

Proctor's Vision
Proctor, rich with railroad heritage, values above all, its people and their environment. Working together
is our pathway to a safe, secure and progressive community
Slogan: "You Have A Place In Proctor"

AGENDA
PROCTOR CITY COUNCIL MEETING
Tuesday, January 3, 2023 6:00 pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE – Mayor Ward, City Council Member Johnson, City Council Member Johnson. Administered by Deputy Mayor DeWall

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES City Council Meeting minutes from Monday, December 19, 2022

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Tom Lavato Memorial Lighting Contest Acknowledgements

***APPROVAL OF CONSENT AGENDA** One motion accepts all items listed under this agenda, plus Council can pull any individual items out of this consent agenda and discuss/act on items separately leaving others to be approved via consent agenda action.

***1. COMMUNICATIONS**

- A. LMCIT Insurance Dividend
- B. AFG Grant Notification
- C. WLSSD Comp Plan – Full Plan Available on Request
- D. OSA Pension Division Newsletter

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

***3. COMMITTEE REPORTS**

- A. SEH Monthly Meeting Minutes
- B. AFG Grant Notification
- C. 2nd Street Design Meeting Minutes
- D. PEDDA Minutes

4. CLERK ADVISES COUNCIL

- A. Legislative Agenda Update – Administrator Rich and Councilor Benson

5. UNFINISHED BUSINESS

- A. American Rescue Plan
- B. 2023 Capital Budget Request Proposal
- C. City of Proctor Blight Policy

6. NEW BUSINESS

A. Resolution 01-23 Accepting Donation

B. 2023 Budget

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

Attorney Bray:

BILLS FOR APPROVAL

General: Bills will be prepared on Tuesday, January 2, 2023 and emailed prior to the meeting. Liquor:

TOTAL BILLS FOR APPROVAL:

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING DECEMBER 19th, 2022

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 Ward, Councilor Troy DeWall, Councilor Jake Benson, Councilor Rory Johnson, Councilor Jim Rohweder

OTHERS PRESENT: City Attorney John Bray, City Administrator Rich, Administrative Assistant Megan Jordan, Ted Kiefat, Rich Heine

M/S/P: Rohweder/Johnson to approve the minutes from Monday, December 5th, 2022.

Citizens addressing the council via in person or by calling in: None

M/S/P: Johnson/DeWall to approve the consent agenda for December 19th, 2022.

M/S/P: Ward/Rohweder to approve the agenda for December 19th, 2022, adding the following items and modifications:

5E: PUC Roundup Program

5F: SEH Supplemental Letter Agreement

5G: Resolution 49-22 Issuance of Conditional Use Permit, moving item to 5A.

3. Clerk Advises Council, Administrator Rich:

A. Cirrus Housing Initiative

Attending a series of meetings with Cirrus who is experiencing both growth within the company and housing shortages. A second meeting was held to discuss growth and development opportunities with contractors. A variety of housing options was discussed. Administrator Rich has had subsequent discussions among the PEDAs.

B. Kirkus St Feasibility Study

Administrator Rich states the ownership of 17.5 acres has been reserved for housing development, Rich recommends completing a feasibility study to determine the potential development. Benson adds a portion of this study has been completed. Administrator Rich adds the extension of utilities and wetland study will be favorable information for interested developers. Councilor DeWall adds as housing inventory had been completed in 2017, with both Councilor DeWall and Councilor Johnson in favor of the recommendation to move forward with the completion of the feasibility study.

M/S/P: Ward/Rohweder to direct Administrator Rich to move forward with the exploring the cost on a feasibility study to bring back to council at a future meeting. Councilor Benson is in support of fast tracking the completion of the study.

C. I-35 Steering Committee

Administrator Rich attended of a series of meetings discussing the interchanges, safety, crash reports, and re-vamping from Thompson Hill to West Duluth. The Ugstad Road Interchange is costly and does not affect traffic patterns. Boundary Ave improvements have been discussed; Administrator Rich will bring information forward as it becomes available to the public.

4. UNFINISHED BUSINESS

5. NEW BUSINESS

5G: Resolution 49-22 Issuance of Conditional Use Permit

Attorney Bray states the Planning & Zoning Commission has recommended to grant a conditional use permit to Focus on Living, Inc to operate a day use facility located at 200 6th St to provide services to individuals with disabilities. Rich Heine is in attendance and presents a summary and description of the services offered and provided by their company. The facility will include offices for full time staff and clients with services offered from 9:00-3:30 pm daily. Mayor Ward addresses the need for lift assist with Heine answering they are fully staffed for any potential needs. Attorney Bray states the conditions of the permit include hours of program operations and compliance of all state, federal, and local regulations.

M/S/P: Johnson/Benson to approve the issuance of a conditional use permit to T&R Properties, LLC for Focus on Living, Inc as recommended by the Planning & Zoning Commission.

M/S/P: Rohweder/DeWall to approve the event application for the 2023 medallion hunt as submitted.

M/S/P: Ward/DeWall to seat Mayor Ward on the PEDDA commission for 2023.

M/S/P: Johnson/Benson to seat Councilor Rohweder on the Liquor Control Committee

M/S/P: Rohweder/Benson to seat Councilor DeWall and Mayor Ward on the Public Safety Committee.

M/S/P: Benson/DeWall to seat Councilor Johnson on the Parks & Recreation Committee.

M/S/P: Rohweder/DeWall to seat Councilor Benson on the Tourism Committee.

M/S/P: Ward/Johnson to seat Councilor DeWall on the Street Committee.

M/S/P: Johnson/Rohweder to seat Councilor Benson to the Cable TV Commission.

M/S/P: Ward/Johnson to seat Councilor Benson and Mayor Ward on the Personnel Committee.

M/S/P: Rohweder/DeWall to seat Mayor Ward on the Emergency Management Committee.

M/S/P: DeWall/Ward to seat Councilor Johnson on the Golf Advisory Committee.

M/S/P Rohweder/DeWall to seat Mayor Ward on the Public Charitable Trust Fund Board.

M/S/P: Johnson/DeWall to seat Mayor Ward and Councilor Benson as an alternate to the MIC Representative.

M/S/P: Rohweder/Benson to seat Councilor Johnson and Councilor DeWall to the negotiation committee.

M/S/P: Benson/Johnson to appoint Councilor DeWall as Acting Mayor.

Legislative Agenda:

Councilor Benson provides the council with information pertaining to possible legislative action items. Benson states there is additional information pertaining to public safety with the inclusion, retainment, or addition of police officers and local government aid. Benson states the legislative action begins on January 3rd, also adding the importance of participation. Benson also adds with 2023 not being a bonding year if the consideration of adding or changing sales or food and beverage tax. Benson adds additional topics for discussion and summary of current or possible items to be included within the upcoming legislative session.

M/S/P: Ward/Rohweder to direct Administrator Rich and Councilor Benson to bring the discussed legislative items forward.

Administrator Rich states this is a new program and a one-time opportunity to fund cities up to \$5,000.00 to seek grant opportunities as they pertain to community development. Administrator Rich is looking for the priority and direction council would like to take pertaining to different development options within Proctor.

M/S/P: Benson/Rohweder to approve resolution 47-22 as submitted.

PUC Roundup Program

The roundup program has been designated to the Playground for EveryBody, with the conclusion of the playground project, Administrator Rich is requesting an additional direction for the funds of the program. Councilor Rohweder suggests utilizing the roundup funds for the recently proposed pickleball court project. Councilor DeWall suggests utilizing the funds for the blacktop park on 3rd St. Discussion follows with the suggestion of Attorney Bray to designate funds for recreational purposes in town.

M/S/P: Rohweder/DeWall to continue the PUC Roundup Program, designating the funds to the development of the pickleball court project.

M/S/P: Rohweder/Johnson to accept the SEH Supplemental Agreement as presented.

MEMBER CONCERNS

Benson: None

DeWall: Requests 2023 budget information with Administrator Rich stating a separate budget meeting will be scheduled. Wishes a safe holiday to all,

Johnson: Extends appreciation and gratitude to City Staff and Street Department for efforts and work during the storm. Holiday wishes to all.

Rohweder: Extends holiday wishes.

Mayor Ward: Mayor for a Day essays are currently being reviewed with the selected winner to attend the first meeting on January 3rd, 2023. Police, fire, and office staff work and effort during winter storm.

Attorney Bray: Holiday wishes extended to all

Administrator Rich: None

BILLS FOR APPROVAL

General: \$135,119.77

Liquor: \$151,801.17

TOTAL BILLS FOR APPROVAL: \$286,920.94

M/S/P: Rohweder/DeWall to approve the bills with the addition of a \$37,500.00 payment from PEDDA to PUC for debt reduction on principle as submitted.

M/S/P: DeWall/Johnson to adjourn the regular council meeting at 7:24 pm.

Chad Ward
Mayor

Jess Rich
City Administrator

DIVIDEND ANNOUNCEMENT

DECEMBER 5, 2022

Dear Agent,

The League of Minnesota Cities Insurance Trust is returning \$10 million to members of the Trust's property/casualty program. Since 1987, the property/casualty program has returned a total of \$315 million in dividends, and the workers' compensation program has returned an additional \$38 million.

Enclosed is an information sheet showing the data used to calculate your client's dividend, and their dividend history. **Dividend checks will be mailed December 7 directly to your client's administrator, manager, or clerk, along with an explanatory memo and your client's information sheet.**

Why is a dividend being returned?

If the Trust's fund balance reaches a level where it's more than sufficient to pay claims and plan for contingencies, the Trust can return funds to its members. We re-evaluate every year based on losses experienced by members, actuarial projections, investment results, legislative and coverage changes, reinsurance costs, and the Trust's long-term strategic direction.

What is the dividend formula?

Dividends are calculated based on a formula that recognizes members with a longer history of coverage with the Trust and greater success in avoiding and controlling claims. The breakdown of your client's share is shown on the enclosed information sheet.

Is there any pattern or trend to the amount of dividend to expect in the future?

In short, no. Yearly fluctuation in dividend returns is to be expected, and members should not include dividend returns in their yearly budget projections.

Thank you for your continued work on behalf of Minnesota cities and your confidence in the Trust. We are honored to partner with you to serve our cities. Feel free to contact Sarah Fredericks, Program Assistant, at sfredericks@lmc.org or (651) 281-1228 if you have any questions.

The League of Minnesota Cities Insurance Trust Board of Trustees

Jake Benson, Councilmember, Proctor
Dave Callister, Manager, Plymouth
Clint Gridley, Administrator, Woodbury
Anna Gruber, Administrator, Sartell

D. Love, Mayor, Centerville
Dave Unmacht, Executive Director, LMC
Alison Zelms, Administrator, Rochester

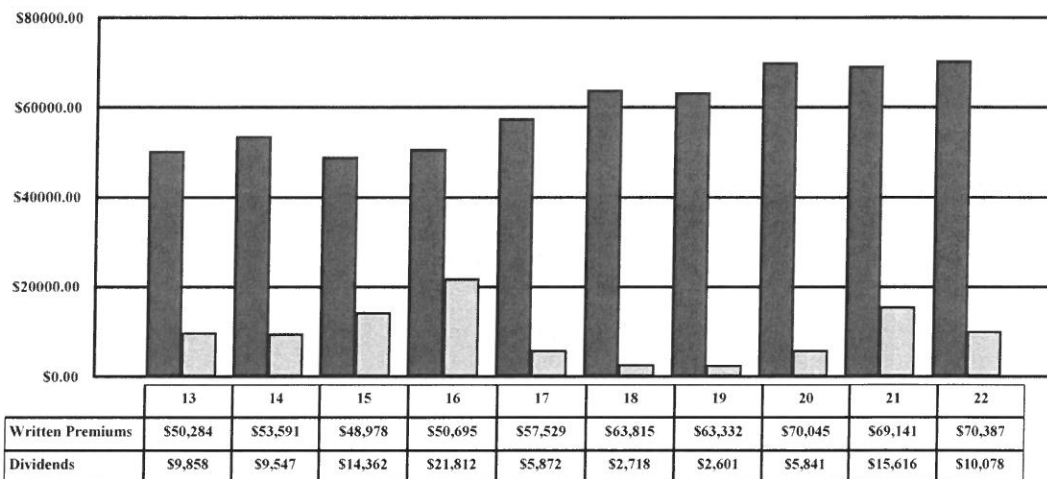
**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2022 DIVIDEND CALCULATION
AT MAY 31, 2022**

Eric Madson
309 W Superior St
Duluth MN 55802-1608

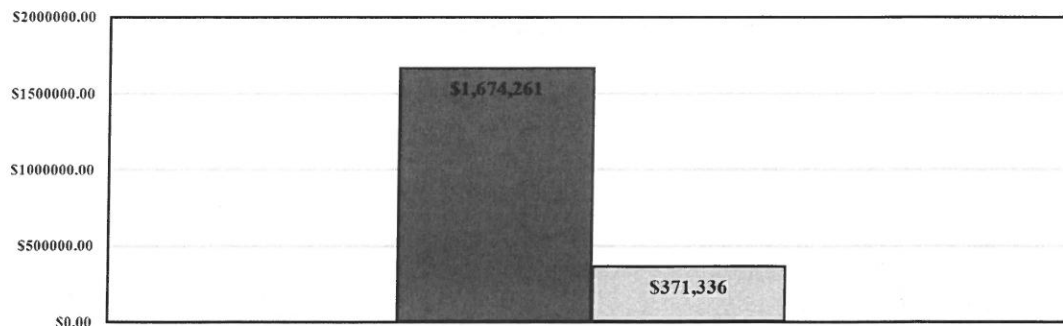
Proctor
100 Pionk Drive
Proctor, MN 558101701

GROSS EARNED PREMIUM	\$1,090,875
ADJUSTED LOSSES	\$294,397
MEMBERS DIVIDEND PERCENTAGE	0.00100777000
DIVIDEND AMOUNT	\$10,078

Premium and Dividend History



Premiums and Dividends Since 1987



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2022 for the past 20 years. This is the premium figure that's used in the dividend calculation.
The "2022 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2022. (For most members, only a portion of that 2022 written premium would be earned as of May 31, 2022.)

Jessica Rich

From: FEMA GO <no-reply@fema.dhs.gov>
Sent: Tuesday, December 20, 2022 12:05 PM
To: Kerry Helquist; gobbles51@yahoo.com; Jessica Rich
Subject: Fiscal Year (FY) 2021 Assistance to Firefighters Grants

12/20/2022

Proctor Fire Department
223 North 5th Ave 110 Pionk Drive
Proctor, MN, 55810 -1627

Reference: EMW-2021-FG-03439

Dear Assistance to Firefighters Grant Program Applicant:

On behalf of the Federal Emergency Management Agency's (FEMA) Grant Programs Directorate, I would like to thank you for applying for assistance under the Fiscal Year (FY) 2021 Assistance to Firefighters Grant (AFG) Program. Unfortunately, after careful consideration and review, your application did not score high enough to receive further consideration through the panel review process. We regret that the news could not be more favorable.

As you are aware, the AFG Program is among the Department of Homeland Security's (DHS) and FEMA's most competitive grant programs. In FY 2021, FEMA received over 8,179 AFG Program applications, requesting more than \$2.1 billion in federal assistance. The large number of applications received, and the finite amount of available funding, resulted in many commendable applicants not being funded and accentuates the highly competitive nature of this program. FEMA encourages your organization to apply for funding through the FY 2022 AFG Program.

Given the high number of applications received, the AFG Program is unable to provide your organization with an individualized comprehensive review of your application at this time. However, we offer a webinar to assist you in understanding our review and selection process to help you in preparing future applications. For additional information, please visit <https://www.fema.gov/assistance-firefighters-grant>.

There are several other tools and resources available to help fire departments, state fire training academies, and emergency medical service organizations develop effective AFG Program grant applications. I encourage you to make use of these resources as you prepare your next grant request.

1. **AFG Program Website:** <https://www.fema.gov/assistance-firefighters-grant>. The AFG Program Website offers a wealth of resources, including:
 - The AFG Program Notice of Funding Opportunity (NOFO), which explains funding priorities and evaluation criteria
 - Frequently Asked Questions (FAQs)
 - Narrative Self-Evaluation Tool
 - AFG Program Application Checklist
 - Get Ready Guides
 - Online tutorials with key information about preparing grant requests
 - AFG Program E-Mail Alerts (biweekly e-mail messages to the AFG Program mailing list), which provide important announcements about new application periods, upcoming workshops, and other AFG Program updates (to receive the AFG Program E-Mail Alerts, sign up on the AFG Program website)
 - Recipient success stories

2. **Toll-Free AFG Program Help Desk: 1-866-274-0960 or firegrants@fema.dhs.gov.** The AFG Program Help Desk answers questions from applicants by telephone and by e-mail. Between application periods, they field general questions about the AFG Program. During application periods, they provide technical assistance with the online application and answer questions about the AFG Program NOFO. If additional assistance is needed, the Help Desk staff can refer questions directly to subject matter specialists.

Your interest in the AFG Program reminds us that America's fire departments, state fire training academies, and emergency medical service organizations continue to have great need for support. FEMA and DHS will continue to work closely with and support the Nation's first responders and their vital work. Thank you again for your dedication and commitment.

Regards,

Kerry L. Thomas
Director
Preparedness Grant Division

Jessica Rich

From: Sam Lobby <Sam.Lobby@wlssd.com>
Sent: Wednesday, December 21, 2022 3:10 PM
To: Sam Lobby
Subject: WLSSD Wastewater Comprehensive Plan Public Notice
Attachments: 2023 Comprehensive Plan Document - BOARD DRAFT.pdf

Good afternoon,

WLSSD staff has completed a draft update of the WLSSD Wastewater Comprehensive Plan. The last update of the Comprehensive Plan was completed in June 2016. This Plan update is the result of a nearly two-year planning process that focuses on the WLSSD system of interceptor sewers, pump stations, infrastructure, and processes. The main highlights of this update of the Comprehensive Plan include but are not limited to the following:

- Updated priorities based on update to Energy Management Master Plan included
- Development of a 10-year capital improvement plans for WLSSD pump stations, gravity interceptor sewers, treatment plant projects, and collection system projects
- A complete comprehensive condition assessment of all gravity interceptors and pump stations within the WLSSD collection system
- A complete comprehensive wastewater treatment plant process and facility analysis
- Hydraulic modeling results with detailed evaluation of current and future system capacity
- Modification to the WLSSD Urban Service Boundary based upon future needs consistent with local comprehensive plans; and discussion of WLSSD role in unsewered areas within District boundaries
- A discussion of current scientific and regulatory focus areas
- The addition of new goals and recommendations for the next 5 year planning period

A public notice of this plan has been published on our website for review and a public comment period will be open until February 10, 2023. The draft document is attached here and can also be accessed at <https://wlssd.com/wp-content/uploads/2022/12/2023-Comprehensive-Wastewater-Services-Plan.pdf>. Feel free to share this with colleagues or anyone else that may be interested. A public hearing on the Comprehensive Plan will occur in the WLSSD Board Room at 11:00 AM on Tuesday, February 21, 2023 prior to the Planning Committee Meeting. Should you have any questions or comments, feel free to reach out to me directly at any time or attend the public comment session.

Thank you very much, any input you have is appreciated!

Sam Lobby
Senior Planner



Western Lake Superior Sanitary District
2626 Courtland Street, Duluth, MN 55806
d: 218.740.4787
m: 218.722.3336
e: sam.lobby@wlssd.com



Pension Division Newsletter

December 2022

Inside this issue:

<i>Statement of Economic Interest</i>	2
<i>Key Reporting Requirements Calendar and Helpful Contact Information</i>	2
<i>Investing Through the SBI vs. Joining the Statewide Plan</i>	3
<i>Pension Division Staff</i>	3

Working Group Update

The Volunteer Fire Relief Association Working Group convened by the Office of the State Auditor (OSA) met on December 7 and December 14. The Working Group members approved draft language for inclusion in its slate of 2023 legislation that would increase the threshold at which an annual audit is required. Currently, an annual audit is required after a relief association exceeds \$500,000 in either special fund assets or liabilities. The Working Group proposal would increase the audit threshold to \$750,000.

Draft language making a technical clarification to the annual investment report certification was also approved for inclusion in the Working Group Bill.

The Working Group discussed whether relief associations should have authority to set different benefit levels for members who provide different types of services with the affiliated fire department, for example emergency medical services. This topic will be revisited next year for further discussion and consideration.

Working Group members discussed the timing of when, and how frequently, relief associations with a defined contribution plan should prepare allocation tables to value member accounts, and reviewed draft definitions of firefighter types. The firefighter definitions will be considered further during the January meeting.

Meeting agendas and information are available on the Working Group page of the [OSA website](#). Meetings are live-streamed on the OSA's [YouTube channel](#), and recordings are available on the [OSA website](#) following each meeting.

State Aid and Forfeiture Deadline

The OSA is pleased to announce that all relief associations submitted their 2021 reporting-year forms to the OSA by the November 30 deadline. This is the first time since the 2007 reporting cycle that all relief associations have filed their required reports with the OSA before the deadline. State law requires automatic forfeiture of fire state aid for relief associations that do not file all reporting information by November 30.

We would like to thank the relief association trustees, municipal officials, auditors, and members of the OSA Pension Division team, who worked right up to the deadline to ensure that reporting forms were submitted. A listing from the Department of Revenue of the 2022 fire state aid and supplemental state aid amounts can be found on the [OSA website](#).

Office of the State Auditor
Pension Division
525 Park Street, Suite 500
Saint Paul, MN 55103
(651) 282-6110
Fax: (651) 282-5298
pension@osa.state.mn.us

What's Ahead:**January 15:**

Certified Listing of Individuals Who Filed a Statement of Economic Interest due to the Campaign Finance and Public Disclosure Board.

January 19:

Working Group meeting
2:00 p.m. to 3:30 p.m.

February 15:

Final deadline for submitting 2022 Supplemental Benefit Reimbursement Forms to the Department of Revenue.

March 15:

Fire Equipment Certification Form (FA-1) is due to the Department of Revenue.

Statement of Economic Interest

Every year, each volunteer fire relief association board member and chief administrative officer is required to complete a *Statement of Economic Interest*. The Statement must be filed with the chief administrative officer of the relief association and be made available for public inspection.

The chief administrative officer of a relief association must also submit a *Certified Listing of Individuals Who Filed a Statement of Economic Interest* form to the Campaign Finance and Public Disclosure Board (CFPDB) by **January 15**. This form must list all individuals who have filed *Statements of Economic Interest* with the relief association for the preceding 12 months, along with the address of the office at which the statements are available for public inspection.

For your convenience, the required CFPDB's *Statement of Economic Interest* and *Certified Listing of Individuals Who Filed a Statement of Economic Interest* forms are available in the Pension Forms section of our website under the ["Current Forms"](#) heading.

Key Reporting Requirements Calendar and Helpful Contact Information

An updated Key Reporting Requirements calendar is now available on the OSA's website. This PDF document lists each reporting form that relief associations must submit to the OSA and additional required State reporting. Links to the forms and their applicable due dates are also provided. The calendar can be found in the Pension Forms section of our website under the "Resources for Completing Forms" heading, or you can access it directly by clicking [here](#).

Many relief associations will be holding their annual meeting and elections soon. The OSA makes available a one-page document that provides links to resources available on our website. These resources are intended to help individuals who are elected to a relief association's board of trustees be successful in their new positions. The information document can be found in the Pension Documents section of our website under the "Other Resources" heading, or you can access it directly by clicking [here](#).

The OSA also provides contact information, including phone numbers, e-mail addresses, and websites for many of the government offices and agencies with which volunteer fire relief associations interact. The information can be found on the OSA website [here](#).

Statements of Position:

[Maintaining a General Fund after Joining the Statewide Plan](#)

[Investment Authority](#)

[Investment Policies](#)

[Special and General Funds, and Charitable Gambling Funds](#)

Investing Through the SBI vs. Joining the Statewide Plan

Sometimes there is confusion about the difference between investing through the State Board of Investment (SBI) and joining the Statewide Volunteer Firefighter (SVF) Plan that is administered by the Public Employees Retirement Association (PERA). Investing through the SBI is a choice on how relief association assets will be invested, while joining the SVF Plan is a choice on how the firefighters' pension plan will be administered.

Investing Through the SBI

Relief associations have authority to invest through the SBI Supplemental Investment Fund, which is a multi-purpose investment program that offers a range of investment options. There are six accounts from among which a relief association may choose to invest. Relief associations may choose to invest some or all of their special fund through the SBI. (Relief associations should maintain at least a minimal amount of cash equivalents in a local financial institution to cover short-term expenses.) Many relief associations that invest through the SBI do so for a portion of their special fund portfolio, and work with an investment broker and local financial institution for the remainder of their portfolio. Information about investing through the SBI is available on the [SBI website](#).

Joining the Statewide Plan

Relief associations may choose to administer their own pension plans for their volunteer firefighters or may choose to turn over administration of the pension plans to PERA by joining the SVF Plan. While assets for relief associations that join the SVF Plan are automatically invested by the SBI, under this scenario a relief association's entire special fund is transferred to the SBI and the association ceases to exist as a pension plan. PERA handles the management of the pension plan and pays benefits. Benefit eligibility requirements are set in statute instead of in local bylaws, and fire state aid is paid directly to PERA. Information about the SVF Plan is available on [PERA's website](#).

Pension Division Staff

If you have questions, please contact us:

Michael Johnson, Pension Analyst

(651) 282-5430

michael.johnson@osa.state.mn.us

Molly Resch, Pension Analyst

(651) 297-2765

molly.resch@osa.state.mn.us

Maia Dabney-Miller, Pension Analyst

(651) 284-3423

maia.dabney-miller@osa.state.mn.us

Robin Paulsen, Administrative Specialist

(651) 296-6267

robin.paulsen@osa.state.mn.us

Rose Hennessy Allen, Pension Director

(651) 296-5985

rose.hennessy-allen@osa.state.mn.us



Building a Better World
for All of Us®

MEETING MINUTES

Proctor Monthly Meeting

December 20, 2022

9:00 a.m.

City Hall

Attendees: Jess Rich – City of Proctor
Megan Jordan – City of Proctor
Rick LaLonde – City of Proctor
Jay Boysen – City of Proctor
Matt Bolf – SEH
Tyler Yngsdal - SEH
Char Jones - PUC

SEH No.: PROCT 166073

Project Manager: Matt Bolf, PE

I. Proctor GIS

- A. Public Works Updates – SEH collected corrections from Rick and will make updates to the GIS system in the Spring
- B. PUC updates – Locator Funding
 - 1. The City was successful with the grant and have already received the new locator. Training and locates will start in the Spring when the snow is gone.

II. Salt / Sand / Public Works Project

- A. Project Updates:
 - 1. Construction (on hold until Spring 2023)
 - a. Parsons Electric – Lighting units have been installed.
 - b. All other work is complete for the season. Materials (i.e. piping) has been delivered on the site for next spring.
 - 2. Payment / Changes – Was pay application #4 approved at the last city council meeting? Megan will check to see what was approved at the last council meeting. If pay application was not yet approved, SEH will update it to include change orders 4 & 5, and partial payment of the lighting bid item.
 - a. Change Orders
 - (1) Temporary Access Rock – SEH reiterated that the city wanted a 3" minus rock as stated at our site meeting on 9/27. SEH requested that Veit takes out the difference in cost between the material placed and the 3" minus rock that was requested.
 - b. Pay Applications
 - (1) Pay application #5 – If pay application 4 was approved, SEH will prepare pay application 5 to include partial payment for the lighting bid item.
 - 3. Utility conflicts – Site meeting will be held in Spring 2023 prior to construction starting up.
 - a. NESC – Lower FO under new access road in Spring 2023.

- b. CenturyLink (Lumen) – SEH and CenturyLink looking at location for relocation of FO. Work to be completed Fall/Winter 2022 to be out of the way for 2023 construction. CenturyLink is proposing to relocate the FO line to be 15' within the existing MP easement.
- c. MN Power – Lower 3-phase under new access road in Spring 2023.
- d. Underground power for lighting – Lower power under new access road in Spring 2023.
- 4. Phase 2 – City would like to rebid the Maintenance garage for 2023 construction. SEH will reach out to local building contractors to gauge their appetite for upcoming building construction work.
- 5. Grant Reimbursement – SEH will send Jess and updated funding summary with the corrected Greystone payment amount.

III. MS4 – MS4 General Permit has been reissued by the MPCA

- A. How has this process been working for the city? Not much has occurred recently, the city will be able to gauge how the process is working when the construction season starts up in the spring.

IV. PUC Items

- A. Booster Station
 - 1. PM update- Matt will be managing the remainder of the project.
 - 2. Restoration complete – may need a little seeding in the spring.
 - 3. Fence still needs to be installed. The proposed fence will sit between the newly created ditch and the neighboring property. The ditch and slope should be maintainable from the city property side.
 - 4. There are a few minor punch list items in the building to complete.
 - a. Generator Receptacle – does the City have access to one to test with? Jess and Char will look into what an emergency situation would look like and who they can contact that could supply a generator meeting their requirements.
 - b. Interior Floor patch and paint
 - c. External siding to cover base

V. Second Street LRIP

- A. Project Updates:
 - 1. Public meeting held on 12/8 – Minutes & decisions
 - 2. Design Questions:
 - a. Meeting scheduled with Char and Pat to discuss watermain specific items.
 - b. Trail between 6th & 7th – This section of trail will be narrowed to 8 feet and will maintain a 4 foot boulevard.
 - c. 532 2nd Street – Existing services and no house. Jay will check on this lot and get back to Tyler.
 - d. 536 2nd Street – Steep existing driveway, will have to increase even more. Talk with Homeowner to tie in closer to garage. City will reach out to the homeowner.
 - e. 809 2nd Street – Existing Driveway is 26.5' wide, match existing? Homeowner would like to maintain the driveway width.
 - f. 830 2nd Street – Driveway? City will reach out to homeowner to see if they want this to remain a driveway.
 - g. Storm sewer sump pump connections. Tyler will send the city the example handout that was provided with the 6th & Almac project. City staff will reach out to homeowners to see who wants to have a sump connection provided with the project.
 - h. Replace all concrete steps in R/W or partially in R/W? SEH will plan to replace all the steps within the R/W and will match abnormal steps. Steps will be designed as a min. 4 foot width.
 - i. 837 Sanitary service location? Likely runs to the street and then down towards the nearest manhole.

- j. 840 Sanitary service location? Likely runs to the street and then down towards the nearest manhole.
- k. Replace sanitary to pipe stub at J-9 & eliminate J-10? City is OK with doing this.
- l. Sanitary MH improvements at 9th/3rd? Rick would like to replace this manhole and pipe stubs.
- m. Sanitary MH/Main improvements at 9th at south school entrance? Rick would like to replace this manhole and pipe stubs.
- n. Sanitary service cleanouts? No cleanouts.
- o. Hydrant Locations relative to trail. Hydrants will provide sufficient space from the trail and will be pushed closer to the Avenues.
- p. Temporary Construction Easements – Homeowners were notified at the 12/8 public meeting that temporary easements will likely be required for each property for grading, tie-in, service replacements.
- q. Stormwater Items
 - (1) Stormwater treatment – SEH will provide a Memo regarding options discussed for stormwater treatment. Jess will reach out to the school and provide a letter to SEH as documentation.
 - (2) Design Rain Events – Storm sewer will be designed to meet city standard for 10-year event. CB spacing may be reduced to a 5-year design to meeting State Aid Standards.
 - (3) Outlet Pipe between 8th & 9th – The city doesn't plan to replace this pipe leaving from 2nd street. SEH will check the existing condition to see if it meets the new design requirements. SEH can provide a Memo to the city, if needed.

3. Private utility coordination – Ongoing coordination

B. Project Funding Updates:

- 1. Water Assessment – The change to assess property owners for water along 2nd street was discussed at the public meeting on 12/8.
- 2. 9th Avenue Water Assessment – SEH will provide a cost and front foot cost for this section of watermain.
- 3. SRTS Application (March)
 - a. Trail quantities will be tabulated separately

VI. Ugstad Road Development Site – The State requested an East property line adjustment. Jess will discuss further with the State as their request may leave a gap in the City Boundary. MnDOT's response to Jess indicates that the legal description provided by SEH should be sufficient. No current needs from SEH.

VII. School District Plan Review – Water is again bypassing the curb cut to the pond and running into Kirkus Street. Jess sent a letter to the school district but hasn't received a response yet.

- A. Hockey Arena – There are still improvements needed to make the site compliant. They generally include:
- 1. Pond 3 Expansion – Troy asked SEH for price to process HydroCAD updates and determine how much bigger the pond needs to get.
 - 2. Pervious Areas at Pond 2 – Pond 2 needs more live space and less dead space. They can either adjust the outlet down or make pond 2 bigger. This will be reviewed after new calculations are performed.
 - 3. Maintenance Agreement – not complete yet.

VIII. Miscellaneous

- A. St. Louis County – 2nd Street Concrete Repair Project
- 1. SEH will contact County and let them know existing MH J-10 will be eliminated with the project based on current findings.

2. SEH will be reaching out to the county with better defined limits for the 2nd street reconstruction based on utility replacement.
- B. Pickleball Courts
 - a. The City is exploring converting the outdoor hockey rinks to paved Pickle ball courts at the new hockey area. The only issue with this is that the ponds on the School property would likely need to be upsized for the added impervious amounts.
 - b. The other option that the City is looking at is the gravel lot up from the new Playground for Everybody on Pionk.
 - c. City received preliminary quotes and the conversion of the hockey rinks would be a cheaper option, excluding upgrades to the ponds for stormwater treatment. The City will follow up with the school to see if they want to partner on the project. SEH will provide a summary of the stormwater pond modifications needed. The grant application would require the school to apply and own the pickleball courts.
- C. Storm Water Utility – No updates.
- D. Water & Wastewater 2023-2024 PPL
 1. 2024 PPL – Jess would like to get the water and sewer lines from 2nd Street to Westgate on the PPL for future funding.
 - a. Wastewater plans due 3/3/23
 - b. Request for placement on Drinking Water due 5/5/2023
 - c. Matt and Jess will have a follow-up meeting to discuss schedule and applications.
 2. Water
 - a. The PUC/City would like to include watermain replacement from 2nd Street south to Westgate Blvd. Directionally drilling HDPE water main would likely be the most cost effective option with limited excavation needed.
 - b. Char will work on getting existing pipe ages and break history to include.
 3. Wastewater
 - a. Rick provided a priority map sketch for areas in high need of rehab.
 - b. Rehabbing areas #2 and #3 are most likely to occur in concurrence with the water main rehab section.
 - c. Section #1 is also high priority as it takes flow from entire city to the WLSSD meter station.
 - d. A new forcemain could be directionally drilled from Westgate to the north.
 - e. Rick provided known information on existing pipe ages and blockage history.
- E. Bonding Bill – Group discussed preparing projects costs and narratives to be ready for a bonding bill or other state grant opportunities. Projects to include will be:
 1. Munger Trail Spur
 2. City Land Development at south end of town.
 3. Jess will send the previous narratives she prepared for Congressman Stauber last fall. SEH to update cost estimates and help with narratives.
- F. FEMA Flood Map Updates – The City and PEDa reviewed the proposed changes and did not have any updates.

IX. **Next Meeting – January 11, 2023 @ 9:00 am.**

MINUTES OF THE 2nd ST DESIGN UPDATE MEETING

PRESENT: Tyler Yngsdal of SEH, Jess Rich, Megan Jordan

OTHERS PRESENT:

Kathy Hannen 1502 3rd Ave

Eric Bingaman 719 2nd

Eric Nistler

Tyler from SEH presents a brief introduction of the project background, information obtained from previous meetings, additional design updates, an upcoming schedule of events, communication opportunities, and opens up for a question-and-answer period. Funding sources, additional grant opportunities including Safe Routes to School, and lighting options are discussed. Dark sky lighting is mentioned as a viable option along with follow-up information on the ability to loop the water main at 9th Ave for the school.

The project design is presented with trail widths, trail connectivity, and overall future trail system designs. Nistler – suggestion of constructing the trail 8' wide throughout rather than decreasing from 10' to 8' in constrained areas. Questions/comments pertaining to trail design versus sidewalks installation follows with Administrator Rich addressing those public questions. Tyler will discuss individual logistics/situations with the following homeowners on 2nd St:

723

809

804

830

6th/7th Ave trail accommodations are discussed, with public comment added to decrease from 10' to 8' in constrained areas, maintaining the 4' boulevard for snow removal operations.

Next committee meeting hasn't been set.

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. Tuesday, October 11, 2022, at the Proctor Area Community Center.

Meeting was called to order by PEDA Chair Madson at 6:00 p.m.

MEMBERS PRESENT: Chair Eric Madson, Commissioner Schwarzbauer, Mayor Chad Ward, Commissioner Troy DeWall, Commissioner Eric Bingaman

OTHERS PRESENT: City Administrator Jess Rich, City Attorney John Bray

Motion by Commissioner Bingaman, seconded by Mayor Ward and carried (5-0) to approve the September 2022 Minutes.

Motion by Commissioner Bingaman, seconded by Commissioner Schwarzbauer and carried (5-0) to approve the agenda.

Secretary Rich reported on the following: Wetland Delineation Report, November 2022 PEDA Meeting.

MEMBER CONCERNS

Chair Madson: None

Mayor Ward: None

Commissioner Schwarzbauer: None

Commissioner Bingaman: None

Commissioner DeWall: None

Motion by Mayor Ward, seconded by Commissioner Bingaman carried (5-0) to adjourn at 6:08 PM PM.

Respectfully Submitted: PEDA Secretary, Jess Rich

December 22, 2022

Attn: Jessica Rich
City Administrator - City of Proctor
100 Pionk Drive
Proctor, MN 55810-1700

RE: City of Proctor/Municipal Golf Course

Dear City of Proctor Representative:

On December 23, 2022 a check in the amount of \$52,299.69 payable to the City of Proctor to be used to benefit the Proctor Golf Course was sent to you. This distribution is paid to the City of Proctor from the Gordon M. Downs Charitable Trust. The gift is restricted and may be used only to pay for the utility bills from 10/17/2022 to 12/07/2022 in the amount of \$7,474.19 as well as \$44,825.50 for paving of the cart paths, as described in the receipts provided to us by your office.

By signing below, please acknowledge that the funds will be used for the purpose described above. If you have any questions regarding this matter, please feel free to contact me directly at (218) 625-1255.

Sincerely,



Aili E. Ratike, CTFA
Trust Administrator

I acknowledge receipt of a check in the amount of \$52,299.69 from the Gordon M. Downs Charitable Trust to be used for the above described purpose.



City of Proctor

12.28.2022
Date



**CITY OF PROCTOR
RESOLUTION NO. 01-23
RESOLUTION ACCEPTING A DONATION**

WHEREAS, The City of Proctor owns and operates a municipal golf course and has course maintenance needs; and

WHEREAS, The Proctor Golf Manager reported to the City of Proctor Golf Course Committee the addition of paved cart paths is a needed improvement to the course; and

WHEREAS, the Gordon Downs Trust has agreed to donate funds to the City of Proctor for the installation of cart paths at the Proctor Golf Course; and

WHEREAS, The City of Proctor is generally authorized to accept donations or gifts of real and personal property pursuant to Minnesota Statutes Section 10A.071, 211A.01 and 471.895, and is specifically authorized to accept gifts and bequests for services pursuant to Minnesota Statutes Section stated above; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA, accepts the donation of \$44,825.50 for the installation of paved cart paths at the Proctor Golf Course,

Adopted by the City Council of the City of Proctor on the 3rd day of January 2023.

Approved:

Chad Ward, Mayor

Attested:

Jess Rich, City Clerk