

MINUTES OF THE PROCTOR CITY COUNCIL MEETING DECEMBER 4th, 2023

Meeting was streamed live on the Trac 7 YouTube channel.

Mayor Ward called the meeting to order at 6:04 pm.

Pledge of Allegiance

PRESENT: Mayor Chad Ward, Councilor Troy DeWall, Councilor Rory Johnson, Councilor Jake Benson, Councilor Jim Rohweder, Jim Schwarzbauer, Natasha Garner

OTHERS PRESENT: Administrator Rich, Attorney John Bray, Administrative Assistant Megan Jordan, Police Chief Kent Gaidis, Phil Larson, Finance Director Leslie Brunfelt, Natasha Garner, Jim Schwarzbauer, Phil Larson

M/S/P: Rohweder/Benson to suspend the regular meeting and open the public hearing for the 2024 Truth and Taxation presentation portion of the meeting at 6:05 pm.

M/S/P: Johnson/Ward to close the public hearing and resume the regular council meeting at 6:15 pm.

M/S/P: Rohweder/DeWall to approve the city council minutes from Monday, November 20th, 2023

M/S/P: Ward/Johnson to approve the budget working session minutes from November 20th, 2023.

M/S/P: Benson/Rohweder to approve the joint City Council and Police Civil Service Commission Meeting minutes from November 28th, 2023.

M/S/P: Johnson/DeWall to approve the agenda for Monday, December 4th, 2023, adding item 7C: Economic Development.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Natasha Garner, 220 6th Ave, Apt #4

Garner states she has recently moved into Proctor in March of 2023, currently renting an apartment from a private landlord, and was unaware of any winter parking restrictions at that time. Garner addresses the council regarding the current winter parking restrictions, the restrictions it places on renters along with minimal parking options for renters in the neighborhood.

M/S/P: Ward/Johnson to approve the consent agenda for Monday, December 4th, 2023.

4. Clerk Advises Council

A. 2nd St Update

A winter punch list for spring completion has been generated, with the project closeout date to follow in the spring of 2024. Street lighting is at least three months out, with the anticipation this will also be installed/completed in the spring. Administrator Rich notes this was a known delay prior to the project start date.

B. Playground for EveryBody Grant Extension

Submitted grant amendments and extensions have been granted by the MN DNR, noting the completion items of sod, fencing, and paving will be completed in the spring of 2024.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

6. NEW BUSINESS

A. 2024 Levy Approval

M/S/P: Rohweder/Ward to approve the 5.5% increase for the 2024 levy.

B. PAHS Donation Request

Jim Schwarzbauer is in attendance on behalf of the museum with an update on the pervious donation request. Schwarzbauer states a portion of the operating expenses has been received through donations noting the amount of \$12,000 in reserves. Mayor Ward states the donation request has been discussed at the budget meeting working session, with council still discussing to approve or deny the request.

C. Employee Resignation – J. Carter

M/S/P: Ward/Benson to accept the resignation as submitted from Officer Carter from the Proctor Police Department. Mayor Ward extends gratitude and appreciation to Office Carter for his service to the City of Proctor.

D. Proctor Fire Department – Employee Terminations

M/S/P: Rohweder/DeWall to approve the employee terminations of B. Willms and C. Solem from the Proctor Fire Department as submitted.

E. Commence Injunction – 102 6th St

M/S: Ward/Rohweder to commence the injunction on the property at 102 6th St for continued blight and nuisance items. Attorney Bray states this recommendation comes from numerous issuances of blight infringements the last several years. Discussion follows including associated costs, enforcement of blight and city code, and the total cost of filing. It is noted the injunction is filed against the property owner and not the tenant. Mayor Ward requests to view complaint prior to filing for council review at the meeting on December 18th, 2023. Damage to city property is also a consideration of including within the complaint, as this is not currently included within the proposed draft. It is noted both the ally and the street are blocked by blighted items, in the event of a snowfall, snow plow operations would be hindered.

M/S: Ward/Rohweder rescinded pending review of formal complaint and contact with the property owner. No action taken, with the request to be placed under unfinished business.

F. 2024 Liquor License Approvals

M/S/P: Johnson/Rohweder to approve the 2024 liquor license renewals for the Powerhouse, Blackwoods, Legends Dart Bar, Proctor Moose Lodge, and VFW Post 137.

M/S/P: Rohweder/Johnson to approve the liquor license application for the Keyboard Lounge at 304 3rd Ave.

M/S/P: Rohweder/DeWall to suspend the regular council meeting and open a closed session PURSUANT to §13D.06 Subd. 1(b) for attorney client privilege, labor negotiations, and economic development at 6:50 pm.

M/S/P: Rohweder/DeWall to reconvene the regular council meeting at 7:43 pm.

6G. M/S/P: Johnson/Benson to accept the tentative agreement with the city administrator with the recommended changes as discussed.

6H. M/S/P: Rohweder/DeWall to accept the tentative agreement with the police chief with the recommended changes as discussed.

MEMBER CONCERNS

Benson: The VFW will hold a dedication of their new building December 7th, 2023 at 12:30 pm.

DeWall: None

Johnson: Sends anniversary wishes to his wife of 47 years.

Rohweder: Extends gratitude and congratulations to Finance Director Brunfelt for a great presentation on the 2024 Truth and Taxation, extends gratitude to the Habermanns for their time decorating the tree up at the golf course, appreciated the joint meeting with police department staff, council, and the civil service commission. Supports change in policy at the administrative level regarding dress code and requests additional discussion for recruitment and retention.

Mayor Ward: Suggests the implementation of pre-agenda meetings and would like council to discuss this in further detail.

Attorney Bray: None

Administrator Rich: Requests an item change to the agenda from clerk advises council to staff advises council. Administrator Rich states she would like to research this further in city code, with noted changes to the meeting at the first of the year.

Chief Gaidis: None

BILLS FOR APPROVAL:

General: \$119,491.45

Liquor: \$21,952.05

TOTAL BILLS FOR APPROVAL: \$141,443.50

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

M/S/P: DeWall/Rohweder to adjourn the regular council meeting at 7:54 pm.