

MINUTES OF THE PROCTOR CITY COUNCIL MEETING APRIL 15<sup>th</sup>, 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 Jake Benson, Councilor Jim Rohweder, Councilor Rory Johnson

OTHERS PRESENT: City Administrator, Jess Rich

M/S/P: Rohweder/Johnson to approve the City Council minutes from Monday, April 1<sup>st</sup>, 2024.

M/S/P: Ward/DeWall to approve the agenda for Monday, April 15<sup>th</sup>, 2024, adding item 4E: RFP City Attorney

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

NONE

M/S/P: Ward/Rohweder to approve the consent agenda for Monday, April 15<sup>th</sup>, pulling items 4C and 4E for discussion.

**4. Clerk Advises Council**

4C: Public Safety 2024 Special Events

M/S/P: Ward/Rohweder to place Public Safety 2024 Special Events as a new business item on the council agenda following the liquor control committee meeting.

4E: Attorney RFP

Administrator Rich states three RFP submissions have been received by the deadline of April 12<sup>th</sup>, 2024. Rich asks for direction on the processing of the proposals, with council stating they would like to review all the proposals, submitting comments and suggestions back to Administrator Rich. Members of the council declare they would like Administrator Rich to submit a recommendation to council to award the bid for city attorney services.

M/S/P: Ward/Benson to direct Administrator Rich to send out the received proposals to council for review with council to respond with comments/suggestions.

**5. UNFINISHED BUSINESS**

A. City of Proctor Blight Policy

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

C. St. Lukes Arena – Parking Improvements/Accommodations

**D. Resolution 17-24: A Resolution Adopting Title and Ballot Language Pertaining to a Local Option Sales Tax Authorized by the Minnesota Legislature to be Submitted to the Qualified Voters of the City of Proctor at the General Election on November 5<sup>th</sup>, 2024.**

Mayor Ward states the city is unable to add language to this resolution pertaining to parks. Discussion follows regarding sales tax allocations already in place that is designated to parks. Councilor DeWall states this will be the third time the city has implemented a half a percent sales tax.

M/S/P: Rohweder/Johnson to approve resolution 17-24 as submitted, adding ballot language to for the general election on November 5<sup>th</sup>, 2024. Discussion follows pertaining to marketing and education to the public leading up to the election.

**E. Resolution 18-24: Declaration of Surplus Items and Surplus Property Policy**

Mayor Ward states the city must have a policy in place to designate surplus items to another government entity or a non-profit organization. The recommendation is to deny the passing of resolution 18-24 at this time.

M/S/P: Ward/DeWall to deny resolution 18-24 as submitted.

**6. NEW BUSINESS**

A. Resolution 19-24: St. Rose Bingo Permit

M/S/P: Benson/Johnson to approve resolution 19-24 as submitted.

B. Resolution 20-24: Utility Rate Study RFP

Administrator Rich states this was included in the 2024 budget and provides the corrected allocated funds of \$40,000 for rate study completion.

M/S/P: Rohweder/DeWall to approve resolution 20-24 as submitted.

Mayor Ward asks for clarification on the previously completed rate study back in 2016. Councilor DeWall, as a member of the PUC provides additional supporting information for the completion of a rate study this year with the inclusion of storm water utility rate.

C. Resolution 21-24: Policy for Donation of Surplus Equipment to a Non-Profit Organization

M/S/P: Johnson/Benson to approve resolution 21-24 as submitted. Discussion follows pertaining to the designation of the total value of items to be donated.

M/S/P: Rohweder/Ward to set the total value of items to be donated at \$500.00 within the policy. This amount states if the total value is less than \$500.00, the donation will not need council approval, subsequently any total valuation greater than \$500.00 will be submitted to council for review and approval.

D. Resolution 22-24: Resolution Declaring and Donating Surplus Equipment to Non-Profit Organizations

M/S/P: Ward/Rohweder to approve resolution 22-24 as submitted.

E. Arbor Day Proclamation

M/S/P: Rohweder/Benson to approve the Arbor Day Proclamation, noting the city has been a designated Tree City for 32 years.

MEMBER CONCERNS

Rohweder: None

DeWall: None

Johnson: Streetlights on 2<sup>nd</sup> St installation has begun

Benson: 3<sup>rd</sup> St playground, changes and improvements with the agenda and packets, appreciates financial report submissions from Finance Director Brunfelt

Ward: LBAE Tuesday, April 30<sup>th</sup> at 10:00 am, Mayor Reinert's State of the City April 25<sup>th</sup> at Duluth Denfeld Auditorium at 6:00 pm council received an invitation to attend, Qtr 1 fire report from Chief Helquist

Chief Gaidis: Provides a hiring update of two officers with background investigations currently in progress, sno cross updates, attending an event at the high school regarding teens and cell phone use, retention and recruitment in process with the Civil Service Commission and task force creation to discuss and research wages.

6<sup>th</sup> St Property update, blight ordinance and injunction awaiting new city attorney in order to proceed.

Administrator Rich: None

General: \$99,975.75

Liquor: \$42,419.50

**TOTAL BILLS FOR APPROVAL: \$142,395.25**

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

M/S/P: DeWall/Ward to adjourn the meeting at 6:31 pm.