

MINUTES OF THE PROCTOR CITY COUNCIL MEETING DECEMBER 18<sup>th</sup>, 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 Chad Ward, Councilor Troy DeWall, Councilor Rory Johnson, Councilor Jake Benson

MEMBERS ABSENT: Councilor Jim Rohweder

OTHERS PRESENT: Administrator Rich, Attorney John Bray, Administrative Assistant Megan Jordan, Police Chief Kent Gaidis, Sergeant Riebel, Derek Pederson, Ted Kiefat

M/S/P: Johnson/Ward to approve the city council minutes from Monday, December 4<sup>th</sup>, 2023.

M/S/P: Ward/DeWall to approve the agenda for Monday, December 18<sup>th</sup>, 2023, adding item 6H: PUC Commissioner Appointment Economic Development.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

M/S/P: Ward/Johnson to approve the consent agenda for Monday, December 18<sup>th</sup>, 2023, pulling items \*1A and \*3A for discussion.

\*1A: Council Benson distributed additional information reflecting the dividend amount, provides the council with additional dividends received by the city. Benson states the LMNCIT has distributed dividends from the trust fund annually since 1987, as a member of the committee, Benson presents the option of receiving annual dividends or receive the discount in the form of lower premiums amounts. Benson is not asking for action currently, but requests council members to review the available options.

M/S/P: Johnson/DeWall to accept the LMNCIT dividend report.

\*3A: Councilor Benson asks if the Kingsbury Creek Restoration meeting has been scheduled with Administrator Rich confirming it is scheduled for December 19<sup>th</sup>, 2023. Benson also asks for clarification of grant dollars and recipients with Administrator Rich stating grants have been awarded to the conservation district and not directly to the City of Proctor. Administrator Rich states \$300,000 has been awarded from the Great Lakes Commission, \$355,000 (pending) from the State of Minnesota, and \$200,000 (pending) from US Fish & Wildlife.

M/S/P: Ward/DeWall to accept the SEH meeting minutes of December 13<sup>th</sup>, 2023.

**4. Clerk Advises Council**

Administrator Rich states financials, yearend budgets, and transfers have begun along with city staff attending election training. Staff is currently getting ready for the presidential primary elections in March.

**5. UNFINISHED BUSINESS**

A. City of Proctor Blight Policy

## **6. NEW BUSINESS**

### A. WIPFLI

M/S/P: Benson/Johnson to accept the engagement letter from WIPFLI for 2023 audit services in the amount of \$28,000 as submitted. It is noted the previous year audit services were performed for \$27,400.

### B. ESSL Safe and Sick Leave

Administrator Rich provides the council with a summary of the new law going into effect as of January 1<sup>st</sup>, 2024. On-call fire fighters and elected officials are exempt from this law, however part-time employees are now considered and included for minimum rate accrued time is six hours per month. Administrator Rich states all contracts exceed this accrual rate, however, additional employees will now accrue ESST time. These changes have been included within the personnel policy included in the meeting packet.

M/S/P: Johnson/Benson to approve the proposed changes to the personnel policy to include time accrual for ESST as submitted.

M/S/P: Ward/Benson to approve resolution 41-23: Amending the City of Proctor Sick Policy to the City of Proctor Earned Sick and Safe Leave Policy as submitted.

M/S/P: DeWall/Johnson to approve resolution 42-23: Approving a Lawful Gambling Premises Permit as submitted.

M/S/P: Johnson/Benson to approve resolution 43-23: Issuance of State of MN Charitable Gambling Permit as submitted.

M/S/P: Ward/DeWall to approve the MOU as submitted by LELS, temporarily lifting the vacation accrual maximum until June 1<sup>st</sup>, 2024 and paying out officers in excess of vacation accrual at their regular base rate for each hour over the maximum accrual. After discussion among the council, council would like to change the date to December 31, 2023.

M/S: Ward/DeWall to rescind original motion and second.

M/S/P: Ward/DeWall to approve the MOU on behalf of LELS with the reflected changes, "NOW, THEREFORE, the City and the Union agree to:

1. Temporarily lift the vacation accrual maximum until ~~June 1, 2024~~ until December 31, 2023.
2. Those Officers in excess of the vacation accrual amount will be paid at their regular base rate for each hour over the maximum accrual. Discussion follows regarding the clarification of the payout, timeline, and rates of pay.

The council agrees with the recommendation to review vacation accrual among police officers and staffing in the spring of 2024.

M/S/P: Johnson/Benson to approve the end of year fund transfers as submitted from Finance Director Brunfelt.

M/S/P: DeWall/Johnson to accept the recommendation from PUC to appoint Derek Pederson to the open seat on the Proctor Public Utilities Commission.

Councilor DeWall states an interview was completed at the last PUC meeting with Pederson in attendance to answer any questions. Mayor Ward extends a welcome to Pederson and extends gratitude for serving within the city and the utility commission.

M/S/P: Ward/DeWall to close the regular council meeting at 6:41 pm and open a closed session at 6:42 pm.

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

M/S/P: Benson/DeWall to direct Attorney Bray to take action as discussed during the closed session.

#### MEMBER CONCERNS

Benson: Attended the VFW opening and dedication, acknowledges Deputy Mayor DeWall and the nice job he did, extends gratitude to VFW members for acknowledging city staff and commission members for their assistance. Attended the MIC-TAC council meeting, with \$51 million dollars in projects discussed, noting a \$41 million project for the City of Rice Lake. Benson suggests passing a resolution and/or letter of support from the City of Proctor as the City of Rice Lake seeks funding for this project. Extends holiday wishes to all.

DeWall: Extends gratitude to the VFW for a well-attended event and dedication of the new building. Extends holiday and new year wishes to all.

Johnson: Attending a CDBG meeting in Duluth to review grant proposals. Extends Christmas, Hanukkah, and New Year wishes to all.

Rohweder:

Mayor Ward: Extends gratitude to Deputy Mayor DeWall in his absence at the VFW dedication. Extends gratitude to Councilor Benson for attending the MIC-TAC meeting in his absence, reminder of the next council meeting on Tuesday, January 2<sup>nd</sup>, 2024, at 6:00 pm. Extends a congratulations to Chief Gaidis and Sergeant Riebel for receiving the Patriots Award, and wishes a Merry Christmas, Happy Hanukkah, and Happy New Year to all.

Attorney Bray: Merry Christmas, Happy Hanukkah, and Happy New Year.

Administrator Rich: Extends holiday wishes to all.

Chief Gaidis:

#### **BILLS FOR APPROVAL:**

General: \$154,289.99

Liquor: \$43,806.69

**TOTAL BILLS FOR APPROVAL: \$198,096.68**

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

M/S/P: DeWall/Ward to adjourn the regular council meeting at 7:22 pm.