

MINUTES OF THE PROCTOR CITY COUNCIL MEETING JANUARY 17th, 2023

Meeting was streamed live on the Trac 7 YouTube channel

Mayor Ward called the meeting to order at 6:08 pm.

Pledge of Allegiance

Mayor Ward presents the Mayor for a Day Award to Henry Carter. Henry's essay including the need for the improvement and addition of sidewalks within the City of Proctor to promote neighborhood activities.

PRESENT: Mayor Ward, Councilor Troy DeWall, Councilor Jake Benson, Councilor Rory Johnson, Councilor Jim Rohweder

OTHERS PRESENT: City Administrator Rich, Administrative Assistant Megan Jordan, Sean Reed, Kent Gaidis, Ted Kiefat, Henry Carter, and his parents.

M/S/P: Rohweder/Johnson to approve the budget working session minutes from Tuesday, January 3rd, 2023.

M/S/P: Johnson/DeWall to approve the agenda for January 17th, adding the following item:

6H: Sales Tax

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

M/S/P: Ward/Benson to approve the consent agenda for Tuesday, January 17th, 2023.

4. Clerk Advises Council, Administrator Rich:

A. Joint meeting with the Police Civil Service Commission will be held prior to the February 6th council meeting at 5:00 pm.

B. City of Proctor Workers Comp Audit Statement

The annual workers comp audit has been completed, noting a refund will be received. This refund indicates progress toward the deficit spending for 2022 as noted by Finance Director Brunfelt.

C. Smart Salting for Leaders Workshop

Administrator Rich encourages participation in this free online event, which includes pertinent information related to our MS4 permitting education opportunities.

D. Essentia Health: Orange Places Project Information

This is a newly implemented initiative sponsored by Essentia Health. Administrator Rich has submitted three potential projects as indicated in the parks and comprehensive plan for the City of Proctor: Tranquility Park improvements, the blacktop park, and a project proposal received for a dog park.

E. LBAE Tentatively Scheduled: May 16th from 10:00-11:00 am.

Council members confirm attendance, meeting quorum requirements.

F. 2nd St Bonding Process

Administrator Rich is requesting direction from council as to how they would like to proceed with bonding requirements for the 2nd St project. Administrator Rich presents the two options as presented in the meeting packet. Discussion follows among council members regarding the options presented, with Councilor DeWall asking about existing bonds that could be refinanced to shop for the best rate using Baker Tilly for financial advisement services.

Administrator Rich will follow-up with council regarding proposed options.

6. NEW BUSINESS

M/S/P: Rohweder/Johnson to approve resolution 02-23 as submitted, noting Chief Gaidis will submit the squad for public auction.

M/S/P: Johnson/Benson to approve the recommendation from PEDA and appoint Trish Jauhola to the open commission seat.

2023 Designations:

M/S/P: Rohweder/Johnson (roll call vote: Rohweder Y, DeWall Y, Johnson Y, Benson abstains, Ward Y) to designate the Proctor Journal as the official city newspaper.

M/S/P: Ward/DeWall to approve the depository of city funds as submitted.

M/S/P: Ward/Rohweder to approve Jess Rich as the Compliance Officer.

M/S/Rescinded to approve Jess Rich as the Compliance Officer.

M/S/P: Ward/DeWall to name Administrator Rich as the responsible authority for data requests, the Compliance Officer, and the Designee of Records.

M/S/P: Rohweder/Benson to designate Sean Reed as the prosecuting attorney.

M/S/P: Ward/Johnson to designate John Bray as the city attorney.

M/S/P: Ward/Rohweder to designate Jim Rich as the building official.

M/S/P: Benson/DeWall to designate Jay Boysen as the building and plumbing inspector.

M/S/P: Benson/Ward to set regular city council meetings on the first and third Mondays of each month, except when the meeting falls on a holiday, in which case the meeting will be held on Tuesdays, and the meeting shall start at 6:00 pm.

M/S/P: Johnson/Rohweder to approve pay application #5 for the sand/salt shed in the amount of \$26,925.00.

M/S/P: Ward/Benson to approve resolution 03-23 as submitted.

M/S/P: Johnson/Ward to approve the non-affiliated clerk pay scale for the liquor store as submitted.

Councilor Benson gave a summary of the submission of the process for the implantation of an increased sales tax with the profits/proceeds used toward the Munger Trail spur project. Councilor Benson indicates the formally submitted resolution with updated numbers can be submitted. The deadline of January 31st is the designated deadline for submission.

M/S/P: Benson/Ward to direct Administrator Rich to submit a sales tax resolution by the January 31st, 2023 deadline.

M/S/P: Johnson/Benson to name Lowell Harnell to the Planning & Zoning Commission.

M/S/P: Rohweder/DeWall to suspend the regular city council meeting at 6:45 pm and open a closed session pursuant to §13D.06 Subd. 1(b) for labor negotiations.

M/S/P: DeWall/Johnson to resume the regular city council meeting at 7:30 pm.

MEMBER CONCERNS

Benson: None

Johnson: None

DeWall:

Rohweder: None

Mayor Ward: Men of ACT are holding a bingo event at St. Rose Church on Thursday, Jan 19th.
Doors open at 6:00 pm, bingo starts at 7:00 pm. Joint Police Civil Service meeting on Feb 6th prior
to the council meeting.

Administrator Rich: None

Attorney Reed: None

BILLS FOR APPROVAL: \$143,129.52

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

M/S/P: DeWall/Ward to adjourn the regular council meeting at 7:35 pm.

Chad Ward
Mayor

Jess Rich
City Administrator