

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for August 15th, 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, Hunter Kiefat, Administrative Assistant Megan Jordan, Matt Bolf and Tyler Yngsdal from SEH Engineering.

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the minutes from Monday, August 1st, 2022.

Motion by Ward, seconded by Benson and carried 5-0 to approve the agenda for Monday, August 15th with the following addition:

5H: Liquor Control Recommendation

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Members of the public present are invited to address the council along with viewers at home by calling: 218-628-6289

NONE

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the consent agenda for Monday, August 15th, 2022.

***1. COMMUNICATIONS**

- A. Hoghead Vendor List 2022
- B. WLSSD 2023 Budget and Management Fee Public Hearings
- C. Hartel's Fee Increase Notice

***2. COMMITTEE REPORTS**

- A. Payroll Reports

3. CLERK ADVISES COUNCIL

- A. Proposed 2023 Budget

Administrator Rich presents the proposed budget memo submitted from Finance Director Leslie Brunfelt. Rich states the budget will be added to the agenda for the second meeting in September, reminding councilors to direct questions to Leslie prior to September 1st for scheduling accommodations. Councilor Benson notes a couple of typos on pages 17 & 18.

B. 2022 Primary Elections

Administrator Rich gives praise and gratitude to the group of election judges, specifically stating how many communities face challenges when recruiting for volunteer judges. Voter turnout was about 20% higher than the state average.

C. Fire Relief Association – PERA

An informational meeting will be held with the relief association on Tuesday, August 16th, 2022 at 5:00 to consider the transferring of retirement funds to be administered by PERA. Councilor DeWall addresses his questions regarding fund transfers, saving on audit fees and overall administrative costs.

D. PUC Chair and Vacant Position

PUC voted on appointing Jennifer Cady to the position of Chair on the commission. The vacant position will be advertised for prospective applicants.

4. UNFINISHED BUSINESS

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

5. NEW BUSINESS

A. Resolution 21-22 County Chip Seal/Striping

An agreement to participate in the 2023 chip sealing/striping program with St. Louis County is included in the packet for approval.

Motion by Benson, seconded by Rohweder and carried 5-0 to approve resolution 21-22 Participation in County Road Striping/Chip Seal Program as submitted.

B. Resolution 22-22 Accepting Feasibility Report and Calling for Hearing on Improvements

Tyler Yngsdal and Matt Bolf from SEH present the overall scope of the 2nd St project location, summary, and included improvements. The 2nd St project was ranked the highest in needing improvements according to the CIP completed in 2019. SEH completed an LRIP grant application on behalf of the City of Proctor, in which \$1.25 million dollars was awarded toward the cost of this project. This feasibility report has been completed in accordance with MN state statutes 429, in order to call for the public hearing and moving the project forward, the submitted resolution will need to be approved. The following correction is noted by Administrator Rich and Mayor Ward: ~~at an estimated total cost of the improvement of \$4,451,706.00.~~

Motion by Johnson, seconded by Ward and carried 5-0 to approve resolution 22-22 Accepting Feasibility Report and Calling for Hearing on Improvements with noted corrections.

C. SEH Supplemental Letter of Agreement

This agreement reflects using funds specifically designated for this project as being applied toward project costs.

Motion by Rohweder, seconded by Ward and carried 5-0 to approve the SEH supplemental letter as submitted.

D. Resolution 23-22 PAHA Raffle

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

E. Sand/ Salt Pay Estimate #1

Motion by Ward, seconded by Rohweder and carried to approve as submitted.

F. SRO Report

Motion by Ward, seconded by DeWall and carried 5-0 to approve the SRO report as submitted. Councilor Benson asks for an updated status of negotiations.

G. Softball Field #1

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve resolution 26-22 as submitted. The resolution states the school will draft a purchase agreement to be approved by council at a future meeting.

H. Liquor Control Recommendation

Motion by Rohweder, seconded by Johnson and carried 5-0 to deny the reimbursement request as submitted.

MEMBER CONCERNS

Benson: None

DeWall: None

Johnson: Laura Condon - former Proctor teacher passed away yesterday.

Rohweder: None

Mayor Ward: Grass height on 3rd Ave complaints has been addressed by city staff with the request to have it cut prior to the car show on Wednesday.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL

General: \$47,857.04

Liquor: \$37,935.30

TOTAL BILLS FOR APPROVAL: \$85,792.34

Motion by Rohweder, seconded by DeWall 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 6:43 pm.

Chad Ward
Mayor

Jess Rich
City Administrator