

MINUTES OF THE PROCTOR CITY COUNCIL MEETING JULY 17TH, 2023

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 Rory Johnson, Councilor Benson

MEMBERS ABSENT: Councilor Rohweder

OTHERS PRESENT: Attorney John Bray, City Administrator Jess Rich, Administrative Assistant Megan Jordan, John Marshall, Finance Director Leslie Brunfelt, Michelle Svoboda, CGMC representative Erik Simonson

M/S/P: Johnson/Ward to approve the minutes from Monday, July 3rd, 2023.

M/S/P: Benson/Ward to approve the agenda for Monday, July 17th, 2023, with the addition of item 6F: Bike Surplus.

Councilor DeWall requests to add item 7A: Attorney-Client Privilege and Pending Litigation with confirmation from Attorney Brey.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

John Marshall – on behalf of the VFW Post 137

Marshall, a military retiree, and disabled veteran is present to extend gratitude and appreciation to the council for their support of the veteran's community. Mr. Marshall is appreciative of the welcome into the community and the support veterans in our area have received from the City of Proctor. Proctor has been proclaimed as a Purple Heart Community, with this proclamation presented to Mr. Marshall on behalf of the city.

M/S/P: Johnson/DeWall to approve the consent agenda for Monday, July 17th, 2023, pulling item 5A for discussion.

4. Clerk Advises Council

A. Minnesota Coalition of Small Cities Legislative Update – Erik Simonson, Senior Lobbyist

Mr. Simonson presents a summary after the conclusion of the legislative session. This update and visit is provided to member cities to allow for an opportunity deliver the priority items delivered within the bonding bill. Simonson states priority was given to the lead line replacement project, setting aside state funds appropriated for the replacement of lead water line. LGA was also given top priority, a summary of this process and formula is delivered as it pertains to the funds the city will receive.

B. Bond Sale Final Official Statement – Finance Director Leslie Brunfelt

Brunfelt provides the council with an update and results of the bond sale for the 2nd St project. She states the bid was awarded to the Robert W. Baird company with a satisfactory rate of 3.71, noting the city's increased rating from A1 to AA3 attributed to this rate. Additional proceeds of \$183,000 were included in this sale.

C. 2nd St Project Update

Blasting will begin this week as the operation starts and continues throughout the week. The project is on schedule and well received with the public. Administrator Rich states the contractor has been responsive both to residents and city staff regarding requests, comments, and complaints.

D. Sand/Salt Garage Project Update

Lumen has moved the fiberoptic line with construction work now able to continue. The contractor does not anticipate any delays in meeting project deadlines. A Kirkus St detour is anticipated to be a one-day closure with Westgate Blvd selected as the alternate route during the sewer installation.

E. Playground for EveryBODY Project Update

Administrator Rich is working in collaboration with the DNR grant representative to get the project finalized.

F. Orange Places Project Update

The committee received public input and will be completing some short-term updates. Essentia health will be funding weed removal, new pavement, painting of lines, and installing benches. The public was very involved in the configuration of the space, additional phases added to accommodate other improvements. At this time, a definite timeline for completion has not been determined.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

Councilor DeWall has requested a follow-up on the progress at 6th/1st with the city receiving multiple complaints of consistent blight infringements at this address. Chief Gaidis provides an update indicating the current state of the property. Mayor Ward suggests forming a committee to create and the implementation of a policy the city can utilize to address major blight infringements to enforce within the city.

The council discusses which members to include on the committee with the suggestion of adding a member from the Planning & Zoning Commission, Attorney Bray, Administrator Rich, Chief Gaidis, Councilor DeWall, and Mayor Ward. It is noted to add a street department employee as well.

M/S/P: Ward/DeWall to create a Proctor Blight Policy Committee to include two councilors, Attorney Bray, Administrator Rich, Chief Gaidis, a street department employee, and a member of the Planning & Zoning Commission. Mayor Ward states the possibility combining the P&Z commissioner and the street department employee.

M/S/P: Ward/Benson to seat Councilor DeWall and Mayor Ward to the Proctor Blight Policy Committee.

6. NEW BUSINESS

M/S/P: 2022 Financial Statement – WIPFLI

Michelle Svoboda on behalf of WIPFLI presents the 2022 audit findings.

M/S/P: Johnson/Benson to accept the 2022 financial statement as presented by WIPFLI.

M/S/P: Ward/Johnson to accept Resolution 30-23: 4M Fund Fixed Rate Program as submitted.

M/S/P: Johnson/Benson to accept the records management Laserfiche contract with CDI in the amount of \$22,212.00 as submitted.

M/S/P: Johnson/Benson to approve Resolution 31-23: Designating Surplus Equipment at Mountain Spirits Liquor Store as presented.

Performance Measurement Program Survey – Councilor Benson

Councilor Benson delivers summary on the timeline and use of citizen surveys in the past. He suggests utilizing this tool in 2024, stating the surveys are typically delivered in April for a presentation in June. Mayor Ward suggests city staff and council members brainstorm questions to include in the survey to be brought back to council. Councilor DeWall suggests utilizing the billing inserts for delivery of information.

M/S/P: DeWall/Ward to approve the performance measurement program survey as submitted.

M/S/P: Ward/Johnson to approve resolution 32-23 declaring bike surplus equipment as submitted.

Chief Gaidis states the bikes will be added to MN bid for auction. Discussion follows with other outlets for donations and suggestions, no action taken at this time.

7A: CLOSED MEETING PURSUANT to §13D.06 Subd. 1(b) for Attorney Client Privilege

M/S/P: DeWall/Johnson to suspend the regular council meeting at 7:36 pm and open a closed session for attorney client privilege and pending/threatened litigation.

M/S/P: DeWall/Johnson to reconvene the regular council meeting at 7:46 pm.

MEMBER CONCERNS

Benson: In audible in entirety – provides a history of the static display of Proctor’s jet. \$830,000 was received by the City of Hermantown in 2017 for the Munger Trail Spur. Hermantown will be seeking additional funding for their portion of the trail.

DeWall: In audible in entirety – discussion on Public Safety Golf Scramble. Administrator Rich states it has been postponed until the fall.

Johnson: In audible in entirety – Men of ACT community picnic on July 27th at 4:30 at St. Rose Church

Rohweder: Absent

Mayor Ward: In audible in entirety - Proctor Night at Wade Stadium on July 21st, 2023, County Commissioner meeting on July 25th at 8:30 am at City Hall

Attorney Bray: None

Administrator Rich:

BILLS FOR APPROVAL:

General: \$88,499.81

Liquor: \$28,064.91

TOTAL BILLS FOR APPROVAL: \$116,564.72

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

M/S/P: DeWall/Johnson to adjourn the regular council meeting at 7:55 pm.