

MINUTES OF THE PROCTOR CITY COUNCIL MEETING FEBRUARY 5th, 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, Chief Gaidis, Chief Helquist, and Mayor Roger Reinert

M/S/P: Rohweder/Johnson to approve the City Council minutes from Tuesday, January 16th, 2024.

M/S/P: Ward/Benson to approve the agenda for Monday, February 5th, 2024.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

The Mayor of Duluth, Roger Reinert is in attendance to welcome as a neighbor, outlining both goals for the City of Duluth and the region, and appreciative of the mutual service agreements. Mayor Reinert is excited to become a newly elected official in the neighborhood and is looking forward to working collaboratively with the City of Proctor over the length of his term.

M/S/P: Rohweder/Ward to approve the consent agenda for Tuesday, January 16th, 2024.

4. Clerk Advises Council

A. Agenda Memo

Administrator Rich has updated the process for adding items to the agenda packet. The new memo format may be updated occasionally, with the intent to provide additional information/background/action requested for agenda items. Rich states she is hopeful the memo format will provide the council with precise information with action items.

B. Mixed Use Zoning Update

Administrator Rich provides an update based on the proposal submitted to the Planning & Zoning Commission received, adding the consideration for the addition of a mixed-use zoning district is still in process with the commission reviewing additional options.

C. Pickleball Facility Update

Quotes have been received for engineering services and are currently under review. Administrator Rich states the project is still progressing and will continue this spring.

D. Police Retention Updates

Chief Gaidis and Sergeant Riebel have been reviewing and updating current policies to aid in officer retention. Language regarding tattoos has been updated, with an additional policy pertaining to taking home squads will follow. Administrator Rich informs council the take home squad policy will be delivered to council via email, with the reminder policies are not adopted by council and are approved by the Police Civil Service Commission. She adds council's input on the language and policy will be requested for consideration by both the PD and the commission.

E. 2024 Committees/Commissions Updates

Planning & Zoning Commission recommendation has been delayed, commission appointments have remained status quo until March after the commission can review and interview the two applicants for the open seat.

F. Meeting invites have been sent for the Local Board of Appeals Meeting: April 30th, 2024 from 10:00-11:00 am.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

6. NEW BUSINESS

A. Tourism Committee – Sponsorship Recommendation

M/S/P: Benson/Rohweder to approve the recommendation as submitted, sponsoring the Bulls and Barrels Rodeo in the amount of \$3000.00 for marketing and promotion.

Councilor Benson adds this event has been expanded from last year from one to two days and was well-received by attendees and event coordinators. Councilor Johnson has clarified the increase from \$1500 spent in 2023 to \$3000.00 in 2024.

B. Resolution 07-24: Gambling Premises Approval

M/S/P: Rohweder/DeWall to approve Resolution 07-24 as submitted, approving lawful gambling at the new location of the Keyboard Lounge, 304 3rd Ave.

C. Resolution 08-24: DPSA Gambling Permit Approval

M/S/P: Rohweder/Benson to approve Resolution 08-24:DPSA Gambling Permit Approval, granting the Duluth Players Softball Association to conduct lawful gambling at the new location of the Keyboard Lounge, 304 3rd Ave.

D. Resolution 09-24: Appointing Election Officials

M/S/P: Benson/Johnson to approve the list of election officials as submitted. Councilor Benson asks for the number of judges serving reside within the City of Proctor. Administrator Rich states there is one judge serving that does not have a Proctor address, but the official addresses of approved judges with or without Proctor addresses is unknown at this time.

E. Resolution 10-24: Pay Equity Report

M/S/P: Ward/DeWall to approve the pay equity report reflecting compliance as submitted.

F. Resolution 11-24: Accepting a Donation

M/S/P: Benson/Johnson to approve resolution 11-24 accepting a donation from the Gordon Downs Trust Fund in the amount of \$750.20 to pay the sales tax on the newly purchased utility cart.

G. ISD#704: Parking at 704 Kirkus St

Councilor DeWall received an email from a citizen regarding the parking/overflow parking at the arena at 704 Kirkus St. DeWall states there has been lots of questions and comments regarding the parking at the arena and along Kirkus St, specifically during events. The initial variance was passed in 2017. Councilor DeWall suggests discussing possible updates or changes in order to improve parking operations as there has been an increase in traffic, events, and attendance at the arena since 2017. Councilor Benson asks if the school has been contacted regarding parking issues with Chief Gaidis and Chief Helquist present to support necessary changes or resolutions. Chief Gaidis states designated overflow parking has not solved the excess of parking spaces needed for event attendance. Gaidis states both the PD and the FD have worked events, noting parking enforcements/tickets, with emergency response vehicles not able to gain access. Chief Helquist reiterates the agreement regarding parking at previous school board and public safety meetings

with ISD staff. Chief Helquist provides the council with additional information and questions, expressing the importance of pushing the issue in order to reflect changes and improvements. Mayor Ward suggests attendance of the school at a public safety meeting, with Councilor Rohweder agreeing and providing additional information regarding parking during events. Mayor Ward recommends scheduling a Public Safety Meeting with the school in attendance to discuss and address parking improvements. Councilor DeWall adds the importance of working collaboratively with the school to implement a plan for improvements beginning next year. Council discusses the importance of the following up with the school and implementing their plan for improvements. Councilor Benson adds the school had previously agreed to a solution to the parking issues back in June of 2016 and 2017. Mayor Ward, Chief Helquist, Councilor Rohweder also recall this agreement with members of ISD #704, reiterating the importance of needed solutions.

Councilor Johnson adds what ramifications the city has if there is no action or improvements initiated by ISD #704. Discussion follows including lighting, crosswalks, no parking zones, ticket issuances, and enforcements.

M/S/P: Rohweder/Ward to suspend the regular council meeting and open a closed session pursuant to §13D.03 and §13D.05 Subd. 3 for labor negotiations, finance director and police chief contracts.

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

A. Employee Contract Negotiation

M/S/P: Benson/Rohweder to resume the regular council meeting at 6:50 pm.

M/S/P: Ward/Johnson to approve the employment contract between Police Chief Gaidis and the City of Proctor as presented.

M/S/P: Rohweder/Benson to approve the contract between Finance Director, Leslie Brunfelt and the City of Proctor as presented.

MEMBER CONCERNS

Rohweder: None

Johnson: Happy Valentine's Day and good luck to Mr. Rohweder

Benson: None

DeWall: None

Ward: Next Meeting: Tuesday, February 20th, 2024 due to President's Day.

Attorney Bray: Good Luck, Jim

Administrator Rich: None

Chief Gaidis: None

Chief Helquist: None

General: \$232,062.32

Liquor: \$65,057.41

TOTAL BILLS FOR APPROVAL: \$297,119.73

M/S/P: Rohweder/Ward to approve the bills as submitted with Councilor Johnson asking for overtime clarification at the liquor store. Mayor Ward adds it was vacation coverage.

M/S/P: DeWall/Ward to adjourn the regular council meeting at 7:06 pm.