

MINUTES OF THE PROCTOR CITY COUNCIL MEETING DECEMBER 5th, 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

OTHERS PRESENT: City Attorney John Bray, City Administrator Rich, Administrative Assistant Megan Jordan, Hunter Kiefat, Finance Director Leslie Brunfelt2, and Joe Pelawa of JPJ Engineering, Inc.

M/S/P: Rohweder/Johnson to approve the minutes from Monday, November 21st, 2022 noting the following corrections, Mayor Ward was not a bingo winner.

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

Joe Pelawa – JPJ Engineering: Pelawa introduces himself on behalf of the local firm, local offices, and offers a summary of the engineering services JPJ offers.

M/S/P: Ward/Rohweder to approve the agenda for December 5th, 2022, moving item 5E to 5B.

M/S/P: Ward/Benson to approve the consent agenda for December 5th, 2022.

3. Clerk Advises Council, Administrator Rich:

A. Commission/Committee Appointment and Terms

Rich directs council to review current openings and application process.

B. PACC Rentals

Building to resume rental operations with the installation of the new HVAC system, community ed director hiring, and sufficient cleaning operations in place.

C. December 8th 2nd St Meeting Update

4. UNFINISHED BUSINESS

5. NEW BUSINESS

Truth in Taxation begins at 6:10 pm during the regular council meeting. Finance Director Brunfelt presents the 2023 budget and proposed property tax levy, with a proposed increase of 7%. A brief summary of overall tax breakdowns, city services, revenues, and expenses are presented by Brunfelt explaining the impact to residents.

Mayor Ward opens the discussion to council for setting the 2023 levy, council was given examples of 5, 6.0, and 7% increases.

M/S/P: Ward/Rohweder to set the levy at 6% for 2023.

M/S/P: Rohweder/DeWall to approve the 2022 annual payment fund transfers as submitted.

Councilor DeWall requests discussion regarding liquor store loan payments, requesting paying off of the liquor store to PUC loan and lists the reasonings for doing so.

M/S/P: DeWall/Ward to pay off the remaining balance of the liquor store fund loan to PUC at the end of the year.

M/S/P: Johnson/Benson to approve resolution 45-22 as submitted issuing a gambling permit to A Race Worth Winning, ALS to conduct a raffle on December 19th, 2023.

M/S/P: Johnson/Rohweder to approve the 2023 liquor licenses for the Keyboard Lounge, Powerhouse Bar, Legends Dart Bar, Blackwoods, Inc, Moose Lodge, and (insert bar names) as submitted.

M/S/P: Ward/Rohweder to approve the hiring recommendation of Brittany Birch as submitted for Mountain Spirits liquor store.

Councilor Benson provides the council with an informational summary of legislative agenda and potential bonding items for the City of Proctor. He will provide additional information for the next meeting on December 19th.

M/S/P: Benson/Ward to direct Councilor Benson to proceed with the suggested items as discussed for the legislative agenda.

M/S/P: Johnson/DeWall to approve resolution 46-22 designating Proctor City Hall as the polling place for elections in 2023.

M/S/P: Ward/Rohweder to approve the Johnson Controls continuation of services agreement for 2023.

M/S/P: Benson/DeWall to accept the locator grant with the State of Minnesota.

MEMBER CONCERNS

Benson: None

DeWall: None

Johnson: None

Rohweder: None

Mayor Ward: Mayor for a Day essay contest deadline December 12th, interested submissions delivered to City Hall. St. Rose is hosting bingo at 6:00 with bingo beginning at 7:00 pm.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL

General: \$52,732.76

Liquor: \$25,845.32

TOTAL BILLS FOR APPROVAL: \$78,578.08

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

M/S/P: DeWall/Johnson to adjourn the regular council meeting at 6:55 pm.

Chad Ward
Mayor

Jess Rich
City Administrator