

MINUTES OF THE PROCTOR CITY COUNCIL MEETING OCTOBER 16TH, 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, Councilor Rohweder

OTHERS PRESENT: Attorney John Bray, City Administrator Jess Rich, Administrative Assistant Megan Jordan, Police Chief Kent Gaidis, Jim Schwarzbauer

M/S/P: Rohweder/Johnson to approve the minutes from Monday, October 2nd, 2023

M/S/P: Benson/Rohweder to approve the agenda for Monday, October 2nd, 2023, moving item 6D to 6A.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None

M/S/P: Johnson/Ward to approve the consent agenda for Monday, October 16, 2023, pulling item *1B for discussion.

Councilor Benson extends gratitude to Finance Director Brunfelt for the submittal of the report, Benson also reports the estimate \$76,673 with a \$6700 dividend

M/S/P: Rohweder/Ward to accept the third quarter financial report.

4. Clerk Advises Council

A. 2nd St Update

Weather delays, bituminous availability, awaiting contact from the contractor. Benson questions if blasting had occurred a couple of weeks ago with Administrator Rich confirming it wasn't blasting, but another form of busting up rock.

B. Blight Update

223 6th Ave camper fire: awaiting test results, contact with property owner, hopeful of grass cutting and burnt camper removal.

C. Kingsbury Creek CN Grant

City of proctor submitted a grant application to their annual program: America in Bloom. This grant will hopefully provide a portion of the city's match towards the Kingsbury Creek grant award. Results of the grant will be provided towards the end of December.

D. McHero Night

10/17/2023 at the Proctor McDonalds with 20% of the sales to be donated to the PFD.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

6. NEW BUSINESS

D. Proctor Area Historical Society Funding Request

Jim Schwarzbauer is present on behalf of the Proctor Area Historical Society with a funding request, this request will fill in the gap for general operating expenses. Schwarzbauer states the

facility has recently become ADA compliant and reflects the largest expense the museum has faced in the last couple of years. PAHS is requesting \$4000.00 to cover the gap as revenues have decreased and expenses have increased. Discussion follows including storage expenses and annual fundraising strategies. Mayor Ward suggests discussing the funding approval at the next budget working session meeting along with the city obtaining ownership of the building for insurance coverage reasons. Mayor Ward states the funding request will be discussed at the next budget meeting, no action taken.

A. Ordinance 01-23 Cannabis Use in Public: First Reading

B. Data Practices Policy Amendment

M/S/P: Ward/Rohweder to approve the amendment to the data practices policy as submitted.

C. Resolution 37-23: Adopt Electronic Files as Permanent Retention Record

M/S/P: Benson/Johnson to approve Resolution 37-23: Adopt Electronic Files as Permanent Retention Record as submitted.

E. Resignation

M/S/P: Ward/Rohweder to accept the employee resignation from Kari Putikka as the Police Records Secretary as submitted.

Motion and seconded both rescinded by Ward/Rohweder.

M/S/P: DeWall/Rohweder to accept the resignation of employment from Kari Putikka as the Police Department Police Records manager, approve payment of any accrued time per contractual agreement, with the exception of paid sick leave as submitted.

F. PEDAs Re-Zoning Recommendation

M/S/P: Ward/Johnson to recommend to the Planning & Zoning Commission a re-zoning request from council to re-zone the 30+ acres owned by the City of Proctor on the north side of Kirkus from R-1 to R-2 along with the property owned by PEDAs on the south side of Kirkus from R-3 and S to C-1 as submitted.

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

M/S/P: Rohweder/DeWall to suspend the regular council meeting at 6:49 pm and open a closed session for attorney client privilege.

M/S/P: Rohweder/DeWall to reconvene the regular council meeting at 7:08 pm.

MEMBER CONCERNS

Benson: None

DeWall: None

Johnson: Extends gratitude to the Proctor Police and Fire Departments for attending Fall Fest.

Rohweder: None

Mayor Ward: McHero Night – benefitting Proctor Fire Department at McDonalds on 10/17/2023 from 4:00-7:00. City’s Trunk or Treat event on Halloween sponsored by the Proctor Police Department, set up at intersections. Daylight savings time on November 5th, 2023.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL:

General: \$46,928.92

Liquor: \$39,344.74

TOTAL BILLS FOR APPROVAL: \$86,273.66

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

M/S/P: DeWall/Ward to adjourn the regular council meeting at 7:15 pm.