

MINUTES OF THE PROCTOR CITY COUNCIL MEETING DECEMBER 2, 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, Chief Gaidis, Finance Director Leslie Brunfelt, Jim Schwarzbauer, Sergeant Matt Riebel, Derek Pederson, Korey Halvorson, Ben LaLone, Ted Kiefat

M/S/P: Rohweder/Johnson to suspend the regular city council meeting and open the Truth and Taxation public hearing for the 2025 proposed levy.

Finance Director Brunfelt presents the proposed 2025 budget and levy as required by MN law. The planned increase to the tax levy is 5.5% over last year, and a 1.5% reduction over the originally proposed increase of 7% back in September. Finance Director Brunfelt presents a summary of the tax levy impact, projected expenditures, equipment replacement, capital purchases, and projected revenues.

M/S/P: Ward/DeWall to close the Truth and Taxation hearing and resume the regular council meeting.

M/S/P: Rohweder/Johnson to approve the City Council minutes from Monday, November 18, 2024.

M/S/P: Ward/Rohweder to approve the agenda for Monday, December 2, 2024, adding item 7A: Closed Session as permitted by section §13D.05, subdivision 3(C) potential sale of parcel: 185-0240-00535.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Jim Schwarzbauer – 827 Almac Dr, on behalf of the Proctor Area Historical Society, expressing gratitude for all of assistance the city has provided both past and present towards museum operations. Schwarzbauer states a decline in volunteer participation, fewer board members, and lack of financial assistance has lead to the termination of the historical society. The accomplishment has been made and completed, also nothing the MN Historical Society is aware of the current situation. Mayor Ward states the council discussed museum operations at the recent budget meeting, and requests clarification and priority of the needs to be considered at the next council meeting.

Schwarzbauer extends gratitude to Councilor Rohweder for his service and contribution to the community over the years both as a member of city staff and as an elected official.

M/S/P: Johnson/Rohweder to approve the consent agenda for Monday, December 2nd, 2024, pulling items 4B and 5B for discussion and clarifying the July 1st implementation of the recently approved sales tax increase for trails.

***1: COMMUNICATIONS**

A. Tourism Minutes – November 25, 2024

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

***3. COMMITTEE REPORTS**

***4. CLERK ADVISES COUNCIL**

A. Local Sales Tax Next Steps

B: MOU Market Rate Adjustment

Councilor DeWall: Signature clarification and receipt of MOU, with Administrator Rich stating completed drafts were submitted by the union representatives, with signatures completed after receipt. Administrator Rich states the drafts are being presented to council prior to final signatures.

M/S/P: Rohweder/Johnson to approve the MOU market rate adjustment memo of understanding with the different unions.

Mayor Ward clarifies with legal whether to abstain from the vote for approval, with Attorney Hanka recommending his vote abstains from approval. Mayor Ward suggests approving each MOU individually with Attorney Hanka in support.

Rohweder/Johnson to rescind original motion for individual approval.

M/S/P: Rohweder/Johnson to approve the MOU between the International Brotherhood of Electrical Works, Local No.31 and the City of Proctor as submitted.

M/S/P: Benson/DeWall to approve the MOU between the Police Officers/Police Sergeants LELS Local No. 21 and the City of Proctor.

M/S/P: Rohweder/Johnson to approve the letter of understanding between the Teamsters General Local Union No. 346 and the City of Proctor.

Mayor Ward abstains, motion passes.

M/S/P: Ward/Benson to approve the letter of understanding between The City of Proctor and UFCW Local No. 1189.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

Councilor Benson is requesting moving items for action to be brought forward for legislation. Councilor Benson summarizes a variety of legislative items and previously discussed opportunities for the City of Proctor.

Administrator Rich adds the infrastructure addition request is currently in place on a federal level. Councilor Benson summarizes six legislative possibilities, adding it is not a bonding year at the state level. Also adding the necessity of updating paperwork and engineering estimates.

Mayor Ward agrees with advancing infrastructure development, the Munger Trail spur, fairground fencing, while eliminating requesting funding for the sports complex from the list. Councilor Benson presents a summary of the Newspaper Sustainability Act and the possible tax incentives. Councilor Rohweder adds the benefit of approaching utilizing the current year to implement the sales tax, prepare for a bonding year, and add the Munger Trail Spur at that time rather than spend the time to request on a non-bonding year. Rohweder agrees with advancing the infrastructure along I-35 and the fairground fencing. Discussion follows with council suggesting scheduling a meeting with two councilors and state representatives to discuss and brainstorm future bonding items for the City of Proctor. M/S/P: Rohweder/DeWall directing Administrator Rich to schedule a meeting with Senator Hauschild to discuss future bonding legislation for the City of Proctor.

C. St. Lukes Arena – Parking Improvements/Accommodations

6. NEW BUSINESS

A. Resolution 67-24: Tourism Marketing Grant

M/S/P: Benson/Johnson to approve Resolution 67-24 as submitted, granting a \$1500 tourism marketing grant to PAHA as submitted.

B. Resolution 68-24: Approval of the Final Levy for 2025

M/S/P: Rohweder/Johnson to approve Resolution 68-24 approving the final levy for 2025 at 5.5% as submitted.

C. Resolution 69-24: Johnson Controls Service Contract Renewal

M/S/P: Ward/DeWall to approve Resolution 69-24 renewing the five-year Johnson Controls Service Contract as submitted. Noting corrections: changing from “three-year” to, “five-year” in the last paragraph of the submitted resolution.

D. Resolution 70-24: Accepting Liability Coverage from the LMCIT

M/S/P: Ward/Johnson to approve Resolution 70-24 accepting liability coverage, not waiving the monetary limits on municipal torque liability.

E. Proctor Public Utilities – Commissioner Resignation

M/S/P: Rohweder/Benson to accept the resignation of Derek Pederson as a Utility Commissioner effective December 31, 2024.

F. Proctor Public Utilities – Commissioner Recommendation

M/S/P: Benson/DeWall to approve the recommendation from Proctor Public Utilities, appointing the next highest scoring candidate, Korey Halvorson to finish the term of Commissioner Pederson, effective 1/1/2025 – 8/31/2026.

Extending gratitude to Derek for his serviced and congratulating Korey on his recent appointment.

M/S/P: Rohweder/DeWall to suspend the regular council meeting and open a closed session as permitted by MN State Statute §13D.05, subdivision 3(C) potential sale of parcel: 185-0240-00535.

M/S/P: Rohweder/Johnson to resume the regular council meeting at 7:18 pm.

MEMBER CONCERNS

Rohweder: None

DeWall: None

Benson: Appreciation and gratitude for holiday light display

Johnson: None

Mayor Ward: Hope everyone had a happy and safe Thanksgiving over the long weekend.

Administrator Rich: None

City Attorney – Matt Hanka: Drafted cannabis ordinance is currently in progress, hope to be completed and ready for first reading soon. Drafted zoning changes have been submitted to city administration. Notes the cannabis and zoning ordinances correlate with additional changes, confirms the blight policy is included with the drafted zoning changes.

Chief Gaidis:

TOTAL BILLS FOR APPROVAL:

General: \$68,961.39

Liquor: \$50,825.45

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

M/S/P: DeWall/Ward to adjourn the meeting at 7:23 pm.