

MINUTES OF THE PROCTOR CITY COUNCIL MEETING DECEMBER 16, 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, Administrator Rich

ABSENT: Councilor Johnson – Excused Absence

OTHERS PRESENT: City Attorney Chris Virta, Sergeant Riebel, Chief Gaidis, Finance Director Leslie Brunfelt, Councilor – Elect Derek Pederson, Caitlin Crowl, Robyn Rohweder, Tim Rohweder, Jim Schwarzbauer, Tyler Yngsdal from SEH, Administrative Assistant, Megan Mazzuco

M/S/P: Rohweder/Benson to approve the City Council minutes from Monday, December 2nd, 2024

M/S/P: Benson/Rohweder to approve the budget working session minutes from November 21, 2024.

M/S/P: Ward/DeWall to approve the agenda for Monday, December 16, 2024.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Mayor Ward presents Councilor Rohweder with a Golden Spike and plaque along with appreciation and gratitude for his service and dedication to the City of Proctor for 22 years. Deputy Mayor DeWall also extends gratitude and appreciation to Councilor Rohweder for his dedication to the City of Proctor.

M/S/P: Rohweder/Benson to approve the consent agenda for Monday, December 16, 2024, pulling items 1B and 3A for discussion.

***1: COMMUNICATIONS**

B: Hoghead Information Meeting Memo:

Mayor Ward suggests adding and invitation to members from Blackwoods or Legends Dart Bar and local hotel representative.

Motion and approval to accept memo as submitted.

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

***3. COMMITTEE REPORTS**

3A: Mayor Ward notes a correction of Monday September 15th instead of the 1st, requests the addition of MIC replacements to be addressed at the first January meeting. Councilor Rohweder would like to remain on the Liquor Control committee until 12/31/2025

M/S/PL Rohweder/DeWall to accept as submitted.

***4. CLERK ADVISES COUNCIL**

- A. LOI – Property Exchange
- B. 2025 Legislation Session Agenda Update

5. UNFINISHED BUSINESS

- A. City of Proctor Blight Policy -- no changes or updates at this time.
- B. St. Lukes Arena – Parking Improvements/Accommodations – no changes or updates at this time.

6. NEW BUSINESS

A. Proctor Area Historical – Museum Operations Request

M/S/P: Ward/Benson to utilize proceeds from the gambling fund, up to \$5000.00 to be assigned to the Proctor Area Historical Society. Councilor Rohweder asks for clarification of allocating tourism funds for the museum operations, stating tourism funds can be used for marketing, but not for building operations of the museum.

B. Resolution 71-24: 2nd St Final Acceptance

M/S/P: Rohweder/DeWall for discussion

Discussion follows: Councilor DeWall expresses concerns over the amount in retainage for the driveway repairs at 840 2nd St. The overall concern is the retainage would not be enough to cover the expenses in the spring, with the suggestion of increasing the amount. Further discussion follows, noting the importance of closing out the project as it was completed in conjunction with St. Louis County.

Roll-call vote: Motion passes, approving Resolution 71-24 as submitted.

Rohweder: Y, Benson Y, DeWall N, Ward Y

C. Resolution 72-24: Deferral Assessment

M/S/P: Rohweder/Ward to approve additional assessment deferral as submitted.

D. Resolution 73-24: Approving 2025 Budget

M/S/P: Ward/Benson to approve as submitted, noting the 2025 budget is a working document and can be amended at any time.

E. Year End Transfers

M/S/P: Ward/Rohweder to approve 2024 transfers and release from restriction as submitted.

Mayor Ward states the budget meeting discussion included the budgets of the PD and the FD and any unspent funds rolled into the general fund. Mayor Ward is asking council for clarification of this intent, with council in agreement to complete this for equipment purchases, Finance Director Brunfelt adds this has been included and added in the 2025 budget documents.

Annual PEDA transfer of unspent funds will remain on the year end transfer list for approval.

F: Resolution 74-24 Prosecution service agreement

M/S/P: Ward/Rohweder to approve as submitted, directing city administration and the mayor to execute and enter into an agreement with Dryer & Peterson, P.C.

G: Ordinance 01-25: Floodplain – 1st Reading

H: Ordinance 02-25: Cannabis Ordinance – 1st Reading

Caitlin Crowl from Fryberger Law firm has worked with city staff in drafting this ordinance for the City of Proctor. She notes a suggested change to the definitions section on page 2: 1.53 and ~~excluding~~ low potency hemp edibles, change to including low potency hemp edibles. It is also noted the Liquor Control Committee will be renamed to the Liquor/Cannabis Committee.

I: Year-End Vacation Accrual

Discussion: Mayor Ward asks for clarification for the reasoning and logistics for overages of not being able to be used.

Chief Gaidis: Improvements within the department taking and using vacation, noting officers have been utilizing vacation and taking the designated time off. Chief adds there have been additional opportunities for him to take vacation, but still gets called in when scheduled off.

Veteran officers are accruing vacation hours at a higher rate than newer or officers.

Councilor DeWall asks if any officers have been denied any vacation requests within the department. Sergeant Riebel provides clarification of the process for filling requested vacation requests, noting shifts are granted once filled within the department. Sergeant Riebel indicates there have currently been no denial of vacation shifts; however, officers have pulled their request prior to approval based on those shifts not being filled.

M/S/P: Ward/DeWall to approve the payout of any unused vacation time to officers at the first payroll of January.

MEMBER CONCERNS

Rohweder: Extends appreciation to our City of Proctor employees/staff for their service to the city. He adds additional appreciation to Jess for her success in city administration. He notes the city is in, "good hands" with the election of Derek Peterson.

DeWall: Extends gratitude and appreciation to Councilor Rohweder.

Benson: Joins the council in extending appreciation to Jim for service to the community for his kind, calm, and stabilizing presence in certain difficult times. Gratitude to the staff/constituents of the city. Extends holiday wishes to all.

Mayor Ward: Acknowledges Tom Aldridge for his service on the Planning & Zoning Commission, and again extends gratitude to Councilor Rohweder. Extends holiday wishes to all, safe and Happy New Year. Mayor Ward states he is also looking forward to serving another 2 years as mayor.

Chief Gaidis: Extends appreciation and gratitude to Councilor Rohweder.

City Attorney – Chris Virta: None

City Administrator Rich: Extends appreciation and gratitude to Councilor Rohweder.

TOTAL BILLS FOR APPROVAL:

General: \$228,785.02

Liquor: \$17,116.42

TOTAL BILLS FOR APPROVAL: \$245,901.44

M/S/P: DeWall/Benson to pay the bills as submitted.

M/S/P: Rohweder/DeWall to adjourn the meeting at 7:21 pm.