

MINUTES OF THE PROCTOR CITY COUNCIL MEETING NOVEMBER 18, 2024

Meeting was live streamed 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 Rohweder, Councilor Rory Johnson, Administrator Rich

OTHERS PRESENT: City Attorney Matt Hanka, Administrative Assistant Megan Mazzuco, Attorney Matt Virta, Kent Gaidis, Derek Pederson, Jim Schwarzbauer, Ryan Krajewski

M/S/P: Rohweder/Johnson to approve the City Council minutes from Monday, November 4, 2024

M/S/P: DeWall/Benson to approve the special meeting minutes from Tuesday, November 12th – canvassing election results.

M/S/P: Ward/Rohweder to approve the agenda for Monday, November 18, 2024, adding items 6D: Legislative Agenda and 6E: Liquor Licenses 2025

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Jim Schwarzbauer on behalf of the Proctor Museum is in attendance to clarify information circulating online on a social media post, clarify museum operations and requests additional discussions regarding additional staffing at the museum along with the future of the museum. Mayor Ward extends gratitude to Jim and the current museum volunteers for their efforts and work into museum operations.

M/S/P: DeWall/Johnson to approve the consent agenda for Monday, November 18, 2024. Pulling items 3A, 4, and 5 for discussion

3A: Discussion includes the site meeting recap at 840, progress on the proposed driveway repairs, the original fix to the swale and the alley has been cancelled and the repairs will be completed in the spring. Administrator Rich confirms the project closeout will come to counsel for final approval, with the request from council to retain ~\$30,000 to ensure repairs on the punch list can be completed.

SEH Minutes Item K: Councilor DeWall would like clarification and confirmation from SEH regarding the costs to update the CIP, stated initial updates to the CIP were appx \$20,000.00.

SEH Minutes Item I: A meeting will be scheduled for water rate increase, with Councilor DeWall requesting a commissioner to be in attendance at the meeting. Administrator Rich adds that Commission Secretary Char Jones has been in communication with neighboring city leaders and is in the process of obtaining possible dates and will send out meeting invitations.

SEH Minutes Item N: Salt/sand structure with clarification this item in the minutes addresses the garage and not the sand/salt dome.

M/S/P: Rohweder/DeWall to approve SEH minutes as submitted.

4B: Golf Management Report

Councilor DeWall refers to city attorney for items placed under clerk advises council and additional items on the consent agenda. Administrator Rich clarifies the placement and reasoning for the management report placed under clerk advises council. Councilor DeWall asks for clarification of additional purchase of golf carts with Mayor Ward stating proceeds of the sale of used carts was used for the purchase of new ones.

M/S/P: Ward/Johnson to approve the golf management report as submitted by golf course manager Jason Klatte.

5A: City of Proctor Blight Policy

Councilor DeWall requests an anticipated delivery of the blight policy. Attorney Hanka adds the blight policy along with the entire zoning code has been under review with a draft to be delivered to city staff in the next couple of weeks. Hanka adds he anticipates an adoption of the new code for the early part of 2025.

***1. COMMUNICATIONS**

***2. PLANNING & ZONING DEPARTMENT MATTER**

***3. COMMITTEE REPORTS**

A. SEH Meeting Minutes – November 14, 2024

***4. CLERK ADVISES COUNCIL**

- A. Budget Working Session – November 21st, 2024 at 4:00 pm
- B. Committee and Commission: Information and Term Expirations
- C. Cannabis Ordinance: Draft
- D. Golf Management Report

5. UNFINISHED BUSINESS

- A. City of Proctor Blight Policy
- B. Legislative Agenda – Officer Recruitment and Training Reimbursement
- C. St. Lukes Arena – Parking Improvements/Accommodations

6. NEW BUSINESS

A. Resolution 63-24: Donation Sponsorship Dolly Foundation \$325.00

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

B. Resolution 64-24: Johnson Controls Contract Agreement

M/S for discussion: DeWall/Rohweder

Discussion follows with Councilor DeWall stating that he would like confirmation the city is still utilizing Sourcewell for government pricing and rates regarding contracts and services. He is concerned with the price increase of 3%, 4%, 4% over the three-year time period and would like to renegotiate the renewal of the service contract rates.

Resolution 64-24 fails on a vote of 0-5

M/S/P: DeWall/Ward to direct Administrator Rich to reach out to Johnson Controls regarding the three-year service contract renewal, specifically to negotiate renewal rates.

C. M/S/P: Rohweder/Johnson to approve 65-24 as submitted, and accepting the proposal from Reliable Agency, Inc represented by Agent Ryan Krajewski to serve as the city of Proctor's Insurance Agent of Record.

Discussion follows with Councilor Benson asking how many proposals were submitted with Administrator Rich stating the proposal from Reliable was the only RFP received. Councilor DeWall confirms and discussing the included commission rate as indicated with Administrator Rich stating Mr. Madson received a 10% commission rate.

D. Legislative Agenda: Councilor Benson indicates the new session will begin on January 14th, provides a summary of the legislative makeup of the senate and the house. Encourages this item to be left for future discussion and meetings for action that is related and relevant to Proctor.

E. 2025 Liquor License Renewals

Mayor Ward states the liquor committee met prior to the council meeting and recommends the following 2025 liquor license renewals:

M/S/P: Johnson/DeWall – Keyboard Lounge

M/S/P: Rohweder/Johnson – Powerhouse Bar

M/S/P: DeWall/Benson – VFW

M/S/P: Ward/Johnson – Proctor Golf Course

M/S/P: Ward/DeWall – Blackwoods

M/S/P: Benson/Johnson – Proctor Moose

M/S/P: Rohweder/DeWall – Legends Dart Bar Contingent upon receipt of paperwork and payment prior to December 31, 2024.

MEMBER CONCERNS

Rohweder: Budget meeting on November 21, 2024. Confirms attendance of councilor-elect

Derek Pederson

DeWall: None

Benson: St. Louis County celebrated bridge bundling – identified the Proctor bridge repaired as a Duluth bridge

Johnson: None

Mayor Ward: Congratulates Rocking Rails Soccer on their win.

Administrator Rich:

City Attorney –Chris Virta: None

Chief Gaidis: Extends gratitude to Mayor Ward for helping with Halloween, new squad has arrived.

TOTAL BILLS FOR APPROVAL:

General: \$428,593.76

Liquor: \$30,167.67

TOTAL BILLS FOR APPROVAL: \$458,761.43

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

M/S/P: DeWall/Ward to adjourn the meeting at 6:46 pm.