

MINUTES OF THE PROCTOR CITY COUNCIL MEETING JANUARY 16, 2024

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, Councilor Jim Rohweder

OTHERS PRESENT: Administrator Rich, Attorney John Bray, Administrative Assistant Megan Jordan, Chief Gaidis, Chief Helquist, Sergeant Riebel, Russell Habermann, Phil Larson, Chris Bryant

M/S/P: Rohweder/Johnson to approve the City Council minutes from Tuesday, January 4th, 2024 with the following corrections: adding Councilor DeWall under Member Concerns and Mayor Ward has been duplicated.

M/S/P: Ward/Benson to approve the agenda for Tuesday, January 16th, 2024, adding the following item:

7B: Attorney Client Privilege

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Phil Larson: In attendance at the meeting to address blight concerns at 102 6th St, listing several items in non-compliance. Notes sidewalk infringements, no violations, no tickets for winter parking violations. Attorney Bray states an injunction has been served to the property owner previously discussed.

M/S/P: Johnson/Rohweder to approve the consent agenda for Tuesday, January 16th, 2024 with Councilor Benson asking if any updates are ready for item 5A with Mayor Ward confirming an additional meeting has not been scheduled.

4. Clerk Advises Council

A. 2024 Committee and Commission Appointments

Administrator Rich states applications have been received for the open positions, with recommendations to come to council at a later meeting.

B. MN Department of Health Food Shelf Grant Request

City of Proctor was not an awarded recipient, with Administrator Rich adding additional food shelf improvements have been discussed with food shelf volunteers.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

6. NEW BUSINESS

A. Annual Report: Proctor Police Department

M/S/P: Ward/Johnson to approve the 2023 annual report as submitted.

B. Resolution 02-24: Rice Lake Rd Corridor Project Support

M/S/P: Benson/Rohweder to approve Resolution 02-24: Rice Lake Rd Corridor Project Support and accompanying letter as submitted.

C. Resolution 03-24: Purchase of Pursuit Vehicle

M/S/P: Ward/Rohweder to approve Resolution 03-24: Purchase of Pursuit Vehicle as submitted. Discussion: 2024 budgeted funds totaling \$65,000 with the estimate of the buildout equaling approximately \$67,250. Chief Gaidis states EATI is a preliminary bid noting there can be some additional specifics to be removed from the quote to keep within the budgeted amount. With the impending deadline for ordering the vehicle, Chief Gaidis stresses the importance of getting in before the January 24th, 2024 deadline. This vehicle will replace one of the chargers out of service in 2023. Additional discussion follows, noting to increase annual transfer amounts to the Public Safety Fund.

M/S/P: DeWall/Johnson to approve the transfer of sale proceeds from squad vehicles to the Public Safety Fund for the police department.

D. Resolution 04-24: Approving 3rd St Park Final Plan

M/S/P: Rohweder/Johnson to approve Option #2 for the 3rd St Park design. Councilor Benson brings forward a citizen's observation of adding a bike rack, parking modifications, green space maintenance, pet waste responsibilities, and to leave the park "as-is". Councilor DeWall offers additional suggestions for additional parking spots within the design concept.

Administrator Rich states the design concept has been given to SEH, who has also noted this project would be an LCCMR grant opportunity. Russell Habermann notes design concepts can be modified as needed or necessary. Mayor Ward extends appreciation and gratitude to Russell Habermann and the committee for their efforts in the completion of this phase of the project. Councilor Johnson adds designated handicap parking spots have been included, with gratitude extended to Essentia Health for project correlation and partnership.

E. Resolution 05-24: Fire Department Officer Appointments

M/S/P: Johnson/Benson to approve Resolution 05-24 Proctor Fire Department Officers as submitted.

F. Resolution 06-24: Fire Department Vehicle Purchase

M/S/P: Benson/Rohweder to approve resolution 06-24: Fire Department Vehicle Purchase in the amount of \$518,000.00 as submitted.

Councilor DeWall states this vehicle will replace Engine #2, as Engine #1 is inoperable and requires costly repairs. Engine #2 will be maintained and operable for another 8-10 years, noting another vehicle would need to be purchased at that time. Discussion follows to include vehicle rotation purchases, pumper maintenance, trade-in values, increased call volume, and equipment needs. Chief Helquist provides the council with additional information about purchasing a stock option vehicle, ordering deadlines, price increases, noting the purchase price is \$518,000.00. Further discussion follows to include other equipment needs and purchases for other departments in the city.

Mayor Ward adds the importance of planning for equipment purchases, with Councilor DeWall suggesting an equipment bond purchase combined with grader and loader. The council requests a finance summary and payment proposal, also requests Finance Director Brunfelt to prepare bond and purchasing options prior to the second council meeting in February.

Chief Helquist summarizes the 2023 call volume report, noting the total of 537 calls, including 23 missed medical calls.

M/S/P: Rohweder/DeWall to suspend the regular council meeting and open a closed session pursuant to §13D.06 Subd. 1(b) for labor negotiations and attorney client privilege at 7:01 pm.

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

- A. Employee Contract Negotiation
- B. Attorney Client Privilege

M/S/P: Ward/Rohweder to resume the regular council meeting at 8:16 pm.

MEMBER CONCERNS

Rohweder: Requests a discussion regarding any necessary changes regarding the winter parking ordinance.

Johnson: None

Benson: None

DeWall: None

Ward: None

Attorney Bray: None

Administrator Rich: None

Chief Gaidis: None

General: \$101,456.02

Liquor: \$40,893.28

TOTAL BILLS FOR APPROVAL: \$142,349.30

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

M/S/P: DeWall/Ward to adjourn the regular council meeting at 8:24 pm.