the following changes:

~~3G: Softball Field~~

Moving item 5C to item 5A

Adding 5F: Garbage Assessments

Adding closed session:

7A: Real Estate Acquisition under Per MN §13d.05, SUBD.3 (C) – CLOSED

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan: 1501 3rd Ave

Addresses the council regarding main street revitalization history, redesign, ideas and suggestions for developments and improvements along main street Proctor. Light discussions follow including logistics, next steps, and cost estimates. Hannan states this idea is in the initial brainstorming and planning process at this time.

Motion by Ward, seconded by DeWall and carried 5-0 to approve the consent agenda for Monday, August 1st, 2022, pulling item *2C for discussion.

*2C: Councilor DeWall asks Administrator Rich regarding modifications or updates to the recently passed purchasing policy, with Administrator Rich clarifying there has been no movement on a separate purchasing policy for PUC and additional discussion with the commission will follow.

***1. COMMUNICATIONS**

***2. COMMITTEE REPORTS**

- A. Payroll Reports
- B. Planning & Zoning Minutes, June 27th, 2022
- C. PUC Minutes May 16th and June 27th, 2022
- D. SEH Pre-Construction Meeting Minutes July 19th, 2022
- E. PEDDA Minutes June 14th, 2022

3. CLERK ADVISES COUNCIL

A. Sand/Salt Storage Update

Veit has started clearing and grubbing at the site and the project is progressing as scheduled. All funding for bond through the state has been submitted and is also on schedule.

B. 2nd St Project Update

SEH is completing the initial assessment amounts, with the steering committee review and council approval. After acceptance, the public hearings will be scheduled.

C. Playground for EveryBody Update

The equipment has been delivered, concrete and dirt work will begin on September 14th, 2022 with Jennifer McDonald recruiting volunteers to complete the site prep.

D. I-35 Corridor Steering Committee Update

Administrator Rich states the initial meeting from this committee was productive, noting an interest in changing I-35 within the Proctor/Midway areas. The Munger Trail spur was also discussed along with utility extensions and new interchanges. Administrator Rich is hopeful of several developments for the City of Proctor by participating and being active on this committee.

E. 2022 Primary Elections Tuesday, August 9th, 2022, 7:00am-8:00 pm

Election judge training completed, filing for city elected positions opens, public accuracy tests scheduled.

F. 2023 Budget Process Update

Finance Director Brunfelt and Administrator Rich have been in collaboration with department heads for 2023 budget development.

~~G. Softball Field~~

4. UNFINISHED BUSINESS

- A. American Rescue Plan
- B. 2023 Capital Budget Request Proposal
- C. City of Proctor Blight Policy

D. Purple Heart City Proclamation Designation

Councilor Benson states Mr. Marshall is unable to attend the meeting. Benson notes there is no cost for participation, suggests the ceremony to coincide with Memorial Day activities, and reports there are no active registration lists.

Motion by Benson, seconded by Ward and carried 5-0 to designate the City of Proctor as a Purple Heart City.

5. NEW BUSINESS

C. Conditional Use Permit – 408 N 3rd Ave

Attorney Bray has submitted a draft of the conditional use permit for 408 N 3rd Ave as recommended by the Planning and Zoning Commission. Bray states John and Michelle Nephew will be fabricating plastics for gaming pieces. John and Michelle Nephew present additional information and use of the unoccupied building as a prototyping laboratory with the intent to recycle plastics making them into game pieces and accessories for their business, Atlas Games. Nephew states the purchase of the building is contingent upon receipt of the conditional use permit with closing scheduled for August 17th, 2022.

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the conditional use permit for 408 3rd Ave as submitted.

A. Resolution 20-22 Charitable Gambling Permit – Chamber of Commerce

Mayor Ward lists the following corrections:

The permit will be issued to the Proctor Historical Society for a raffle on September 25th, 2022

Motion by Ward, seconded by Rohweder and carried 5-0 to issue a charitable gambling permit to the Proctor Historical Society to hold a raffle on September 25th, 2022 at the Powerhouse Bar.

B. Ordinance 05-22 Replacing Proctor Municipal Code Chapter 152 – 2nd Reading

Motion by Benson, seconded by Rohweder and carried 5-0 to accept Ordinance 05-22 Replacing Proctor Municipal Code Chapter 152 as submitted.

D. Conditional Use Permit – 510 S Ugstad Rd

Attorney Bray has drafted a conditional use permit for the placement of a storage bin which is allowable by suburban zoning Bray provides a summary of the conditions as stated in the permit submitted.

Motion by Johnson, seconded by Benson and carried 5-0 to accept the conditional use permit for 510 S Ugstad Rd as submitted.

E. Reimbursement Request

A request to reimburse an unused portion of a previously liquor license paid in full has been received. Mayor Ward has spoken with Administrator Rich regarding the new business lesser at the establishment. Discussion follows with the suggestion to have the liquor control committee meet and submit a recommendation to council.

Motion by DeWall, seconded by Ward and carried 5-0 to send the reimbursement request to the liquor control committee for a recommendation to council.

F. Garbage Assessments

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the

7A: Real Estate Acquisition under Per MN §13d.05, SUBD.3 (C) – CLOSED

A. Motion by Rohweder, seconded by Johnson and carried 5-0 to suspend the regular city council meeting and open a closed session under MN §13d.05, SUBD.3 (C) real estate acquisition at 6:59 pm.

Motion by Rohweder, seconded by DeWall and carried 5-0 to resume the regular city council meeting at 7:34 pm.

MEMBER CONCERNS

Benson: None

DeWall: None

Johnson: Extends gratitude to Chief Gaidis, Jess, and Megan for their work with the Public Safety Golf Scramble. Visited the new mini golf course, Rogue Eagle in town and gave an excellent review.

Rohweder: None

Mayor Ward: Blight ride along report was submitted with corrections of 38.4 miles traveled throughout town. Extends congratulations to Jim and the ACT community picnic, along with the Public Safety Golf Scramble, hopes it will be held again next year. Several National Night Out activities around The City of Proctor.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL

General: \$329,340.66

Liquor: \$43,296.64

TOTAL BILLS FOR APPROVAL: \$372,637.10

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 7:40 pm.

Chad Ward
Mayor

Jess Rich
City Administrator