

MINUTES OF THE PROCTOR CITY COUNCIL MEETING DECEMBER 19th, 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, Ted Kiefat, Rich Heine

M/S/P: Rohweder/Johnson to approve the minutes from Monday, December 5th, 2022.

Citizens addressing the council via in person or by calling in: None

M/S/P: Johnson/DeWall to approve the consent agenda for December 19th, 2022.

M/S/P: Ward/Rohweder to approve the agenda for December 19th, 2022, adding the following items and modifications:

5E: PUC Roundup Program

5F: SEH Supplemental Letter Agreement

5G: Resolution 49-22 Issuance of Conditional Use Permit, moving item to 5A.

3. Clerk Advises Council, Administrator Rich:

A. Cirrus Housing Initiative

Attending a series of meetings with Cirrus who is experiencing both growth within the company and housing shortages. A second meeting was held to discuss growth and development opportunities with contractors. A variety of housing options was discussed. Administrator Rich has had subsequent discussions among the PEDAs.

B. Kirkus St Feasibility Study

Administrator Rich states the ownership of 17.5 acres has been reserved for housing development, Rich recommends competing a feasibility study completed to determine the potential development. Benson adds a portion of this study has been completed. Administrator Rich adds the extension of utilities and wetland study will be favorable information for interested developers. Councilor DeWall adds as housing inventory had been completed in 2017, with both Councilor DeWall and Councilor Johnson in favor of the recommendation to move forward with the completion of the feasibility study.

M/S/P: Ward/Rohweder to direct Administrator Rich to move forward with the exploring the cost on a feasibility study to bring back to council at a future meeting. Councilor Benson is in support of fast tracking the completion of the study.

C. I-35 Steering Committee

Administrator Rich attended of a series of meetings discussing the interchanges, safety, crash reports, and re-vamping from Thompson Hill to West Duluth. The Ugstad Road Interchange is costly and does not affect traffic patterns. Boundary Ave improvements have been discussed; Administrator Rich will bring information forward as it becomes available to the public.

4. UNFINISHED BUSINESS

5. NEW BUSINESS

5G: Resolution 49-22 Issuance of Conditional Use Permit

Attorney Bray states the Planning & Zoning Commission has recommended to grant a conditional use permit to Focus on Living, Inc to operate a day use facility located at 200 6th St to provide services to individuals with disabilities. Rich Heine is in attendance and presents a summary and description of the services offered and provided by their company. The facility will include offices for full time staff and clients with services offered from 9:00-3:30 pm daily. Mayor Ward addresses the need for lift assist with Heine answering they are fully staffed for any potential needs. Attorney Bray states the conditions of the permit include hours of program operations and compliance of all state, federal, and local regulations.

M/S/P: Johnson/Benson to approve the issuance of a conditional use permit to T&R Properties, LLC for Focus on Living, Inc as recommended by the Planning & Zoning Commission.

M/S/P: Rohweder/DeWall to approve the event application for the 2023 medallion hunt as submitted.

M/S/P: Ward/DeWall to seat Mayor Ward on the PEDDA commission for 2023.

M/S/P: Johnson/Benson to seat Councilor Rohweder on the Liquor Control Committee

M/S/P: Rohweder/Benson to seat Councilor DeWall and Mayor Ward on the Public Safety Committee.

M/S/P: Benson/DeWall to seat Councilor Johnson on the Parks & Recreation Committee.

M/S/P: Rohweder/DeWall to seat Councilor Benson on the Tourism Committee.

M/S/P: Ward/Johnson to seat Councilor DeWall on the Street Committee.

M/S/P: Johnson/Rohweder to seat Councilor Benson to the Cable TV Commission.

M/S/P: Ward/Johnson to seat Councilor Benson and Mayor Ward on the Personnel Committee.

M/S/P: Rohweder/DeWall to seat Mayor Ward on the Emergency Management Committee.

M/S/P: DeWall/Ward to seat Councilor Johnson on the Golf Advisory Committee.

M/S/P Rohweder/DeWall to seat Mayor Ward on the Public Charitable Trust Fund Board.

M/S/P: Johnson/DeWall to seat Mayor Ward and Councilor Benson as an alternate to the MIC Representative.

M/S/P: Rohweder/Benson to seat Councilor Johnson and Councilor DeWall to the negotiation committee.

M/S/P: Benson/Johnson to appoint Councilor DeWall as Acting Mayor.

Legislative Agenda:

Councilor Benson provides the council with information pertaining to possible legislative action items. Benson states there is additional information pertaining to public safety with the inclusion, retainment, or addition of police officers and local government aid. Benson states the legislative action begins on January 3rd, also adding the importance of participation. Benson also adds with 2023 not being a bonding year if the consideration of adding or changing sales or food and beverage tax. Benson adds additional topics for discussion and summary of current or possible items to be included within the upcoming legislative session.

M/S/P: Ward/Rohweder to direct Administrator Rich and Councilor Benson to bring the discussed legislative items forward.

Administrator Rich states this is a new program and a one-time opportunity to fund cities up to \$5,000.00 to seek grant opportunities as they pertain to community development. Administrator Rich is looking for the priority and direction council would like to take pertaining to different development options within Proctor.

M/S/P: Benson/Rohweder to approve resolution 47-22 as submitted.

PUC Roundup Program

The roundup program has been designated to the Playground for EveryBody, with the conclusion of the playground project, Administrator Rich is requesting an additional direction for the funds of the program. Councilor Rohweder suggests utilizing the roundup funds for the recently proposed pickleball court project. Councilor DeWall suggests utilizing the funds for the blacktop park on 3rd St. Discussion follows with the suggestion of Attorney Bray to designate funds for recreational purposes in town.

M/S/P: Rohweder/DeWall to continue the PUC Roundup Program, designating the funds to the development of the pickleball court project.

M/S/P: Rohweder/Johnson to accept the SEH Supplemental Agreement as presented.

MEMBER CONCERNS

enson: None

DeWall: Requests 2023 budget information with Administrator Rich stating a separate budget meeting will be scheduled. Wishes a safe holiday to all,

Johnson: Extends appreciation and gratitude to City Staff and Street Department for efforts and work during the storm. Holiday wishes to all.

Rohweder: Extends holiday wishes.

Mayor Ward: Mayor for a Day essays are currently being reviewed with the selected winner to attend the first meeting on January 3rd, 2023. Police, fire, and office staff work and effort during winter storm.

Attorney Bray: Holiday wishes extended to all

Administrator Rich: None

BILLS FOR APPROVAL

General: \$135,119.77

Liquor: \$151,801.17

TOTAL BILLS FOR APPROVAL: \$286,920.94

M/S/P: Rohweder/DeWall to approve the bills with the addition of a \$37,500.00 payment from PEDDA to PUC for debt reduction on principle as submitted.

M/S/P: DeWall/Johnson to adjourn the regular council meeting at 7:24 pm.

Chad Ward
Mayor

Jess Rich
City Administrator