

MINUTES OF THE PROCTOR CITY COUNCIL MEETING OCTOBER 17th, 2022

Meeting was streamed live on the Trac 7 YouTube channel

Mayor Ward called the meeting to order at 6:00 pm.

Pledge of Allegiance

PRESENT: Mayor Ward, Councilor Troy DeWall, Councilor Jake Benson, Councilor Rory Johnson, Councilor Jim Rohweder, City Attorney John Bray, City Administrator Rich, Administrative Assistant Megan Jordan, Ted Kiefat, Kathy Hannan, Kerry Helquist, and Andy Padzak

M/S/P: Rohweder/Benson to approve the minutes from Monday, October 3rd, 2022

M/S/P: Benson/Johnson to approve the agenda for October 17th, 2022 adding items:

5J Change Orders 1, 2, and 3 and 5K Pay Estimate #3

Citizens addressing the council via in person or by calling in:

K.Hannan Provides the council with a summary of anticipated plans for highway work and improvement along Hwy 2 along with trails and parks. Requests city staff to reinstate a comprehensive plan for the City of Proctor.

M/S/P: Ward/Rohweder to approve the consent agenda for October 17th, 2022.

3. Clerk Advises Council, Administrator Rich:

A. City of Proctor Finance Report – Q3

Administrator Rich states this report has been submitted by Finance Director Leslie Brunfelt and directs council members to address any questions to her. Councilor Benson extends appreciation for submittal of the report.

M/S/P: Benson/Ward to accept the quarterly finance report as submitted by Finance Director Brunfelt.

B. CDBG Pre Application

Administrator Richs states there have been two applications submitted on behalf of the City of Proctor. She gives a summary of the qualification requirements, stating overall the City of Proctor qualifies for projects related to public service. There has been an application submitted for a handicap accessible bathroom at the Playground for EveryBody and the creation of a lift assist connectivity program. The City of Proctor would work in collaboration with assisted living facilities in town, providing training and programming for lift assists. This program would work in partnership with the volume of lift assist calls the fire department has received with the anticipation of the increase in these types of calls.

C. Playground for EveryBody Report

Administrator Rich provides a summary of the project stating the equipment has been installed, with a delay in the shipment of the correct railings. Once railings are installed, the playground can officially open to the public. The project has logged over a total of 800 volunteer hours and the city is currently seeking a grant from the Read Foundation to assist with the remaining expenses.

4. UNFINISHED BUSINESS

NEW BUSINESS

M/S/roll call vote: Johnson Y, Benson Y, Ward Y, Rohweder Y, DeWall Abstains: to accept the recommendation from the Proctor Public Utilities Commission and appoint Troy DeWall to the open seat.

M/S/P: Rohweder/Johnson to accept the recommendation to terminate Steve Grabko from the Proctor Fire Department as submitted by Chief Helquist.

M/S/P: Johnson/Benson to accept the resignation from the Proctor Fire Department as submitted by Gunnar Wenner.

M/S/P: Ward/DeWall

Discussion: Mayor Ward states the proposed policy addresses lift assist calls at licensed care facilities, not addressing the numerous calls placed to private residences for lift assist and non-emergent care. Administrator Rich provides the council with information and an increasing trend in calls placed to licensed care facilities, noting the policy would be in place for proactive reasonings and is hopeful of the newly proposed program of safety trained personnel assistance to alleviate some of the call load for the fire department members.

M/S/P: Rohweder/Ward to approve resolution 37-22 as submitted.

M/S/F: Rohweder/Benson resolution 38-22 fails by a vote of 0-5 with resolution 38-22 not approved as submitted. Andy Padzak answers questions with clarification and the approval from the relief association. Councilor DeWall states a summary of the contributions, annual increases, and potential cautions with market uncertainty and fiscal responsibilities on behalf of the city.

Motion by DeWall, seconded by Rohweder and carried 5-0 to increase the benefit level to \$100.00 effective 1/1/23 for a total of \$2400.00 a year to be reassessed at the June council meeting.

M/S/P: Ward/DeWall to approve resolution 39-22 as submitted.

M/S/P: Ward/DeWall to approve participation and authorizing Administrator Rich to accept the TZD agreement with St. Louis County as submitted.

M/S/P: Ward/DeWall to approve the boiler quote in the amount of \$134,265.00 as submitted.

M/S/P: Benson/Rohweder to approve the change orders as submitted:

Change order #1 in the amount of \$13,995.15 addresses soil corrections on the newly constructed road required after the completed soil borings.

Change order #2 in the amount of \$2,145.00 and change order #3 in the amount of \$1700.00 are related to a problem with a fiber optic line owned by Lumen Technologies who have been negligent in the line relocation. The line services Carlton County 911 operations, and all correspondence directed to Lumen beginning in February of this year went unanswered until the project was already in progress. Additional grading, elevation, and a temporary access has needed to be constructed in order for the project to continue. Administrator Rich states she is working with the city attorney in addressing these delays and additional costs.

Administrator Rich states the total estimated costs for this project as calculated by SEH originally amounted to \$717,000.00. With the submitted change orders and received bids coming in lower

than anticipated, the project is expected to come in slightly under the originally calculated amount.

M/S/P: Ward/Johnson to approve pay estimate #3 in the amount of \$153,239.28 for the sand/salt facility as submitted.

MEMBER CONCERNS

Benson: None

DeWall: None

Johnson: None

Rohweder: None

Mayor Ward: Trunk or Treat event on October 31st, 2022 from 4-6 pm, Mayor for a Day Essay participation, and Proctor Fire Department Bingo on October 28th at the Buffalo House.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL

General: \$85,109.02

Liquor: \$22,339.55

TOTAL BILLS FOR APPROVAL: \$107,448.57

M/S/P: Rohweder/Johnson to approve the bills as submitted.

M/S/P: DeWall/Ward to adjourn the regular council meeting at 6:59 pm

Chad Ward
Mayor

Jess Rich
City Administrator