

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, September 5th, 2023, 6:00 PM
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES City Council Meeting Minutes, Monday, August 21st, 2023

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

***1. COMMUNICATIONS**

A. Payroll Report

***2. PLANNING & ZONING DEPARTMENT MATTERS**

***3. COMMITTEE REPORTS**

A. Blight Committee Minutes – August 21st, 2023

B. PUC Minutes – July 10th, 2023

C. SEH Minutes – August 10th, 2023

4. CLERK ADVISES COUNCIL

A. 2024 Senate Capital Investment Committee Tour

B. 2nd St Project Update

C. Jet Exhibit Update

D. SRO Contract

E. 2023 Trunk or Treat

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

B. 2023 Public Safety Aid – Fire Department Purchase

6. NEW BUSINESS

- A. 2nd St Change Order #3
- B. Pickleball Facility Matching Funds Commitment
- C. Resolution 34-23 – Accepting Donation
- D. Golf Advisory Committee Application
- E. Election Allocation Fund
- F. Proctor Fire Department – Retirement Letters
- G. Liquor Store Employee – Resignation Letter
- H. 2024 Budget Information

7A: CLOSED MEETING PURSUANT to §13D.06 Subd. 1(b)

- A. Labor Negotiations
- B. Attorney Client Privilege
- C. Economic Development Data

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

City Attorney:

BILLS FOR APPROVAL

General: \$75,284.84

Liquor: \$53,091.43

TOTAL BILLS FOR APPROVAL: \$128,376.27

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING AUGUST 21st, 2023

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 Rory Johnson, Councilor Benson, Councilor Rohweder

OTHERS PRESENT: Attorney John Bray, City Administrator Jess Rich, Administrative Assistant Megan Jordan, Chief Gaidis

M/S/P: Rohweder/Johnson to approve the minutes from Monday, August 7th, 2023, adding REA3D Pickleball to the next council meeting.

M/S/P: Benson/Rohweder to approve the agenda for Monday, August 21st, 2023, correcting bills amount to \$537,387.05.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

M/S/P: Ward/Rohweder to approve the consent agenda for Monday, August 21st, 2023.

4. Clerk Advises Council

A. 2024 Capital Investment Committee Tour – September 26th, 2023

City staff has received an invitation to attend and present to the House Capital Committee as part of their tour at UMD on September 26th. City staff will also have the opportunity to present to the Senate Capital Investment Committee on Tuesday, Sept 5th, 2023. Administrator Rich has been working with SEH, members of PEDAs, and the utility commission to finalize the presentation and include the city's priority bonding projects/requests and the I-35 south Proctor utility extension.

B. 2nd St Project Update

Project is progressing on schedule with some road/intersection closures to occur within the next week. Paving will begin Tuesday, August 22nd, with city staff to distribute notification of road/intersection closures as soon as they can. Paving on 9th Ave/3rd has become top priority before school starts.

C. Sand/Salt Storage Update

Veit has completed their preliminary dirt work, with the change order and pay application included for approval in the meeting packet. To date, this project is progressing on schedule.

D. 3rd St Park Project

Orange Project Places through Essentia has begun improvements to the park with positive feedback received from the neighborhood and residents.

E. LMC Performance Survey

Administrator Rich has presented a basic questionnaire in the sample survey included in the meeting packet. Discussion follows including survey formats and the following suggestions: departments to include/add, permitting, policing, council, and overall city operations. Staff to draft a survey format from the LMC, adding 3-5 additional topics as discussed.

M/S/P: DeWall/Johnson to include sixteen questions as presented, utilize the LMC services for survey administration, adding the additional questions at the next council meeting.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

6. NEW BUSINESS

M/S/P: Ward/Rohweder to approve resolution 33-23 as submitted, approving the PAHA raffle at Legends Bar on February 17th, 2024, as submitted.

M/S/P: Johnson/Benson to approve the letter of support regarding the Blatnik Bridge reconstruction project as submitted.

M/S/P: Rohweder/DeWall to approve Rail Safety Week, Sept 18th-24th Proclamation as submitted.

M/S/P: Benson/Ward to approve change order #7 payable to Veit & Company in the amount of \$6,490.51 for work performed by Core & Main.

M/S/P: Johnson/Rohweder to approve pay application #6 to Veit & Company in the amount of \$227,927.27 for work completed at the sand/salt storage facility.

7A: CLOSED MEETING PURSUANT to §13D.06 Subd. 1(b) for Attorney Client Privilege and Labor Negotiations

M/S/P: Rohweder/Ward to suspend the regular council meeting at 6:30 pm and open a closed session for labor negotiations and attorney client privilege.

M/S/P: DeWall/Johnson to reconvene the regular council meeting at 7:32 pm.

MEMBER CONCERNS

Benson: Public notification of gratitude and thanks to all for putting on a wonderful Hoghead celebration. Notes welcomed improvements to the 3rd St park.

DeWall: Great improvements made to the 3rd St park, gratitude to all for Hoghead celebration, requests fire department purchases to be added to the next agenda, reflecting a savings to purchase before the end of September. Mayor Ward makes note of the public safety funds from the state to be received by the end of the year.

Johnson: Thanks to all for a wonderful Hoghead, weathering the heat, parade attendance, and fireworks.

Rohweder: None

Mayor Ward: Hoghead thanks to all for participation. Next council meeting on Tuesday, September 5th, due to Labor Day Holiday.

Attorney Bray:

BILLS FOR APPROVAL:

General: \$470,791.44

Liquor: \$66,595.51

TOTAL BILLS FOR APPROVAL: \$537,387.05

M/S/P: Rohweder/Johnson to approve the bills as submitted, Councilor DeWall with questions regarding the bills to MN Energy and natural gas costs to the building during summer months.

M/S/P: DeWall/Johnson to adjourn the regular council meeting at 7:37 pm.

City of Proctor
Payroll Summary by Department

*1A

Check Date Range 9/1/2023 to 9/1/2023

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	-	-	-	-	-
City Admin	7,374.70	-	-	-	-
Finance	3,076.81	-	-	-	-
Police Department	27,858.20	60.50	3,307.95	-	-
Fire Department	-	-	-	-	-
Street Department	10,393.84	5.00	247.20	-	-
Liquor Store	5,459.46	-	-	-	-
PUC	6,518.81	3.00	116.82	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
Total	60,681.82	68.50	3,671.97	-	-

MINUTES
08/21/2023 BLIGHT COMMITTEE MEETING

*3A

Persons Present:

Jay Boysen, Building Official/Public Works
John Bray, City Attorney
Troy Dewall, City Councilor
Kent Gaidis, Chief of Police
Jess Rich, City Administrator
Jim Tuomi, Planning and Zoning
Chad Ward, Mayor
Jess Buhs

Meeting commenced at 5:15 p.m.

1. Councilor Dewall brought up discussion re: 102 6th Street property.
 - 72-hour placards to be placed on vehicles tomorrow, 08/22/2023 by 2:00 p.m.
2. Mayor Ward addressed public postings and concern forms as reflected on example websites.
 - Discussion re: the positive/negative effects of posting problem properties.
 - Tracking vs. fixing: The public would be made aware if a property has been reported; however, it does not necessarily fix the issue.
 - All members are in favor of creating a concern form for the public to use.
3. City Administrator Rich addressed revising our City Code.
 - Creating a more specific definition of blight.
 - Code which provides for follow-up which then leads to follow-through.
 - Check with Sleepy Eye, MN on their procedure for follow-through.
 - Provisions for fines and/or owner's personal liability for towing fees.
 - American Legal Code as a tool for revising our current code.
4. City Administrator Rich questioned process for cleanup on problem properties.
 - Relying on City staff vs. hiring private companies.
 - Liability of our workers vs. hiring private companies who are properly insured.
 - The City has worked with Terry Carroll in the past; Shelton is another possibility.
5. Building Official Boysen questioned how to handle minor cases.
 - Who decides how to handle each case?
 - Creating a process of identifying properties through the report form, communicating and assigning the issue to one person and then monitoring each property's status.
 - How much are officers involved? Assign a property to one officer who then follows through until their work doesn't work. Matter would then go to the committee for further discussion.

6. City Administrator Rich proposed a plan:
 - Create a public complaint form.
 - Revise the blight code so “blight” is all in one section rather than disbursed throughout the public nuisance section.
 - Create a procedure where officers receive a complaint and determine whether the matter necessitates a phone call/visit or whether it is a committee issue.
 - The City Administrator, Chief of Police and Police Sergeant will be included on all notices to ensure follow-through.
 - One officer will be assigned to each case so as to lessen miscommunication and conflicting information.
7. Moving Forward:
 - Jess Buhs will contact Sleepy Eye to find out their process after a complaint is filed and whether they have a written procedure for this process.
 - *Bob Elston, Sleepy Eye City Manager, will be in contact the week of 8/28 when he is back in the office.*
 - Jess Buhs will create a form similar to Hoyt Lakes for residents to report problem properties.
 - *See attached fillable PDF.*
8. Councilor Dewall brought up further discussion re: 102 6th Street and the plan for this coming week.
 - Placards will be placed tomorrow, 08/22/2023, at 2:00 p.m.
 - City code provides the ability to go on the property to place the placards.
 - Proper notice includes by hand delivery.
9. City Administrator Rich questioned placement of new sidewalks.
 - Replacing the sidewalk along the 102 6th Street property creates a definite boundary line.
 - Adding a sidewalk on this particular street would benefit future plans for the 3rd Street park.
 - Replacing both sides of the road vs. one side; the City has been moving towards sidewalks on one side.
 - It was suggested to compare SEH’s assessment/long-term plan with the current need to see what is financially feasible.

Meeting adjourned at 6:00 p.m.

Attachments:

Proposed City of Proctor Blight Reporting Form
Model Blight Code Language

Minutes of the Proctor Public Utilities Commission meeting held on Monday, July 10, 2023 at 6:00 p.m. in the Council Chambers at Proctor City Hall.

The following members were present:

Jennifer Cady
Eric Bingaman
Troy DeWall

***3B**

Others who were present:

Charlene Jones, Commission Secretary
John Bray, PUC Attorney (by phone)
Zak Sharp, WIPFLI

APPROVAL OF AGENDA

Motion by Cady, seconded by Bingaman and carried: To approve the agenda, as presented, with the addition of agenda item 2F – WIPFLI in attendance to present the 2022 PUC Audited Financial Statements and Auditors Report and to move this to our first discussion item.

APPROVAL OF THE MINUTES OF:

Motion by Cady, seconded by Bingaman and carried: To approve the PUC Regular Meeting minutes of June 22, 2023.

APPROVAL OF PAYROLLS OF:

Motion by Bingaman, seconded by DeWall and carried: To approve the payroll pay date of 6/23/23.

DELINQUENT ACCOUNTS were discussed.

CALL FOR COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

1. OLD BUSINESS

- A. Water Maintenance Contractor update.
- B. Forward looking budget items
 - seasonal summer help

2. NEW BUSINESS

- A. 2nd Street Project from 5th Ave to 9th Ave was discussed. Commission would like it to be brought up at the weekly construction meeting that USA should be giving more of a heads up for the water shutdowns and switching on and off of temporary water service. Commission also requested that, due to the construction, we give a temporary parking spot at the Fire Hall to the resident at 507 2nd St, so he doesn't have to park so far away from his house.
- B. Water tower maintenance was discussed. SEH completed a water tower inspection on 6/27/23 and we are just waiting for the report to come back.
- C. Lead service line inventory was discussed. We will be starting the inventory with the 2nd Street Project. Secretary will be applying for a Technical Assistance Grant through the MN Dept of Health next week, which will help with SEH's cost of helping us with this inventory.

- D. Service Territory Discussion. Nothing new to discuss.
- E. ISD 704 Solar for Schools MOU was reviewed. Secretary had MMUA review it and give their comments/suggestions. MMUA said the MOU looks good and satisfies the concern of 3rd party sales.

Motion by Cady, seconded by Bingaman and carried: To approve the ISD 704 Solar for Schools MOU, as presented.

Commission would also like to add “Rate Structure” under our agenda item “Forward looking budget items”.

- F. WIPFLI was in attendance to present the 2022 PUC Audited Financial Statements and Auditors Report.

Commission would like to see a few things added to next year’s report:

- Commissioner’s report to management - discussion about projects etc that were done during the year with a short paragraph of internal notes.

- Under Commission terms, add the very first start date of each Commissioner since they started

Commission would also like PUC staff to check into what our net position should be at (debt to capital ratio) with maybe MMUA or another source.

Motion by Bingaman, seconded by Cady and carried: To accept the 2022 PUC Financial Audit, as presented by WIPFLI.

3. REPORT OF OFFICE

- A. PUC Meter Reader/Water Technician position update.
- B. Booster (Pump) Station update was discussed. Still waiting on punch list items to be completed. Commission would like Secretary to work directly with Dakota Pump to get the generator receptacle installed, since USA has not been able to get this completed yet. Cost would be taken out of the final pay request. Commission would like to see if the City would be interested in going in on a portable generator with PUC. They would also like to add “Generator” under our agenda item “Forward looking budget items”.
- C. Sand Salt Building & PUC/Public Works Garage was discussed. The garage work has begun.
- D. Tree trimming update was discussed. All crews are currently spraying the transmission lines and will be starting trimming after Labor Day.
- E. 2023 Water Break Repairs bids were reviewed.

Motion by Bingaman, seconded by DeWall and carried: To award the 2023 Water Break Repairs bid to Sinnott Contracting, LLC, in the amount of \$21,500.

4. FINANCIAL STATEMENTS

- A. PUC May Income Statements were reviewed.

5. APPROVAL OF BILLS

- A. The MP June power bill was reviewed.
- B. The MP June maintenance bills were reviewed. SWL&P May & June bills were not received yet.
- C. The bills listings were reviewed.

Motion by Bingaman, seconded by Cady and carried: To approve the bills presented and on file at the utility office, excluding the Minnesota Power Billing in the amount of \$487.50 (billed in error for Stebner Rd address) and including all electronic payments for sales tax & payroll payables. Payable checks #020024 thru #020035.

6. COMMUNICATIONS

- A. Billing insert on back side of utility bills was reviewed. Nothing for this month.
- B. City Administrator did not have any additional correspondence to discuss.

7. LABOR & NEGOTIATION ISSUES

8. MEMBERS CONCERNS

- A. Vanguard locating services was discussed. DeWall brought up that they painted the culvert as a watermain at 2214 Venice St and were off by 10 ft on the main. Secretary will bring this up with their supervisor and see what can be done.

Motion by Bingaman, seconded by DeWall and carried: To adjourn the meeting at 7:32 p.m.

Charlene Jones, Commission Secretary

Jennifer Cady, Chair



Building a Better World
for All of Us®

MEETING MINUTES

*3C

Proctor Monthly Meeting

August 10, 2023

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, Tyler Yngsdal – SEH
Char Jones – PUC

SEH No.: PROCT 166073

Project Manager: Matt Bolf, PE

I. Salt / Sand / Public Works Project

A. Site Work Project Updates:

1. Sanitary and water installed last week. Utility testing is complete.
2. Sidewalk and driveway apron have been poured.
3. Kirkus Street will be patched this Friday.
4. Transformer has been installed.
5. Pay application #6 will be prepare next week.
6. [Change Order #7 – PUC added gate valve. This was sent to Jess and Char last week.](#)

B. Phase 2 Garage

1. Interior piping under slab is being completed.
2. Flammable waste interceptor is planned to get installed next Monday.
3. Concrete slab will be worked on next week.
4. Pay application #1 was sent to the City last week.
5. Change Order #1 – Conduit and wiring to the building from the Transformer.

II. Second Street LRIP

A. Project Construction Updates

1. Watermain installed from 9th to 7th. Pressure tested yesterday and will perform bacteria test later this week.
2. Utility installation and connections near south school lot have been completed.
3. Knife Lake will start on curb and gutter from 5th to 7th next week.
4. Knife Lake will start on curb and gutter along 9th Avenue next week. Bumpout modifications were sent out and staked by SEH this week.
5. USA will continue with utility services between 9th and 7th next week.
6. [USA provided an updated overall project schedule today. Tyler forwarded the PDF to City staff.](#)

B. Contractor Payments

1. Pay Application #3 – End of August
2. CO #1 – Reclaim Material, SEH still waiting on SLC to process this CO. [Tyler will follow-up with Steve K.](#)

3. CO #2 – Rock Hammer rental for rock removal around gas. SEH has requested an itemized breakdown of costs for this request.
4. CO #3 – Lighting fixtures, SEH rejected this request since items were already detailed out in the plans.
5. The City has paid SLC 95% of 2nd Street work now that the bonding has come through.

III. PUC Items

A. Booster Station

1. Punch List items.
 - a. Generator Receptacle – PUC is looking into purchasing a generator.
 - (1) SEH requested a Change Order estimate to provide a cord with a connection to the building and open-ended wiring. CO quote came in at \$10k. The City is going to explore other options.
 - (2) Conduit for generator receptacle – Holden is planning to install week of 8/14.
 - b. Door re-adjustment – this needs to be completed. No update on schedule.
 - c. Site Grading – City is concerned with condition that final grading and seeding was left in.
 - (1) Construction plans called for erosion control blanket for the swale and behind the future garage only. SEH will request USA to pull unnecessary blanket and stakes and to reseed areas that are not growing.
 - d. SEH followed up with USA for schedule update but have not heard back.

B. Water Tower

1. Tank Mixer - KLM recommended a mixer be added to prevent freezing. The PUC would like this work to be completed in conjunction with the painting needs.
2. Painting touch up - PUC would like this work to be completed in conjunction with the mixer.
3. Inspections - SEH completed the inspection on 6/27. SEH finished the report today and will provide to the PUC for their meeting on 8/14.

IV. Proctor GIS

- A. Public Works Updates – SEH collected corrections from Rick and will make updates to the GIS system in the Spring
- B. SEH received MN Power GIS files for out next GIS update which will occur fall of 2023.
- C. Updates will include 2nd Street reconstruction project.
- D. Tyler will send coordinate information to Rick for collection with new locator equipment.

V. School District Plan Review – No update.

- A. Water is bypassing the curb cut to the pond and running into Kirkus Street. The City and school district have started conversations about this topic again.
- B. Hockey Arena – There are still improvements needed to make the site compliant including:
 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.

VI. Miscellaneous

- A. Pickleball Courts
 - a. The City is looking into layout options near the Playground for Everyone.
- B. Storm Water Utility – No update.
- C. Water & Wastewater 2023-2024 PPL – No updates

1. 2024 PPL
 - a. Wastewater - Westgate to WLSSD manhole was submitted on 3/3 for the PPL.
 - b. DWRP PPL Application submitted on 5/5/2023
- D. Federal Appropriation Funds – The City was notified the Ugstad Road development project was not selected to be funded.
- E. USACE Section 569 Grant
 1. This grant provides monies towards water and sewer projects. It is currently all “earmarked” money so Proctor will need to work with legislators to get funded.
 2. Ugstad Road Extension project would qualify and the materials from bonding bill application could be re-used.
 3. The City would like to submit for this grant. Matt will prepare the response and provide to Jess. City will reach out to legislators.
- F. Bonding Bill
 1. Bonding Bill applications was submitted for Ugstad Development project. Jess did receive some feedback on this project and will follow up as appropriate.
 2. Legislators are planning on a Proctor stop for the bus tour. Matt will assist with production of a power point presentation for the bus tour stop.
- G. Trails – 40 acre parcel
 1. Property lines marked last month. City plans to complete this work in the Fall.
- H. Lead Service Line (LSL) Inventory
 1. Inventory due date – 10/16/2024 Char met with Rural Water and Dept. of Health to discuss upcoming requirements and dates.
 2. Grant – PUC applied for Visual Inspection grant dollars.
 3. IJJA Lead Service funding dollars could be available. SEH will watch for this application.
- I. Kingsbury Creek Restoration – no update this month.
 1. MPCA planning a restoration project from City hall to Boundary Avenue. MPCA received \$600k in Federal funding and is applying for additional \$300k in state funding.
 2. MPCA would like to know if the city would be willing to maintain Stormwater treatment BMPs if the MPCA installs them with the project.
- J. PUC Road Patches & Acacia Ave. Storm Drain Repairs
 1. Acacia Ave Storm
 - a. Temporary easements are being drafted.
 - b. Permanent drainage/utility easement will be extended 10’.
 - c. SEH working to finalize plans and bid form next week.
 - d. Rick is OK with plastic storm pipe for outside of the roadway.
 2. PUC WM Break road patches – Sinnott was awarded the project.
 - a. Char will reach out to the County for schedule of roadway sealing work. The PUC would like to get this completed prior to the County completing this work.
- K. Playground Parking
 1. Jess is working with the DNR on an amendment to the agreement.
 2. City crews have completed the culvert replacement. Work should begin in next few weeks.
- L. City Sidewalk funds –No update.

- M. Jet Repairs – The City is waiting on a submittal from the 148th of work completed to send to the insurance company.
- N. County Crack/Chip Seal
 - 1. City would like to develop a maintenance list for Crack/Chip Seal roads within town.
 - 2. Maintenance list would identify schedule based on year constructed. This will include Kirkus Street, Almac Drive, 6th Street, and 2nd Street.
 - 3. SEH reached out to County and they are willing to meet with the City to discuss best practices and associated costs. Rick would like to set up this meeting for September.
- O. Westgate Boulevard
 - 1. Road is in very poor condition and could be a candidate for reclaim and pave.
 - 2. City would like to look at other priority streets in town and discuss at a council level.
 - 3. Cracks are likely too deep to warrant a mill and overlay. The City may want to reclaim the material, stock pile the reclaimed material for their own maintenance use, and repave the roadway.
- P. Coffee Shop (Old Wok-N-Grill)
 - 1. Owner is looking at adding a drive thru off of 6th Street. This would require a Concurrent Use Permit or similar.
 - 2. The City is currently referring the owner to the City ordinances for guidance.
- Q. Department of Human Services Grant.
 - 1. The City is looking into a grant opportunity to assist with food shelf modifications to improve the end user experience and providing some amount of separation from other City Hall uses.
 - 2. No maximum grant dollar asking amount with no local match requirement.
 - 3. The City is looking for an initial preliminary design/layout with a cost estimate to apply for the grant.

vii. Next Meeting – September 13th @ 9:00 am

Chad Ward
Mayor

City of Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
Rory Johnson
James Rohweder

Jess Rich
City Administrator

You Have a Place in Proctor

100 Pionk Drive · Proctor, Minnesota 55810-1700 · Phone: 218-624-3641 · Email: cityhall@proctormn.gov

5A

Date: September 1, 2023
To: Proctor City Council
From: Jess Rich Administrator
Re: 2023 Public Safety Aid for Cities

Fire Chief Helquist recommends the following use of the 2023 Public Safety Aid for Cities. Chief Helquist reports to expect a minimum of a 3-5% increase after September 30, 2023. Estimates attached.

Fire Department

- 24 Helmets \$9,806.67 (actual)
- 19 Sets of Dual Cert Gear \$34,850 (estimated)
- Hose \$10,334.84 (actual)

Total \$55,000

Remaining funds will be earmarked in the Public Safety Fund for future equipment needs.

Grand Forks Fire Equipment LLC

[fax] 701-746-6464

921 N 3rd St

Grand Forks ND 58203

**Estimate**

Date	Estimate #
8/6/2023	4135

Name / Address
Proctor Fire Department 223 5th ave Proctor MN 55810

		Rep	Project
Description	Qty	Cost	Total
Traditional Helmet, configured matrix Your ATO: C-TRD71C431220A000 MODEL TYPE7 1044 SHELL COLOR1 BLACK EYE PROTECTIONC DEFENDER, TUFFSHIELD HEADBAND ASSEMBLY4 DELUXE LEATHER (1010/1044) EARLAPS AND HOOD3 PBI/KEVLAR FRONT HOLDER1 6" BRASS EAGLE CHINSTRAP W/IMPACT CAP AND SUS2 2 PT-NOMEX WITH QRB & SLIDE TRIM TYPE2 REFLEXITE TRIM COLOR AND SHAPE0 STANDARD SHIP FROMA SHIP FROM SJAX ADDITIONAL EYE PROTECTION0 NONE ACCESSORY TYPE0 NONE HELMET FRONT0 NONE	23	406.58	9,351.34
Traditional Helmet, configured matrix	1	455.33	455.33
		Total	

Customer Signature

Grand Forks Fire Equipment LLC

[fax] 701-746-6464

921 N 3rd St

Grand Forks ND 58203



Estimate

Date	Estimate #
8/6/2023	4135

Name / Address
Proctor Fire Department 223 5th ave Proctor MN 55810

		Rep	Project
Description	Qty	Cost	Total
Your ATO: C-TRD13C431220A000 MODEL TYPE1 1010 SHELL COLOR3 BLUE EYE PROTECTIONC DEFENDER, TUFFSHIELD HEADBAND ASSEMBLY4 DELUXE LEATHER (1010/1044) EARLAPS AND HOOD3 PBI/KEVLAR FRONT HOLDER1 6" BRASS EAGLE CHINSTRAP W/IMPACT CAP AND SUS2 2 PT-NOMEX WITH QRB & SLIDE TRIM TYPE2 REFLEXITE TRIM COLOR AND SHAPE0 STANDARD SHIP FROMA SHIP FROM SJAX ADDITIONAL EYE PROTECTION0 NONE ACCESSORY TYPE0 NONE HELMET FRONT0 NONE Free leather front promo and free Globe particulate hood			
		Total	\$9,806.67

Customer Signature _____

[fax] 701-746-6464
921 N 3rd St
Grand Forks ND 58203



Date	Estimate #
8/2/2023	4134

Name / Address
Proctor Fire Department 223 5th ave Proctor MN 55810

[illegible]

Customer Signature



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

6A

Rev. February 2018

SP/SAP(s)	SAP 069-594-001	MN Project No.:		Change Order No.	3
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Project Location	2nd St. between 9th Ave. and 5th Ave.; 9th Ave. between 1st St. and 4th St.; 3rd St.		
Local Agency	St Louis County Public Works	Local Project No.	CP 0000-617698
Contractor	Utility Systems of America Inc.	Contract No.	CP 0000-617698
Address/City/State/Zip	PO Box 706 / Eveleth / MN / 55734		
Total Change Order Amount \$		\$19,384.19	

The Contract provides for among other things grading, bituminous surfacing, lighting, and ADA improvements.

In accordance with the following terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.

At the beginning of construction, the Gas Company relocated a portion of gas main across 2nd Street near the 9th Avenue intersection. Due to the proximity of the gas main, the Contractor was unable to blast rock for the water main utility trench and rock hammer equipment was required to remove rock to avoid damage to the gas main. The City of Proctor and Engineer directed the Contractor to move forward with renting the equipment to continue with the rock removal and utility installation. This change includes the cost of the rental, mobilization, and operator time to complete the work.

Payment shall be at the negotiated price as indicated in the Cost Breakdown hereafter.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

**Group/funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Proctor - Non-Participating	1904.3/69043	EQUIPMENT - FORCE ACCOUNT	\$	\$19,384.19	1	\$19,384.19
Net Change this Change Order						\$19,384.19

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)

<input type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change:	Number of Calendar Days Affected by this Contract Change:

Approved by Project Engineer: [1#first_name#0] [1#last_name#3] Date: [1#obtained#5]

Print Name: [1#first_name#1] [1#last_name#2] Phone: [1#phone#4]

Approved by Contractor: [2#first_name#6] [2#last_name#9] Date: [2#obtained#11]

Print Name: [2#first_name#7] [2#last_name#8] Phone: [2#phone#10]



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	SAP 069-594-001	MN Project No.:		Change Order No.	3
-----------	-----------------	-----------------	--	------------------	---

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for:

[3#fund_fed3#14] Federal Funding
[3#fund_state3#16] State Aid Funding
[3#fund_local3#15] Local/Other Funds

District State Aid Engineer: [3#first_name#12] [3#last_name#13] Date: [3#obtained#17]

UTILITY SYSTEMS OF AMERICA, INC.**INVOICE**

P.O. Box 706
1280 Industrial Park Drive
Eveleth, MN 55734-0706

Phone: 218-744-4342
Fax: 218-744-5491

usainc@mchsi.com

**FOR: COUNTY PROJECT NO. CP 0000-617698 /
STATE PROJECT NO. SAP 069-594-001 /
PROCTOR, MN**

Extra work performed by our crew to remove ledge rock under the gas main which was not as shown on the plan. We had to rent an excavator with a hammer for 1-week minimum from Bloomington, MN to remove the rock. Our costs are broken down as follows:

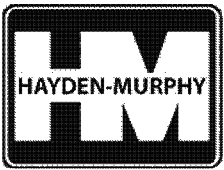
INVOICE NO. X01-223391

DATE August 21, 2023

BILL TO:
ST. LOUIS COUNTY PUBLIC WORKS
4787 Midway Road
Duluth, MN 55811

DATE	DESCRIPTION	UNITS	RATE	AMOUNT
8/3/23 -	Rental - Excavator with Hammer	1.0 WK	7,000.00	\$ 7,000.00
8/10/23	Mobilization	1.0 LS	4,800.00	\$ 4,800.00
	Operator (T. Lanum)	24.0 HR	97.23	\$ 2,333.52
	Operator (Robert Lind)	10.0 HR	97.23	\$ 972.30
	Volvo 380 Excavator	10.0 HR	175.00	\$ 1,750.00
	15% CONTRACTORS OVERHEAD & PROFIT	1.0 LS	2528.37	\$ 2,528.37
TOTAL				\$ 19,384.19

THANK YOU!

**Hayden-Murphy Equipment Company**

9301 E. Bloomington Freeway

Minneapolis, MN 55420

Phone: 952-884-2301

Fax: 952-884-2293

Ship To: UTILITY SYSTEMS OF AMERICA INC
2nd ST
PROCTOR, MN 55734

Invoice To: UTILITY SYSTEMS OF AMERICA INC
1280 INDUSTRIAL PARK
PO BOX 706
EVELETH MN 55734

Branch 01 - MINNEAPOLIS, MN		
Date 07/27/2023	Time 9:25:08 (B)	Page 1
Account No UTILI002	Phone No 2187444342	Inv No R0340301
Ship Via	Purchase Order PENDING	
Tax ID No		
		Salesperson 19 / 19

RENTAL INVOICE

Description INVOICE #: R0340301 For Contract #: 001438 Amount

Billing #: 1 Covering From 07/27/2023 to 08/03/2023

LS 350X4EX
EXCAVATOR Charge for usage of 1 WEEKL 3200.00
Stock #: N000977 Serial #: LBX350Q7NPHEX2352
Date Out: 07/27/2023 07:00

RA 4099E
HYDRAULIC BREAKER Charge for usage of 1 WEEKL 3200.00
Stock #: N000415 Serial #: 4099EA0384
Date Out: 07/28/2023 07:00

ADDITIONAL PARTS

=====

RAMMER TOOL GRE 951370 Qty: 3 Price: 31.00 93.00

Subtotal: 6493.00

1-MINNESOTA STATE SALES TAX 6.875%: 446.39

JF-ST LOUIS COUNTY MN /JF: 32.47

TOTAL CASH: 6971.86

190

PAYMENT TERMS: NET 30

2023 MODEL YEAR WITH AN INSURED VALUE OF \$310,000.00

ALL RENTAL UNITS MUST BE RETURNED WASHED/CLEANED OR
CLEANING CHARGES WILL BE APPLIED AT \$168.00 PER HOUR UNTIL
CLEAN.

THANK YOU FOR YOUR BUSINESS, IT IS GREATLY APPRECIATED.

2022 ALLIED RAMMER HAMMER 4099

2022 MODEL YEAR WITH AN INSURED VALUE OF \$105,000.00

STATEMENT OF DISCLAIMER

The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The Seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.

RETURNED GOODS SUBJECT TO CHARGE FOR INSPECTION AND RE-STOCKING

STOCK PARTS MUST BE RETURNED WITHIN 10 DAYS OR NO RETURNS WILL BE ACCEPTED. A HANDLING CHARGE WILL BE APPLIED. PARTS ORDERED ON EMERGENCY BASIS AND ELECTRICAL PARTS ARE NOT RETURNABLE ORIGINAL INVOICE MUST ACCOMPANY ALL RETURNS.

In all cases the title to and ownership of goods shall remain vested in HAYDEN-MURPHY EQUIPMENT COMPANY until paid for and they reserve the right to revoke this contract and retake possession of the goods if at any time they feel insecure, or party signing order fails to discharge any obligations incurred herein.

FINANCE CHARGES. Payments received on invoices after 30 days from the date of invoice are subject to a finance charge at the rate of 1 1/2% per month, 18% per annum, or the highest permissible rate under applicable law. In the event of a default in the payment of this bill, the purchaser agrees that we may commence legal proceedings and include reasonable attorney's fees and court costs.

X

Received By

Thank You For Your Business!

REA³D
131 9th Avenue,
Proctor MN 55810
www.rea3d.org

Board of Directors

Sherm Carlson,
President

Barb Steen,
Vice President

Lynn Peterson
Secretary

Louise Lind,
Treasurer

Directors
Roxanne Bijold
Katie Cotrell
Laura Condon
Janelle Gomez
Rory Johnson
Kelly Okstad
Connie Stanley
Christy Strohm
Shelly Vanneste

Fleta Carol,
Coordinator
218-428-0098

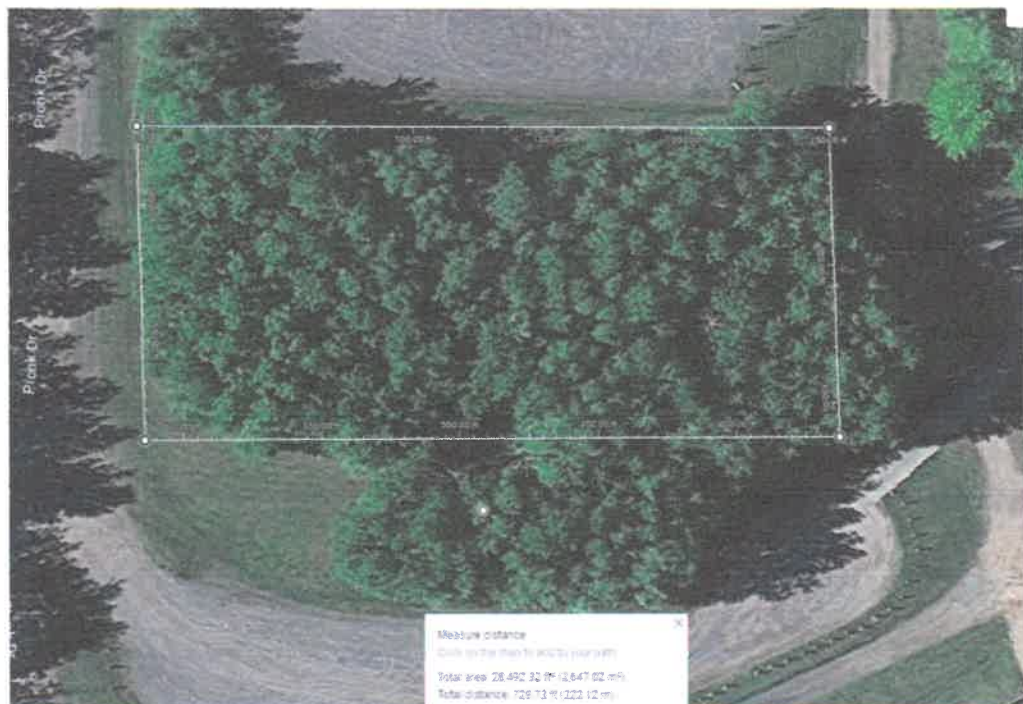
Following, is the formal proposal that will be discussed at REA³D's annual meeting on Tuesday, August 15, 2023, which has yet to be adopted. I repeat at this juncture it has not been approved and may be subject to revision. We know that we cannot go it alone. However, we have investment earnings, a strong support for dedicated projects, an accomplished grant writer, and individuals who have an interest in contributing with a private donation.

Here is the question: If REA³D offered a check for \$50,000, would the City match it? The City would determine its location, in-kind contributions could be acknowledged, but money needs to be defined as the project will likely exceed \$100,000. One additional site drawing attention is the wooded area between the Playground for Everybody and Field # 2. Attached is a google map of the area and would provide ample required footage for six courts or more if ledge rock or varied elevations didn't preclude further consideration. Might the Council direct its engineering firm to make an initial assessment?

Grant submission deadlines come and go, but currently there is a window of opportunity from the Essentia and Northland Foundations that hold promise if timelines are adhered to. Certainly, a decision is not expected at this juncture, but a formal response would be appreciated by your first meeting in September.

Thank you,


 Sherm Carlson, REA³D president



Chad Ward
Mayor

Jess Rich
City Administrator

City of Proctor

You Have A Place In Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
Rory Johnson
James Rohweder

100 Pionk Drive • Proctor, Minnesota 55810-1700 • (218) 624-3641 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

CITY OF PROCTOR RESOLUTION 34-23

6C

RESOLUTION ACCEPTING A DONATION TO THE CITY OF PROCTOR

WHEREAS, The City of Proctor provides a firework display for the annual Hoghead Festival;
and

WHEREAS, various businesses and organizations are sometimes willing to donate funds to the City of Proctor for the annual firework display.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA, ACCEPTS A DONATION IN THE AMOUNT OF \$750 FROM THE PROCTOR AREA CHAMBER OF COMMERCE FOR THE 2023 ANNUAL HOGHEAD FESTIVAL FIREWORK DISPLAY.

Adopted by the City Council of the City of Proctor on 5th day of September, 2023.

Approved:

Mayor

Attested:

City Clerk

CITY OF PROCTOR
CORPORATE SEAL

1894

Application to Committee, Commission & City Council

Commission, Board or Council you are applying for: (Please return to the City Hall when completed)

- | | | |
|---|---|---|
| <input type="checkbox"/> Beautification & Trees | <input type="checkbox"/> Public Utilities Commission | <input type="checkbox"/> Public Safety Committee |
| <input type="checkbox"/> Cable TV Commission | <input type="checkbox"/> Planning & Zoning Board of Appeals | <input type="checkbox"/> Public Charitable Trust Fund Board |
| <input type="checkbox"/> Proctor Economic Development Authority | <input type="checkbox"/> City Council | <input type="checkbox"/> Street Committee |
| <input type="checkbox"/> Planning & Zoning | <input type="checkbox"/> Police Civil Service Commission | <input checked="" type="checkbox"/> Golf Advisory Board |
| <input type="checkbox"/> Liquor Control Committee | <input type="checkbox"/> Parks & Recreation Committee | <input type="checkbox"/> Tourism Committee |

6D

Applicant Information

Name Rick Thoreson

Address 810 2nd Ave. North City Proctor State MN Zip Code 55810

Home Phone 218-721-7141 Alternate Phone _____ Work Phone _____

Email address thoreson_rick@yahoo.com Number of years as City of Proctor Resident
Off & on over 50 years

Please be advised that the information you are requested to provide is private data pursuant to MN Statute 13.601 Subd. 3 except for the following data which is classified as public data: 1.) Name, 2.) city of residence except when the appointment has a residency requirement that requires the entire address to be public, 3.) education and training, 4.) employment history, 5.) volunteer work, 6.) awards and honors, 7.) prior government service. If you are appointed to a position on a board or commission, the following will be classified as public data: 1.) residential address, 2.) either a telephone number or electronic mail address where the appointee can be reached or both at the request of the appointee. Any electronic mail addresses or telephone number provided by the city for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

Experience & Additional Information

Background Knowledge Began working at Proctor Golf Course (PGC). Became member of Board of Directors. Became Chairman of Board and then ran the PGC for a number of years.

Civic & Volunteer Activities (past / present) Past - Little League coach & Basketball coach.
Present - Proctor Golf Course and Proctor Food Shelf.

Please state your reasons for wanting to serve on this commission or committee. Be as specific as possible and use additional sheets if necessary. PGC is near and dear to me. From working to running the course, PGC is important to me as well as the community. I want nothing more than to have PGC be a success.

The above information is said to be true and correct. I understand this appointment may be discussed at a public meeting.

Richard K. Thoreson
Signature of Applicant

8/28/23
Date



Saint Louis County

County Auditor-Treasurer - 100 North 5th Avenue West, Room 214 - Duluth, MN 55802-1293
Phone: (218) 726-2380 Phone – Virginia: (218) 749-7104 Fax: (218) 725-5060

Nancy J. Nilsen
St. Louis County Auditor-Treasurer

6E

August 21, 2023

To: City of Proctor

Subject: **Voting Operations, Technology, & Election Resources (VOTER) Account**

In 2023, legislation was passed to establish a Voting Operations, Technology, and Election Resources (Voter Account) that provides a dedicated funding stream for elections administration. The funds are distributed to the county on an annual basis and the county is responsible for disbursing the funds to cities / townships.

The \$1.25 million fund was allocated to counties according to the following formula: 20% of the fund was allocated equally to all 87 counties and 80% of the fund was allocated based on the proportion of registered voters. The total amount allocated to St. Louis County is \$39,362.83.

Based on the default allocation formula, the allocation amount for the City of Proctor is \$155.03.

The county is required to work with its local units of government to determine how the funds will be allocated within the county.

Since the county currently administers absentee balloting for the city and does not bill related costs back to the city, we are asking that you allow St. Louis County to retain the Voting Operations, Technology, & Election Resources (VOTER) Account Funds allocated to your city.

If your township agrees to allow the county to retain the allocation, please complete the attached agreement and return it to our office. If not, please email our office at elections@stlouiscountymn.gov to inform us that you would like to receive your allocation.

If you have any questions, please call me at 218-726-2445.

Thank you.

Sincerely, Nancy Nilsen, County Auditor-Treasurer

By:

Phil Chapman, Deputy Auditor/Elections Manager

**AGREEMENT BETWEEN ST. LOUIS COUNTY AND THE CITY OF PROCTOR
CONCERNING DISTRIBUTION PLAN FOR ALLOCATING FUNDS FROM VOTER
ACCOUNT**

This agreement is entered into by and between St. Louis County (the “County”) and The City of Proctor (the “City or Town”).

WHEREAS, Minn. Stat. § 5.305 (the “Statute”) was enacted in 2023.

WHEREAS, under the Statute, the County receives an annual distribution of funds from the State of Minnesota’s Voting Operations, Technology, and Election Resources Account (also known as the VOTER Account).

WHEREAS, under the Statute, the funds must be allocated among the County and local units of government within the County.

WHEREAS, under the Statute, if the County and local units of government within the County do not agree on a distribution plan for allocating funds, the County must allocate funds according to a formula set forth in subdivision 4(a) of the Statute.

WHEREAS, the County and the City or Town have reached agreement on a distribution plan for allocating funds that would otherwise be allocated to the City or Town according to the formula set forth in subdivision 4(a) of the Statute.

NOW, THEREFORE, the County and the City or Town agree as follows:

1. The County shall retain all funds that would otherwise be allocated to the City or Town according to the formula set forth in subdivision 4(a) of the Statute.
2. This agreement applies to the distribution of funds received by the County in 2023 and all subsequent years, unless the agreement is terminated pursuant to the next section.
3. A party may terminate this agreement by providing to the other party written notice of termination at least sixty days before July 20 of any year, with the termination taking effect on July 20 of that year. Termination will not affect any pre-termination allocation of funds, and under no circumstances will the City or Town have any right to recover any funds retained by the County before the termination takes effect.
4. The parties represent that they have read and understand this agreement, that they have had the opportunity to review and discuss this agreement with their respective counsel, and that they intend to be bound by the terms of this agreement.
5. This agreement is the final expression of the parties and the complete and exclusive statement of the agreed-upon terms. It shall supersede all prior negotiations, understandings, and agreements concerning the matters addressed herein. There are no representations, warranties, or stipulations, oral or written, not contained herein.

6. No alteration, variation, modification, waiver, or amendment of the provisions of this agreement shall be valid unless it has been reduced to writing and signed by authorized representatives of the County and the City or Town.

7. Each person executing this agreement on behalf of a party represents that the person is authorized to do so.

ST. LOUIS COUNTY

Nancy Nilsen
St. Louis County Auditor

Dated: _____

APPROVED AS TO FORM AND EXECUTION:

Nick D. Campanario
Assistant County Attorney – Civil Division Head

Dated: _____

CITY OF PROCTOR

Signature: _____

Printed Name: _____

Title: _____

Dated: _____

Voting Operations, Technology, & Election Resources (VOTER) Account

Minnesota Secretary of State Steve Simon

In accordance with the requirements of
Minnesota Statutes section 5.305

Contents

- A. Voter Account Overview – Page 1
- B. Allocations by County – Page 3
- C. Example Allocation of Funding – Page 4

Section A. VOTER Account Overview

Summary: On July 20, the Office of the Secretary of State completed the electronic transfer of \$1.25 million in electronic payments to counties for the Voting Operations, Technology, & Election Resources (VOTER) Account. Allocations by county are included in Section B.

What is the VOTER Account?

The VOTER Account is a dedicated stream of state funding for county and municipal election administration. Funds were approved in 2023 Session Laws, Chapter 62 (Article 1, Section 43 and Article 4, Section 6). \$1.25 million will be allocated to counties according to the formula listed below. These funds will be allocated by July 20 each year, starting this year, until the law is amended by the legislature.

How were the total amounts determined for each county?

- 20 percent is allocated equally to all 87 counties
- 80 percent is allocated based on proportion of registered voters ([using May 1, 2022 numbers](#))

What do counties need to do once the funds are received?

Upon receipt of funds, each county must segregate the funds in a county election funding account. The money in the account remains in the account until it is spent for any of the authorized purposes.

Do counties need work with cities/townships to determine how the funds will be allocated within the county?

Yes. The county and the local units of government located within the county may devise their own agreement/formula for distributing the funds.

If the county and a local unit of government do not agree on a distribution plan, the county must allocate the funds to that unit of local government as follows:

- 50 percent is retained by the county;
- 25 percent is allocated to each local unit of government responsible for administering absentee voting or mail voting in proportion to that unit of government's share of the county's registered voters on May 1 for the most recent statewide general election; and
- 25 percent is allocated to cities and townships in proportion to each city and township's share of registered voters in the county on May 1 for the most recent statewide general election

If an agreement is reached between the county and *some* cities/townships, but not *all*, then those cities/townships with whom an agreement is not reached must receive the default allocation.

We have included an example in Section C.

When do counties need to allocate funding to municipalities/townships?

Counties must distribute funds to cities and townships by December 31 of each year. If an agreement is reached where funds are not allocated to some municipalities/townships, then this deadline would not apply for those jurisdictions.

If a local unit of government administers absentee or mail voting for state elections, would they also receive the additional 25 percent allocation in the odd year?

Yes. This 25 percent allocation applies every year, even if there is not an election in the jurisdiction for that year.

If a local unit of government only administers AB/MB for their elections in the odd year, but not for state elections in the even year, they would not be entitled to the 25 percent allocation.

It is the position of the OSS that the determination of whether a local unit of government is entitled to the 25 percent allocation should be made at the time that the funds are distributed by the county.

What can the VOTER Account funds be used for?

The funds can be used for any purpose that is directly related to election administration. The enabling legislation included the following categories:

1. equipment;
2. hardware or software;
3. cybersecurity;
4. security-related infrastructure;
5. capital improvements to improve access to polling places for individuals with disabilities;
6. staff costs for election administrators, election judges, and other election officials;
7. printing and publication;
8. postage;
9. programming;
10. local match for state or federal funds; and
11. any other purpose directly related to election administration.

What are the reporting requirements?

*Reporting requirements take effect starting in December 2024. Those first reports will cover the previous fiscal year (July 1, 2023 – June 30, 2024).

- By December 15 of each year, municipalities must report to the counties how their money was spent.
- By December 31 of each year, the county will report to the OSS how they and their underlying municipalities spent the funds.
- By January 31 of each year, the OSS must compile the reports from the county and submit a summary report to the legislature that identifies expenditures by county, city, and town and the purposes of each expenditure.
- Funds remain in the county and/or city/township account until they are expended.

The OSS is establishing a process for reporting on VOTER funds expenditures that will be in place well ahead of the December 2024 reporting deadlines. In the meantime, counties and municipalities

must maintain an itemized description of how their funds are being spent according to the general expenditure categories outlined above. Receipts and invoices should also be maintained.

Section B. VOTER Account Allocations by County

County	Total County Allocation		
Grand Total	\$1,250,000.00		
Aitkin	\$6,027.81	Lac qui Parle	\$4,085.91
Anoka	\$67,239.04	Lake	\$4,998.75
Becker	\$8,986.40	Lake of the Woods	\$3,649.14
Beltrami	\$10,629.08	Le Sueur	\$8,110.33
Benton	\$9,854.34	Lincoln	\$3,845.07
Big Stone	\$3,761.13	Lyon	\$6,934.47
Blue Earth	\$13,859.40	McLeod	\$9,299.10
Brown	\$7,442.54	Mahnomen	\$3,677.20
Carlton	\$9,158.19	Marshall	\$4,450.82
Carver	\$23,139.96	Martin	\$6,217.85
Cass	\$8,862.89	Meeker	\$7,013.63
Chippewa	\$4,899.10	Mille Lacs	\$7,458.26
Chisago	\$13,480.17	Morrison	\$8,928.58
Clay	\$12,911.18	Mower	\$9,008.58
Clearwater	\$4,321.42	Murray	\$4,360.16
Cook	\$4,045.77	Nicollet	\$8,689.14
Cottonwood	\$4,722.82	Nobles	\$5,623.60
Crow Wing	\$15,600.59	Norman	\$3,925.35
Dakota	\$82,028.38	Olmsted	\$31,118.90
Dodge	\$6,577.70	Otter Tail	\$13,950.62
Douglas	\$10,434.27	Pennington	\$5,087.74
Faribault	\$5,279.17	Pine	\$7,827.95
Fillmore	\$6,610.54	Pipestone	\$4,368.86
Freeborn	\$8,104.72	Polk	\$7,655.60
Goodhue	\$11,662.34	Pope	\$4,975.46
Grant	\$3,987.95	Ramsey	\$92,584.73
Hennepin	\$229,237.64	Red Lake	\$3,538.82
Houston	\$6,357.91	Redwood	\$5,405.21
Hubbard	\$6,948.79	Renville	\$5,372.93
Isanti	\$10,427.25	Rice	\$13,775.75
Itasca	\$11,184.03	Rock	\$4,442.40
Jackson	\$4,624.86	Roseau	\$5,468.37
Kanabec	\$5,739.52	Saint Louis	\$39,362.83
Kandiyohi	\$10,136.17	Scott	\$29,698.55
Kittson	\$3,656.44	Sherburne	\$20,442.68
Koochiching	\$4,983.31	Sibley	\$5,534.34
		Stearns	\$29,148.66
		Steele	\$9,264.31
		Stevens	\$4,341.35

Swift	\$4,440.44
Todd	\$6,924.09
Traverse	\$3,432.15
Wabasha	\$6,903.03
Wadena	\$5,203.67
Waseca	\$5,987.95

Washington	\$53,793.99
Watsonwan	\$4,444.37
Wilkin	\$3,926.75
Winona	\$10,984.45
Wright	\$28,866.27
Yellow Medicine	\$4,528.02

Section C. Example Allocation According to the Default Formula with Partial Agreement

County has 20,000 registered voters and receives a VOTER Account allocation of \$10,000.

	# of Registered Voters	Administers AB	Reached agreement with county?
City A	8,000	Yes	No
City B	5,000	No	Yes
Township A	4,000	No	No
Township B	3,000	No	Yes

- The county reaches an agreement with City B and Township B where those two jurisdictions will not receive any funding and their portion of the VOTER funds will remain with the county.
- The county cannot reach an agreement with City A and Township A. Their VOTER funds must be determined by the default formula.

Therefore, the \$10,000 would be allocated as follows:

	County	City A	City B	Township A	Township B
50% percent to county	\$5,000	\$0	\$0	\$0	\$0
25% to all municipalities / townships, in proportion to share of registered voters in the county.	\$625 (from City B) + \$375 (from Township B) = \$1,000	$\$2,500 \times .4 =$ \$1000	$\$2,500 \times .25 =$ \$625	$\$2,500 \times .2 =$ \$500	$\$2,500 \times .15 =$ \$375
25% to county/ city/ township responsible for administering AB, in proportion to share of registered voters in the county.	12,000/20,000 = 60 percent $.6 \times \$2,500 =$ \$1,500	8,000/20,000 = 40 percent $.4 \times \$2,500 =$ \$1,000			
Total allocation	\$7,500	\$2,000		\$500	

St. Louis County VOTER Account Allocations
Fiscal Year (July 1, 203 - June 30, 2024)

Total Allocation \$39,362.83
St. Louis County Allocation \$22,358.62

City/Township	Allocation
ALANGO TWP.	\$12.94
ALBORN TWP.	\$24.07
ALDEN TWP.	\$10.22
ANGORA TWP.	\$12.41
ARROWHEAD TWP.	\$10.67
AULT TWP.	\$7.87
AURORA	\$163.51
BABBITT	\$150.94
BALKAN TWP.	\$45.34
BASSETT TWP.	\$2.42
BEATTY TWP.	\$26.57
BIWABIK CTY.	\$97.04
BIWABIK TWP.	\$47.54
BREITUNG TWP.	\$30.96
BREVATOR TWP.	\$55.64
BROOKSTON	\$3.86
BUHL	\$89.78
CAMP 5 TWP.	\$1.82
CANOSIA TWP.	\$125.20
CEDAR VALLEY TWP.	\$10.29
CHERRY TWP.	\$42.47
CHISHOLM	\$409.83
CLINTON TWP.	\$50.41
COLVIN TWP.	\$16.43
COOK	\$49.96
COTTON TWP.	\$27.78
CRANE LAKE TWP.	\$8.10
CULVER TWP.	\$12.49
DULUTH CTY	\$8,246.21
DULUTH TWP.	\$112.56
EAGLE'S NEST TWP.	\$16.05
ELLSBURG TWP.	\$12.79
ELMER TWP.	\$7.04
ELY	\$340.79
EMBARRASS TWP.	\$32.78
EVELETH	\$320.96
FAIRBANKS TWP.	\$5.00
FAYAL TWP.	\$110.90
FIELD TWP.	\$20.06
FINE LAKES TWP.	\$7.19
FLOODWOOD CTY	\$23.39
FLOODWOOD TWP	\$12.94
FREDENBERG TWP.	\$85.99

City/Township	Allocation
FRENCH TWP.	\$34.59
GILBERT	\$174.56
GNESEN TWP.	\$101.51
GRAND LAKE TWP.	\$145.72
GREAT SCOTT TWP	\$22.41
GREENWOOD TWP.	\$60.33
HALDEN TWP.	\$7.34
HERMANTOWN	\$956.21
HIBBING	\$1,467.48
HOYT LAKES	\$202.57
INDUSTRIAL TWP.	\$39.67
IRON JUNCTION	\$5.98
KABETOGRAMA TWP	\$8.71
KELSEY TWP.	\$7.49
KINNEY	\$5.83
KUGLER TWP.	\$8.93
LAKEWOOD TWP.	\$123.54
LAVELL TWP.	\$15.44
LEIDING TWP.	\$19.53
LEONIDAS	\$2.65
LINDEN GROVE TWP.	\$5.90
MCDAVITT TWP.	\$22.94
MCKINLEY	\$4.84
MEADOWLANDS CTY	\$4.92
MEADOWLANDS TWP	\$14.76
MIDWAY TWP.	\$78.73
MORCOM TWP.	\$5.15
MORSE TWP.	\$76.23
MOUNTAIN IRON	\$293.25
NESS TWP.	\$3.33
NEW INDEPENDENCE T	\$16.73
NORMANNA TWP.	\$42.16
NORTH STAR TWP.	\$13.32
NORTHLAND TWP.	\$9.54
ORR	\$11.51
OWENS TWP.	\$12.19
PEQUAYWAN TWP	\$11.20
PIKE TWP.	\$22.79
PORTAGE TWP.	\$9.46
PRAIRIE LAKE TWP	\$2.57
PROCTOR	\$155.03
RICE LAKE	\$423.45
SANDY TWP.	\$19.15

City/Township	Allocation
SOLWAY TWP.	\$105.60
STONEY BROOK TWP.	\$15.29
STURGEON TWP.	\$8.10
TOIVOLA TWP.	\$10.29
TOWER	\$42.84
UNORG. PRCT. 1	\$3.71
UNORG. PRCT. 10	\$0.30
UNORG. PRCT. 11	\$5.30
UNORG. PRCT. 12	\$1.06
UNORG. PRCT. 13	\$12.41
UNORG. PRCT. 14	\$41.26
UNORG. PRCT. 15	\$52.61
UNORG. PRCT. 16	\$8.25
UNORG. PRCT. 17	\$13.40
UNORG. PRCT. 18	\$5.07
UNORG. PRCT. 19	\$8.33
UNORG. PRCT. 2	\$22.79
UNORG. PRCT. 20	\$0.53
UNORG. PRCT. 21	\$9.24
UNORG. PRCT. 22	\$0.38
UNORG. PRCT. 23	\$2.95
UNORG. PRCT. 24	\$4.69
UNORG. PRCT. 3	\$5.15
UNORG. PRCT. 4	\$15.22
UNORG. PRCT. 5	\$17.33
UNORG. PRCT. 6	\$0.15
UNORG. PRCT. 7	\$13.32
UNORG. PRCT. 8	\$2.50
UNORG. PRCT. 9	\$26.04
VAN BUREN TWP.	\$8.55
VERMILION LAKE TWP.	\$15.97
VIRGINIA	\$740.93
WAASA TWP.	\$12.26
WHITE TWP.	\$156.69
WILLOW VALLEY TWP.	\$6.21
WINTON	\$8.63
WUORI TWP.	\$29.98

To Chief Helquist and members of the Proctor Fire Department/EMS.

Please accept this official letter as my retirement notice effective September 3, 2023. It has been a pleasure and great honor working with the members of the department and proudly serving this fine community.

After 20 years of service it is time to refocus on my growing family and their needs. The memories that I have gained and relationships I have made will be forever with me.

Thanks again for all your hard work and dedication in keeping our community safe.

A handwritten signature in blue ink that reads "Bradley M. Johnson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Bradley M. Johnson (Proctor 522)

To Chief Helquist and all active members of the Proctor Fire Department:

Please accept this as my official notice of my retirement and last day of active duty to be on September 15, 2023. As I open a new chapter in my life and seek new adventures, I have decided to hang up my gear.

It has been an honor to be a part of the Proctor Fire Department and community for the past 20 years. Time truly does fly by because it seems like only yesterday that my application was approved and I was hired not only as a firefighter but also asked by the mayor or Proctor to lead the EMS group for the City of Proctor. I have made many lasting memories and dear friends throughout the years that will last forever. It has been always reassuring you all had my back when & if needed.

You are all great people, good at what you do and appreciated more than you know. Keep up the awesome work!

A handwritten signature in dark ink that reads "Lynn Windus #513". The signature is written in a cursive, flowing style. The name "Lynn Windus" is written in a larger, more prominent script, and "#513" is written in a smaller, simpler font to the right.

Lynn Windus (#513)

David Ultican

330 N Arlington Av

Duluth, MN, 55810

8-25-2023

Dear City of Proctor,

Please accept this letter as my formal resignation from my position as Clerk at Mountain Spirits Liquor. My last day of work will be 8-25-23.

Thank you for the opportunity to work with the city of Proctor and I am grateful for the experience gained during my time here.

Sincerely,

David Ultican

To: City Council
From: Leslie Brunfelt, Finance Director
Date: September 4, 2023
Re: Proposed Budget for 2024

The attached documents represent the 2024 budget reflecting a levy of 3%. Resulting in an undesignated General Fund surplus of \$11,397.

Undesignated General Fund Highlights

- Increase of \$101,239 or 9.1% in Local Government Aid (LGA) from the state.
- Salaries in the proposed budget are set at a rate consistent with the current contracts.
- General expenses include 5% increases for inflation.
- General Fund Capital items include the plow truck that has already been placed on order and was originally budgeted for 2023. The replacement of the 1989 "Sign" Truck. This truck is also used for sewer work and the cost will be split with the Sewer Fund. Blacktop for the salt/sand shed/garage split with PUC.

General Sales Tax Funds

- Bond Payments on 2016A \$40,000
- City Hall HVAC work \$50,000
- City Hall Major Repairs \$50,000
- Sidewalk Repair \$50,000
- 1st Street storm sewer \$50,000
- Westgate mill and overlay \$100,000
- Chip sealing \$10,000
- General Street Repair \$89,413

Food & Beverage Sales Tax Fund

- Trails (survey, parking, signage for 40 acres and/or used for 2nd St Trail) \$50,000

PEDA requested budget \$55,000

Tourism requested budget \$151,368

City of Proctor

2024 Budget Schedule

June	Department Directors City Administrator Finance Director	Department Directors meet with City Administrator and Finance Director to draft requests for operations and capital project requests
June – July	City Administrator Council (Finance Director and Department Directors, as needed)	City Council, City Administrator, Finance Director, and Departments meet as needed to review requests
By June 30	Finance Director	Finance Director enters budgets in miViewPoint
By July 31	Department Directors	Departments review and approve budgets in miViewPoint
September 4	City Administrator and Finance Director	City Administrator submits proposed budget to the City Council
September 18 th No later than September 30 th	City Council	Certify the proposed tax levy to the county auditor
December 4 th at 6:00 pm	City Council Finance Director	City holds Truth in Taxation meeting allowing for public input
December 18 th	City Council	City council adopts the budget for the next fiscal year and certifies the final levy

City of Proctor
2024 Budget Summary

	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget	
Unrestricted General Fund Revenues:								
General Tax	1,082,536	1,258,251	1,437,291	1,465,739	1,515,928	1,544,298	1.9%	
Licenses & Permits	20,299	21,458	22,532	21,546	27,000	23,320	-13.6%	
Intergovernmental and Grants	1,156,173	1,196,967	1,205,891	1,194,057	1,207,696	1,270,035	5.2%	Increase in LGA
Charges for Services	156,213	158,319	169,528	181,804	154,839	155,881	0.7%	
Fines & Forfeits	12,965	7,800	7,926	13,371	11,000	11,550	5.0%	
Miscellaneous	43,606	19,708	25,014	82,811	4,400	4,400	0.0%	
Other Financing sources	51,663	17,160	3,661	49,463	18,186	26,186	44.0%	
Total Revenue	2,523,454	2,679,663	2,871,843	3,008,791	2,939,049	3,035,670	3.3%	
General Fund Expenses:								
Police	1,059,513	1,039,040	1,001,434	1,170,341	1,244,812	1,259,050	1.1%	
Salary	941,594	938,865	868,114	998,884	1,074,502	1,076,183	0.2%	
Other Services	75,895	60,764	58,698	75,550	83,350	92,280	10.7%	Increase in liability insurance
Supplies	24,986	20,873	36,013	41,631	41,250	43,823	6.2%	
Repairs, Rentals, Misc	17,039	18,538	13,608	29,276	20,710	21,765	5.1%	
Transfer to PS Fund	-	-	25,000	25,000	25,000	25,000	0.0%	
Fire	179,130	166,308	189,535	277,980	263,832	242,780	-8.0%	
Salary	92,253	91,643	94,058	124,110	107,805	88,870	-17.6%	State aid will go directly to SFP
Other Services	30,782	24,727	25,351	27,403	29,993	31,985	6.6%	
Supplies	34,012	31,733	44,489	42,400	49,809	52,299	5.0%	
Repairs, Rentals, Misc	22,083	18,205	25,638	29,000	21,225	22,286	5.0%	
Transfer to PS Fund	-	-	-	55,067	55,000	47,339	-13.9%	
Civil Defense	-	-	-	4,599	-	-		
Repairs, Rentals, Misc	-	-	-	4,599	-	-		
Streets	447,813	454,285	461,549	492,814	496,798	521,032	4.9%	
Salary	351,552	352,189	349,894	360,112	366,893	382,255	4.2%	
Other Services	21,157	21,549	25,242	26,869	30,800	34,717	12.7%	Insurance up \$2,000
Supplies	54,195	56,842	76,541	55,681	45,648	47,930	5.0%	
Repairs, Rentals, Misc	20,909	23,705	9,871	50,152	53,457	56,130	5.0%	
Parks	42,546	46,390	47,918	49,289	65,765	79,798	21.3%	
Salary	21,468	21,658	23,271	22,833	23,680	26,732	12.9%	
Other Services	12,560	12,744	19,877	9,793	28,480	34,159	19.9%	Insurance up \$5,000; Beautification \$10,000
Supplies	8,413	7,580	3,477	2,533	5,515	5,791	5.0%	
Repairs, Rentals, Misc	105	4,408	1,293	14,131	8,090	13,116	62.1%	
City Admin	652,103	703,779	646,917	693,262	712,564	747,476	4.9%	
Council & Administration	433,942	377,096	411,935	411,965	450,345	464,427	3.1%	
City Hall Building	80,106	190,488	113,919	136,127	116,160	128,540	10.7%	Insurance increase No election in 2023
Elections	1,706	4,994	672	4,626	-	5,236	100.0%	
Finance & Legal	126,543	118,877	108,474	125,316	126,957	130,453	2.8%	
Building & Planning	9,805	12,323	11,917	15,227	19,102	18,820	-1.5%	
General Fund Support for PED A	3,884	11,419	36,819	55,000	55,000	55,000	0.0%	
General Fund Support for Golf Course	10,000	10,000	10,000	20,000	20,000	15,000	-25.0%	
Total General Fund Expenses:	2,394,988	2,431,221	2,394,173	2,763,285	2,858,771	2,920,134	2.1%	
Police Dept	151	1,502	4,412	-	515	-		
Fire Dept	4,040	2,294	125,008	12,679	-	-		
Street Dept	32,226	57,707	32,226	153,833	73,875	121,375		
Parks	10,500	16,424	-	-	-	-		
City Hall	108,963	5,260	2,719	144,024	-	-		
Total General Fund Capital:	155,881	83,187	164,364	310,536	74,390	121,375	63.2%	
Change in Net Position-Undesignated	(27,415)	165,254	313,307	(65,029)	5,888	(5,839)	-199.2%	

City of Proctor
2024 Budget Summary

	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget
Designated, Restricted and Assigned Funds							Fund Balance at the end of 2024
General Sales Tax Revenue	397,837	431,898	400,603	494,617	460,000	460,000	
Expenses paid from Sales Tax							
3rd Avenue (ends in 2024)		6,217	6,217	6,217	6,217	6,217	
12th Street (ends in 2024)		526	526	526	526	526	
Bond Payments for 2012A Equipment Cert Refunding	80,000	80,000	40,000	8,099	-	-	
Bond Payments for Kirkus	60,000	60,000	50,000	50,000	50,000	40,000	
Street Maintenance	29,677	24,076	87,926	46,557	112,708	319,413	
City Hall Upgrades				100,000	100,000	100,000	
3rd Street Park					50,000		
Playground for Everybody				30,000			
Change in Designated Fund Balance	228,160	261,079	215,934	253,218	140,549	(6,156)	1,536,043
Grant Revenue	-	231,370	398,008	370,397	1,905,522	-	
Expenses paid from Grant Revenue							
CARES Act Funding		231,370					
FEMA for SCBA Gear and Extracation Equipment			130,585	24,944			
CDBG - Playground for Everybody				50,000			
DNR Grant - Playground for Everybody				180,000	20,000		
Small Cities Road Grant - 2nd street engineering				51,971			
LRIP Grant - 2nd Street					1,250,000		
MN Bonding - Sand Salt Shed					500,000		
ARPA - Fire SCBA Packs				21,404			
ARPA - Sand & Salt Shed				200,000			
ARPA - Park Improvments					70,000		
ARPA - Sidewalk Improvments					39,502		
Public Safety \$135,622 - Police Squad					65,000		
Public Safety \$135,622 - Fire Helmets, Gear, Hose					55,000		
Public Safety \$135,622 - Remaining					15,522		
Change in Designated Fund Balance	-	-	267,423	(157,922)	(109,502)	-	-
Food & Beverage Tax Revenue	72,411	56,739	65,026	72,673	57,900	65,000	
Expenses paid from F&B Tax							
Trails					50,000	50,000	
2nd Street Trail					106,291		
Change in Designated Fund Balance	72,411	56,739	65,026	72,673	(98,391)	15,000	468,485
Lodging Tax Revenue	145,880	99,348	144,976	155,661	150,000	150,000	
Expenses paid from Lodging Tax							
Tourism Expenses	125,738	58,622	101,855	112,077	147,233	151,368	
Admin	7,294	4,967	7,249	7,783	7,500	7,500	
Tourist Attraction	14,588	9,935	14,498	15,566	15,000	15,000	
Change in Designated Fund Balance	(1,740)	25,823	21,374	20,235	(19,733)	(23,868)	150,206
Charitable Gambling Revenue	5,342	5,359	12,181	14,257	13,000	14,000	
Expenses paid from Gambling Revenue							
Gambling Expenses	-	-	2,645	1,198	5,000	5,000	
Change in Designated Fund Balance	5,342	5,359	9,536	13,059	8,000	9,000	62,811

City of Proctor
2024 Budget Summary

	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget
Police Forfeitures	-	-	9,810	-	-	-	
Expenses paid from Police Forfeitures							
Donation to First Witness	-	-	-	1,000	-	1,000	
Change in Designated Fund Balance	-	-	9,810	(1,000)	-	(1,000)	21,722
Public Safety Fund - Transfers In							
Lease Proceeds			802,215				
Transfers In	-	-		80,067	80,000	72,339	
Interest	-	-	-	392	-	-	
Expenses paid from Public Safety Fund							
Lease Payments	-	-	-	61,488	63,428	76,430	
Interest	-	-	-	24,202	22,261	20,259	
Capital Purchases	-	-	802,215	22,742	-	-	
Change in Designated Fund Balance	-	-	-	(27,973)	(5,690)	(24,351)	162,996

City of Proctor
2024 Tax Levy Analysis

Actual for 2023	
General Fund 2023 Amount	1,557,217.00
Bonded Debt Amount for 2024	244,516.86
2023 Initial Levy w/o increase	1,801,733.86
Amount of General Fund Levy	1,557,217.00
4% uncollectible amount	62,288.68
2023 Budgeted General Fund Levy	1,494,928.32

Bonded Debt Levy	2024	2023
2015A	50,780.93	51,665.00
2016A	121,839.60	117,749.82
2018A	145,782.48	139,692.48
2018A Sewer	(30,570.19)	(26,160.19)
2018A Water	(43,315.96)	(44,785.96)
2023A	-	
	244,516.86	238,161.15

Will be \$153,385 in 2025

Budget for 2024 @ 1%	
General Fund 2023 Amount	1,494,928.32
Bonded Debt Amount for 2024	244,516.86
2023 Initial Levy w/o increase	1,739,445.18
2023 Levy	1,795,378.00
1% increase	17,953.78
2024 Propsed Levy	1,813,331.78
Bonded Debt Amount for 2024	(244,516.86)
Amount of General Fund Levy	1,568,814.92
4% uncollectible amount	62,752.60
Budgeted General Fund Levy	1,506,062.32
% General Fund increase	0.7%

Budget for 2024 @ 2%	
General Fund 2023 Amount	1,494,928.32
Bonded Debt Amount for 2024	244,516.86
2023 Initial Levy w/o increase	1,739,445.18
2023 Levy	1,795,378.00
2% increase	35,907.56
2024 Propsed Levy	1,831,285.56
Bonded Debt Amount for 2024	(244,516.86)
Amount of General Fund Levy	1,586,768.70
4% uncollectible amount	63,470.75
Budgeted General Fund Levy	1,523,297.95
% General Fund increase	1.9%

Budget for 2024 @ 3%	
General Fund 2023 Amount	1,494,928.32
Bonded Debt Amount for 2024	244,516.86
2023 Initial Levy w/o increase	1,739,445.18
2023 Levy	1,795,378.00
3% increase	53,861.34
2024 Propsed Levy	1,849,239.34
Bonded Debt Amount for 2024	(244,516.86)
Amount of General Fund Levy	1,604,722.48
4% uncollectible amount	64,188.90
Budgeted General Fund Levy	1,540,533.58
% General Fund increase	3.1%

ESTIMATED Home Impact By Value With 3% Levy Increase				
Value	2023 City Tax	2024 City Tax	Annual Difference	
\$150,000	\$884.67	\$873.64	-\$11.03	
\$250,000	\$1,474.44	\$1,456.07	-\$18.38	
\$350,000	\$2,064.22	\$2,038.49	-\$25.73	
ESTIMATED Home Impact By Value With 2% Levy Increase				
Value	2023 City Tax	2024 City Tax	Annual Difference	
\$150,000	\$884.67	\$865.16	-\$19.51	
\$250,000	\$1,474.44	\$1,441.93	-\$32.51	
\$350,000	\$2,064.22	\$2,018.70	-\$45.52	
ESTIMATED Home Impact By Value With 1% Levy Increase				
Value	2023 City Tax	2024 City Tax	Annual Difference	
\$150,000	\$884.67	\$856.68	-\$27.99	
\$250,000	\$1,474.44	\$1,427.79	-\$46.65	
\$350,000	\$2,064.22	\$1,998.91	-\$65.31	

Net Bonding Capacity	
Market Value 2023	\$280,831,100
Net debt limit 3%	8,424,933
Liabilities as of 12/31/23*	
Series 2023A	(2,560,000)
Series 2018A	(2,185,000)
Series 2016A	(1,655,000)
Series 2015A	(65,000)
Leases Payable	(661,299)
Net Bonding Capacity	1,298,634

*Note - Improvement bonds and lease purchase transactions under \$1 million are not officially subject to the debt limit so our Legal Debt Margin is \$8,424,933.

City of Proctor
2024 Tax Levy Analysis

Tax Rate Analysis By Year							
Year	Tax Capacity	Increase (Decrease) in Capacity	Levy	Tax Rate	Increase (Decrease) in Levy Amount	Increase (Decrease) in Tax Rate	
2024 @ 0%	\$3,175,059	4.3%	\$1,813,332	0.5711175	1.0%	-3.2%	
2024 @ 1%	\$3,175,059	4.3%	\$1,831,286	0.5767722	2.0%	-2.2%	
2024 @ 2%	\$3,175,059	4.3%	\$1,849,239	0.5824268	3.0%	-1.2%	
2023	\$3,044,160	7.6%	\$1,795,378	0.5897778	6.2%	-1.4%	
2022	\$2,832,456	3.8%	\$1,691,125	0.5970526	0.0%	-0.8%	
2021	\$2,828,129	3.6%	\$1,691,125	0.5979661	3.0%	-0.6%	
2020	\$2,728,559	7.8%	\$1,641,869	0.6017349	5.7%	-1.9%	
2019	\$2,530,079	5.2%	\$1,552,595	0.6136548	4.8%	-0.4%	
2018	\$2,405,669	6.5%	\$1,482,121	0.6160951	6.0%	-0.4%	
2017	\$2,259,669	8.5%	\$1,397,970	0.6186614	4.0%	-4.2%	
2016	\$2,082,352	0.6%	\$1,344,202	0.6455210	12.9%	12.2%	
2015	\$2,069,582	3.6%	\$1,191,088	0.5755209	9.3%	5.5%	
2014	\$1,997,654	0.4%	\$1,089,762	0.5455209	0.0%	-0.4%	
2013	\$1,989,520	-0.6%	\$1,089,762	0.5477512	0.2%	0.8%	
2012	\$2,002,220	-9.9%	\$1,088,043	0.5434183	0.2%	11.2%	
2011	\$2,223,435		\$1,086,337	0.4885850			

City of Proctor								
Capital Needs								
As of 9/4/2023								
Department	Description	2021	2022	2023	2024	2025	2026	2027
	General Fund							
Street	Street/Park Truck		24,541					
Street	Sand/Salt Shed		110,000	126,498				
Street	40 Foot Storage Conatiner		8,200					
Fire	SCBA Units (matching amount)	20,392	15,200					
Fire	Ladder Truck Accessories		7,566					
Street	Plow Truck (Captial Lease \$190K 5yrs 3% interest) -replaces 1985 Ford Dump				43,875	41,500	41,500	41,500
Street	1989 Sign Truck/Sewer Truck				52,500			
Street	Small Salt/PUC Garage			218,926				
Street	Sand/Salt Shed paving (split with PUC)				25,000			
Street	Grader (Captial Lease \$240K 5yrs 3% interest)						52,500	52,500
Street	Loader (Capital Lease \$180K 5yrs 3% interest)					39,500	39,500	39,500
Fire	Fire Hall Addition on donated land					300,000		
		20,392	165,507	345,424	121,375	381,000	133,500	133,500
	Grants							
Fire	FEMA Grant for SCBA Units and Exctracton Equipment	130,585	24,944					
Fire	ARPA for remaining SCBA Units	21,404						
Street	Small Cities Road Fund from State of MN - For Engineering Fees for 2nd St	7,601	44,371					
Street	ARPA for Sand/Salt Shed		200,000					
Street	MN Bonding for Sand/Salt Shed			500,000				
Parks	CDBG Grant for Playground for Everybody	50,000						
Parks	DNR Grant for Playground for Everybody		180,000	20,000				
Street	LRIP Grant for 2nd Street			1,000,000				
Storm	LRIP Grant for 2nd Street			250,000				
Street	County funds for 2nd Street			35,000				
Parks	ARPA - Park Improvments			70,000				
Street	ARPA - Sidewalk improvments			39,502				
		209,589	449,314	1,914,502	-	-	-	-
	Donations							
Parks	Playground for Everybody (ISD 709 and R3AD in 2023)		57,782	25,000				
Fire	Thermal Imaging Cameras			8,600				
		-	57,782	33,600	-	-	-	-
	Closed Bond Fund Transfers							
Street	Sand/Salt Shed	51,587	36,364	62,049				
	Insurance Proceeds							
City Hall	Boilers		51,000					
	Capital Projects/Capital Equipment Fund							
Street	Street/Park Truck (remaining balance of Capital Equipment Fund)		11,092					
City Hall	City Hall Improvement Fund		18,155					
		-	29,247	-	-	-	-	-
	2023 Additional State Aid for Public Safety (\$135,522)							
Police	Police Squad Car			65,000				
Fire	21 Fire Helmets, 19 sets dual cert gear, Hose			55,000				
		-	-	120,000	-	-	-	-

City of Proctor								
Capital Needs								
As of 9/4/2023								
Department	Description	2021	2022	2023	2024	2025	2026	2027
	Public Safety Fund							
Balance		264,289	221,008	193,036	188,201	172,367	93,033	10,991
Receipts		65,718	80,459	80,000	80,000	80,000	80,000	80,000
Police	Police Squad Car (5 yr Captial Lease)	27,637	33,034	10,292	10,292			
Police	Police Squad Car (5 yr Captial Lease)				11,000	11,000	11,000	11,000
Police	Police Squad Car (5 yr Captial Lease)					12,000	12,000	12,000
Police	Police Squad Car (5 yr Captial Lease)						13,000	13,000
Police	Police Squad Car (5 yr Captial Lease)							14,000
Police	Police Squad Car (5 yr Captial Lease)							15,000
Police	Police Squad Car (5 yr Captial Lease)							
Police	Police Squad Car (5 yr Captial Lease)							
Fire	Fire Truck (10 year capital lease - 2021)	81,363	75,397	74,542	74,542	74,542	74,542	74,542
Fire	Replace 2004 Pierce Fire Truck - Engine #2 (Assume \$550K 10 year lease)					51,500	51,500	51,500
Fire	Replace 1993 Spartan Fire Truck - Engine #1 (Assume \$590K 10 year lease)							
		108,999	108,431	84,834	95,834	159,334	162,042	191,042
	Food & Beverage Tax Funds							
Balance		414,177	479,203	551,876	453,485	468,485	533,485	598,485
Receipts		65,026	72,673	57,900	65,000	65,000	65,000	65,000
	Trails		-	50,000	50,000			
	2nd Street Trail			106,291				
		-	-	156,291	50,000	-	-	-
	Sales Tax Funds							
Balance		931,179	1,147,149	1,401,649	1,544,151	1,557,995	1,601,995	1,645,995
Receipts		400,603	495,866	460,000	460,000	460,000	460,000	460,000
General	3rd Avenue and 12th Street	6,743	6,743	6,743	6,743			
General	Operating Transfer for bond payments	90,000	58,099	50,000	40,000	50,000	50,000	50,000
City Hall	City Hall Boilers		83,265					
City Hall	City Hall - Year 4 HVAC work				50,000			
City Hall	City Hall Upgrades and Repairs		16,735	100,000	50,000	100,000	100,000	100,000
Parks	Playground for Everybody		30,000	18,047				
Parks	3rd Street Blacktop park			50,000				
Storm	1st Street Storm Sewer				50,000			
Street	Sidewalks			10,498	50,000	50,000	50,000	50,000
Street	General Street Repair	82,619	41,119	77,210	83,413	100,000	100,000	100,000
Street	Westgate mill and overlay				100,000			
Street	7th Avenue mill and overlay					100,000		
Street	8th Avenue mill and overlay						100,000	
Street	Chipsealing				10,000	10,000	10,000	10,000
Street	Dust Control	5,270	5,405	5,000	6,000	6,000	6,000	6,000
		184,632	241,366	317,498	446,156	416,000	416,000	316,000

City of Proctor								
Capital Needs								
As of 9/4/2023								
Department	Description	2021	2022	2023	2024	2025	2026	2027
	<u>Bonding/Assessments</u>							
General Bonding	Almac & 6th Street	1,612,583						
Water Bonding	Almac & 6th Street	621,851						
Sewer Bonding	Almac & 6th Street	395,936						
Street	Boundary Avenue closeout		24,574					
General Bonding (2023A - \$755,000)	2nd Street - North 9th Ave to North 5th			60,176				
General Bonding (2023A - \$755,000)	3rd Street - North Ugstad to North 9th Ave			117,986				
General Bonding (2023A - \$755,000)	North 9th Avenue from 1st Street to 4th Street			233,378				
Sewer Bonding (2023A - \$545,000)	2nd Street - North 9th Ave to North 5th			400,206				
Sewer Bonding (2023A - \$545,000)	3rd Street - North Ugstad to North 9th Ave			15,738				
Sewer Bonding (2023A - \$545,000)	North 9th Avenue from 1st Street to 4th Street			21,503				
Storm Sewer Bonding (2023A - \$310,000)	2nd Street - North 9th Ave to North 5th			150,783				
Storm Sewer Bonding (2023A - \$310,000)	3rd Street - North Ugstad to North 9th Ave			49,030				
Storm Sewer Bonding (2023A - \$310,000)	North 9th Avenue from 1st Street to 4th Street			5,027				
Water Bonding (2023A - \$950,000)	2nd Street - North 9th Ave to North 5th			617,055				
Water Bonding (2023A - \$950,000)	North 9th Avenue from 1st Street to 4th Street			122,971				
Water Bonding (2023A - \$950,000)	3rd Street - North Ugstad to North 9th Ave			26,504				
Cost of Bond Issuance	2nd street project (3rd and 9th)			77,974				
Professional Fees (SEH)	2nd street project (3rd and 9th)		125,544	536,124				
Street	Reoffering Premium on 2023A - for Sand/Salt Garage			147,574				
CIP	3rd Street - 8th Ave to Ugstad Rd - 9th to Ugstad planned for 2023 - does this change the CIP#					1,324,000		
CIP	1st Street - 1st Ave to 2nd Ave						747,000	
CIP	S. 1st Ave - Hwy 2 to Alice St							1,063,000
CIP	Acacia Ave - North of Cypress Drive to Bass Blvd							
Water/Sewer	Water/Sewer Extension to Hovland					1,080,000		
	Total	2,630,371	150,118	2,582,028	-	2,404,000	747,000	1,063,000
	<u>Liquor Store</u>							
Liquor	Compressor/Cooler							
Liquor	Cooler Doors			7,200				
Liquor	Large Sign bulbs			1,200				
Liquor	Cooler Remodel		19,120					
Liquor	Ceiling Lights			4,000				
Liquor	Floors				10,000			
Liquor	Sidewalks					10,000		
Liquor	Plumbing						5,000	
		-	19,120	12,400	10,000	10,000	5,000	-
	<u>PUC</u>							
PUC	Small Salt/PUC Garage			366,500				
PUC	Water Tower Maintence and Repainting							
PUC	Lead Line Replacement							
PUC	Sand, Salt, Garage Paving (Split with Streets)				25,000			
		-	-	366,500	25,000	-	-	-
	<u>Sewer Fund</u>							
Sewer	1989 Sign Truck/Sewer Truck				52,500			
	<u>Stormwater</u>							
Storm	Stormwater							

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

Check Issue Date	Check Number	Payee	Amount
08/31/2023	0	PUBLIC UTILITIES COMMISSION	699.66
08/07/2023	42656	AMERICAN BOTTLING COMPANY	458.63
08/07/2023	42657	AMERICAN FAMILY LIFE ASSURANCE	84.28
08/07/2023	42658	BERNICKS PEPSI	7,176.65
08/07/2023	42659	BREAKTHRU BEVERAGE	2,158.12
08/07/2023	42660	C&L DISTRIBUTING	353.20
08/07/2023	42661	CENTURYLINK	217.84
08/07/2023	42662	CENTURYLINK	43.83
08/07/2023	42663	CENTURYLINK	100.05
08/07/2023	42664	CERTIFIED LABORATORIES	282.42
08/07/2023	42665	CINTAS	303.00
08/07/2023	42666	EQUI-VEST	2,658.81
08/07/2023	42667	FASTER SOLUTIONS	150.00
08/07/2023	42668	GRUSSENDORF NURSERY INC	220.00
08/07/2023	42669	JAKES COMPANIES	5,850.00
08/07/2023	42670	LAKESHORE ICE	266.24
08/07/2023	42671	LOCAL #31-IBEW	231.76
08/07/2023	42672	MAYO CLINIC AMBULANCE SERVICE	1,644.00
08/07/2023	42673	MINNESOTA MUNICIPAL BEVERAGE	1,200.00
08/07/2023	42674	MOODY S INVESTORS SERVICE	14,500.00
08/07/2023	42675	MY TIRE PLACE MN, LLC	195.80
08/07/2023	42676	RAY RIIHILUOMA INC	42,281.30
08/07/2023	42677	SOUTHERN WINE & SPIRITS	1,990.61
08/07/2023	42678	ST. LOUIS COUNTY AUDITOR PW	1,863,565.79
08/07/2023	42679	TODD SIGNS	4,605.00
08/21/2023	42680	ADT SECURITY SERVICES	6.61
08/21/2023	42681	AMERICAN BOTTLING COMPANY	174.56
08/21/2023	42682	ARTISAN BEER COMPANY	1,433.70
08/21/2023	42683	ASPHALT OF DULUTH	1,000.00
08/21/2023	42684	AT&T MOBILITY	773.94
08/21/2023	42685	BAKER TILLY	18,150.00
08/21/2023	42686	BERNICKS PEPSI	21,817.60
08/21/2023	42687	BEST OIL COMPANY	2,157.67
08/21/2023	42688	BREAKTHRU BEVERAGE	4,151.27
08/21/2023	42689	BRENT'S BIFFIES	336.00
08/21/2023	42690	C&L DISTRIBUTING	13,774.35
08/21/2023	42691	CINTAS	336.65
08/21/2023	42692	CONSOLIDATED COMMUNICATIONS	937.47
08/21/2023	42693	COONS AGGREGATE	1,593.09
08/21/2023	42694	ELAN CORPORATE PAYMENT SYSTEMS	1,818.88
08/21/2023	42695	ESSENTIA HEALTH	30.00
08/21/2023	42696	FLASHING THUNDER FIREWORKS INC	7,870.75
08/21/2023	42697	GRUSSENDORF NURSERY INC	163.31
08/21/2023	42698	GUARDIAN PEST CONTROL INC	138.01
08/21/2023	42699	INTERSTATE BATTERIES	318.50
08/21/2023	42700	JOHNSON BROTHERS INC	7,542.96
08/21/2023	42701	JOHNSON CONTROLS	3,757.42
08/21/2023	42702	KB PLUMBING	4,300.00

Check Issue Date	Check Number	Payee	Amount
08/21/2023	42703	KLATTE GOLF MANAGEMENT LLC	10,000.00
08/21/2023	42704	KNOTTY CARVERS OF THE NORTH	950.00
08/21/2023	42705	LAKESHORE ICE	311.24
08/21/2023	42706	LAVENDER	1,149.00
08/21/2023	42707	MINNESOTA ENERGY RESOURCES	1,332.70
08/21/2023	42708	MNIT SERVICES	101.38
08/21/2023	42709	NORTHLAND TRUST SERVICES INC	750.00
08/21/2023	42710	OFFICE OF ADMINISTRATIVE HEARI	24.50
08/21/2023	42711	PHILLIPS WINE & SPIRITS CO.	6,997.90
08/21/2023	42712	RAY RIIHILUOMA INC	69,916.07
08/21/2023	42713	REDROCK PRECAST	138.00
08/21/2023	42714	RICK S STUMP REMOVAL	4,938.20
08/21/2023	42715	SHRED N GO INC	86.89
08/21/2023	42716	SOUTHERN WINE & SPIRITS	5,287.16
08/21/2023	42717	ST. LUKE'S HOSPITAL	58.20
08/21/2023	42718	T.G. CARROLL AND SON LLC	3,420.00
08/21/2023	42719	TACTICAL & TECHNICAL ASSESMENT	450.00
08/21/2023	42720	THOMSON REUTERS-WEST	135.30
08/21/2023	42721	THUMBMAN PRODUCTIONS	543.75
08/21/2023	42722	TWIN PORTS ROSEMALING SOCIETY	1,500.00
08/21/2023	42723	US BANK VOYAGER	2,262.07
08/21/2023	42724	WEX BANK	2,046.46
08/21/2023	42725	WIPFLI	3,450.00
08/07/2023	999913752	1ST AYD	132.86
08/07/2023	999913753	ALERT-ALL CORPORATION	382.50
08/07/2023	999913754	BELLBOY CORPORATION	179.13
08/07/2023	999913755	COCA COLA BOTTLING CO	173.50
08/07/2023	999913756	DAHLHEIMER BEVERAGE	575.50
08/07/2023	999913757	GREAT AMERICA FINANCIAL SERVICE	397.16
08/07/2023	999913758	GREAT LAKES PIPE SERVICES INC	10,475.00
08/07/2023	999913759	LAW ENFORCEMENT LABOR SERVICES	405.00
08/07/2023	999913760	MENARDS - WEST DULUTH	143.92
08/07/2023	999913761	MICHAUD DISTRIBUTING COMPANY	2,191.80
08/07/2023	999913762	NORTHLAND CONSTRUCTORS OF DULUTH	113.96
08/07/2023	999913763	NORTHLAND FIRE & SAFETY INC	397.23
08/07/2023	999913764	PROCTOR BUILDERS	91.96
08/07/2023	999913765	PROCTOR CANVAS PRODUCTS INC	35.00
08/07/2023	999913766	PROCTOR JOURNAL	842.09
08/07/2023	999913767	PROCTOR POLICE DEPT UNION FUND	60.00
08/07/2023	999913768	SEH	47,359.16
08/07/2023	999913769	SO ST LOUIS CO FAIR ASSN	5,000.00
08/07/2023	999913770	TEAMSTERS JC 32	31,108.00
08/07/2023	999913771	TEAMSTERS JC 32	2,880.00
08/07/2023	999913772	TEAMSTERS LOCAL UNION #346	476.00
08/07/2023	999913773	TROYS SERVICE	955.26
08/07/2023	999913774	UFCW LOCAL 1189	105.84
08/07/2023	999913775	URSA MINOR BREWING	129.30
08/07/2023	999913776	VC3, INC	255.00
08/03/2023	999913785	MSRS	3,060.00
08/03/2023	999913786	PERA	12,572.88
08/21/2023	999913789	ACME ELECTRIC MOTOR INC	142.38
08/21/2023	999913790	BRAY&REED	2,500.00
08/21/2023	999913791	COCA COLA BOTTLING CO	453.70

Check Issue Date	Check Number	Payee	Amount
08/21/2023	999913792	DAHLHEIMER BEVERAGE	609.35
08/21/2023	999913793	GOPHER STATE ONE-CALL INC	81.00
08/21/2023	999913794	GREAT LAKES PIPE SERVICES INC	8,624.00
08/21/2023	999913795	HARTELS/DBJ DISPOSAL COMPANY	1,450.60
08/21/2023	999913796	INTEGRIS LLC	3,650.25
08/21/2023	999913797	MENARDS - WEST DULUTH	99.88
08/21/2023	999913798	MICHAUD DISTRIBUTING COMPANY	2,624.45
08/21/2023	999913799	NORTHLAND FIRE & SAFETY INC	760.95
08/21/2023	999913800	OREILLY AUTO PARTS	297.70
08/21/2023	999913801	PROCTOR BUILDERS	1,038.26
08/21/2023	999913802	PROCTOR JOURNAL	725.46
08/21/2023	999913803	RASMUSSEN CLEANING SERVICE LLC	3,575.00
08/21/2023	999913804	SEH	44,039.85
08/21/2023	999913805	TEAMLAB	389.25
08/21/2023	999913806	TROYS SERVICE	44.82
08/21/2023	999913807	URSA MINOR BREWING	526.20
08/21/2023	999913808	VC3, INC	2,325.02
08/21/2023	999913809	VEIT & COMPANY INC	227,927.27
08/21/2023	999913810	W.L.S.S.D.	27,070.00
Grand Totals:			2,609,121.99

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-00-000-2020	1,873.37	176,287.51-	174,414.14-
100-00-000-2174	12,552.88	.00	12,552.88
100-00-000-2175	5,803.09	.00	5,803.09
100-00-000-2176	31,108.00	.00	31,108.00
100-00-000-2177	1,278.60	.00	1,278.60
100-10-110-3052	835.74	.00	835.74
100-10-110-3093	7,870.75	.00	7,870.75
100-10-110-3094	455.82	.00	455.82
100-10-120-1121	10.00	.00	10.00
100-10-120-1131	320.00	.00	320.00
100-10-120-2205	83.24	.00	83.24
100-10-120-3000	174.39	.00	174.39
100-10-120-3009	3,650.25	.00	3,650.25
100-10-120-3021	1,534.97	.00	1,534.97
100-10-120-4400	198.58	.00	198.58
100-10-130-2210	205.13	.00	205.13
100-10-130-2220	172.67	26.98-	145.69
100-10-130-3000	3,746.90	.00	3,746.90
100-10-130-3080	1,166.67	.00	1,166.67
100-10-130-3084	671.29	.00	671.29
100-10-130-4400	3,778.96	.00	3,778.96
100-10-130-4406	88.00	.00	88.00
100-10-150-1131	160.00	.00	160.00
100-10-160-3004	2,500.00	.00	2,500.00
100-10-180-3052	43.66	.00	43.66

GL Account	Debit	Credit	Proof
100-15-115-1131	160.00	.00	160.00
100-15-115-3000	150.00	.00	150.00
100-15-115-3040	4,199.00	.00	4,199.00
100-20-210-1131	1,280.00	.00	1,280.00
100-20-210-2205	91.14	.00	91.14
100-20-210-2210	123.82	.00	123.82
100-20-210-2212	2,262.07	.00	2,262.07
100-20-210-2214	424.60	.00	424.60
100-20-210-2220	44.82	.00	44.82
100-20-210-3000	24.50	.00	24.50
100-20-210-3005	58.20	.00	58.20
100-20-210-3009	3,968.79	1,846.39-	2,122.40
100-20-210-3021	773.94	.00	773.94
100-20-210-3035	496.64	.00	496.64
100-20-210-4400	1,153.84	.00	1,153.84
100-20-210-4433	135.30	.00	135.30
100-20-220-2210	165.38	.00	165.38
100-20-220-2212	445.53	.00	445.53
100-20-220-2214	397.23	.00	397.23
100-20-220-2217	88.00	.00	88.00
100-20-220-2220	109.88	.00	109.88
100-20-220-2240	99.88	.00	99.88
100-20-220-3000	207.36	.00	207.36
100-20-220-3020	506.62	.00	506.62
100-20-220-3021	100.05	.00	100.05
100-20-220-3035	542.19	.00	542.19
100-20-220-3080	28.25	.00	28.25
100-20-220-3084	33.28	.00	33.28
100-20-220-4400	207.78	.00	207.78
100-20-250-3035	1,644.00	.00	1,644.00
100-30-300-1131	800.00	.00	800.00
100-30-300-2210	5,668.80	.00	5,668.80
100-30-300-2212	1,164.34	.00	1,164.34
100-30-300-2220	898.62	.00	898.62
100-30-300-2224	113.96	.00	113.96
100-30-300-3005	30.00	.00	30.00
100-30-300-3015	46,232.50	.00	46,232.50
100-30-300-3080	85.32	.00	85.32
100-30-300-3084	400.89	.00	400.89
100-30-330-2224	1,593.09	.00	1,593.09
100-30-330-4407	5,850.00	.00	5,850.00
100-40-410-3000	336.00	.00	336.00
100-40-410-3015	9,012.00	.00	9,012.00
100-40-410-3080	699.66	.00	699.66
100-40-410-4400	5,070.65	.00	5,070.65
200-00-000-2020	.00	543.75-	543.75-
200-70-700-3000	543.75	.00	543.75
300-00-000-2020	.00	297,843.34-	297,843.34-
300-30-330-3015	297,843.34	.00	297,843.34
301-00-000-2020	.00	1,954,964.80-	1,954,964.80-
301-30-330-3003	91,399.01	.00	91,399.01
301-30-330-3015	1,863,565.79	.00	1,863,565.79
497-00-000-2020	.00	33,400.00-	33,400.00-

GL Account	Debit	Credit	Proof
497-45-100-4430	33,400.00	.00	33,400.00
500-00-000-2020	2,249.00	50,287.92-	48,038.92-
500-50-510-2210	138.00	.00	138.00
500-50-510-2220	389.25	.00	389.25
500-50-510-3000	81.00	.00	81.00
500-50-510-3015	20,099.00	.00	20,099.00
500-50-510-3021	261.67	.00	261.67
500-50-510-3085	29,319.00	2,249.00-	27,070.00
550-00-000-1640	2,157.67	.00	2,157.67
550-00-000-2020	.00	12,157.67-	12,157.67-
550-55-550-3000	10,000.00	.00	10,000.00
600-00-000-2020	1,526.28	85,331.42-	83,805.14-
600-60-600-1131	160.00	.00	160.00
600-60-600-2210	381.20	.00	381.20
600-60-600-2251	18,900.10	1,371.85-	17,528.25
600-60-600-2252	48,123.75	146.30-	47,977.45
600-60-600-2253	9,993.25	.00	9,993.25
600-60-600-2254	1,650.94	.00	1,650.94
600-60-600-2255	3,000.70	.00	3,000.70
600-60-600-2258	583.83	.00	583.83
600-60-600-3000	164.45	.00	164.45
600-60-600-3033	637.18	8.13-	629.05
600-60-600-3040	81.80	.00	81.80
600-60-600-3080	52.46	.00	52.46
600-60-600-3084	345.14	.00	345.14
600-60-600-4406	50.01	.00	50.01
600-60-600-4433	1,200.00	.00	1,200.00
600-60-600-4443	6.61	.00	6.61
700-00-000-2020	.00	3,954.23-	3,954.23-
700-71-720-2212	494.23	.00	494.23
700-74-740-1121	10.00	.00	10.00
700-74-740-3001	3,450.00	.00	3,450.00
Grand Totals:	2,620,419.29	2,620,419.29-	.00

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (3 Characters) = {<>}600"
Vendor.Vendor type = {<>} "PR"
[Report].Date Paid = 09/05/2023

General Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ACME TOOLS				
11668535	WEED WHIP HANDLE	08/23/2023	17.96	100-40-410-2210 Operating Supplies
Total ACME TOOLS:			17.96	
AMERIC INN				
879 and 880	AMERICINN HOTEL ROOMS HOGHEAD	08/21/2023	476.69	100-15-115-3040 Advertising
880	AMERICINN HOTEL ROOMS HOGHEAD	09/01/2023	476.69	100-15-115-3040 Advertising
Total AMERIC INN :			953.38	
BRAY&REED				
2316	SAND SALT BUILDING	06/20/2023	356.00	300-30-330-3004 Legal Fees
2360	CITY OF PROCTOR GENERAL	07/31/2023	2,030.00	100-10-160-3004 Legal Fees
2362	NUISANCE MATTERS - P. BIANCHINI	07/31/2023	965.00	100-10-160-3004 Legal Fees
2363	COLLECTION OF LODGING TAXES - AA HOSPITALITY	07/31/2023	600.00	100-10-160-3004 Legal Fees
2364	SAND SALT BUILDING	07/31/2023	2,685.00	300-30-330-3004 Legal Fees
Total BRAY&REED:			6,636.00	
CENTURYLINK				
8.10.1707	ALARM SYSTEM - WESTGATE LIFT STATION	08/10/2023	44.27	500-50-510-3021 Telephone
8.10.2630	ALARM SYSTEM - ALMAC LIFT STATION	08/10/2023	44.27	500-50-510-3021 Telephone
8-10-23 218-62	TELEPHONE - FIRE DEPT	08/10/2023	99.97	100-20-220-3021 Telephone
Total CENTURYLINK :			188.51	
CINTAS				
4160657458	STREET DEPT COVERALLS	07/06/2023	21.36	100-30-300-2217 Clothing
4160657458	CITY HALL MATS, TOWELS, MOPS	07/06/2023	123.77	100-10-130-3000 Professional Services
4161455877	STREET DEPT COVERALLS	07/13/2023	21.36	100-30-300-2217 Clothing
4161455877	CITY HALL MATS, TOWELS, MOPS	07/13/2023	36.49	100-10-130-3000 Professional Services
4162137719	STREET DEPT COVERALLS	07/20/2023	21.36	100-30-300-2217 Clothing
4162137719	CITY HALL MATS, TOWELS, MOPS	07/20/2023	123.77	100-10-130-3000 Professional Services
4162828361	STREET DEPT COVERALLS	07/27/2023	21.36	100-30-300-2217 Clothing
4162828361	CITY HALL MATS, TOWELS, MOPS	07/27/2023	36.49	100-10-130-3000 Professional Services
4163510697	STREET DEPT COVERALLS	08/03/2023	21.36	100-30-300-2217 Clothing
4163510697	CITY HALL MATS, TOWELS, MOPS	08/03/2023	134.01	100-10-130-3000 Professional Services
4164243474	STREET DEPT COVERALLS	08/10/2023	21.36	100-30-300-2217 Clothing
4164243474	CITY HALL MATS, TOWELS, MOPS	08/10/2023	36.49	100-10-130-3000 Professional Services
4164931549	CITY HALL MATS, TOWELS, MOPS	08/17/2023	134.01	100-10-130-3000 Professional Services
4164931549	STREET DEPT COVERALLS	08/17/2023	21.36	100-30-300-2217 Clothing
4165634660	STREET DEPT COVERALLS	08/24/2023	21.36	100-30-300-2217 Clothing
4165634660	CITY HALL MATS, TOWELS, MOPS	08/24/2023	36.49	100-10-130-3000 Professional Services
Total CINTAS:			832.40	
ESS BROTHERS AND SONS INC				
DD6765	FLEX SEAL MANHOLE CHIMNEYS AND CATCH BASINS	08/21/2023	5,180.00	100-30-300-2220 Supplies - Repair & M

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total ESS BROTHERS AND SONS INC :			5,180.00	
EVERLAST REHAB				
23071	TOTALLY REHAB 5 MANHOLES	08/18/2023	11,437.50	500-50-510-3015 Contractor
Total EVERLAST REHAB :			11,437.50	
GREAT AMERICA FINANCIAL SERVICE				
34756289	AGREEMENT 1813067-000 - BIZHUB C360I COPIER	08/28/2023	172.58	100-20-210-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVICE:			172.58	
GUARDIAN PEST CONTROL INC				
2496145	CITY HALL PEST CONTROL	08/30/2023	88.00	100-10-130-4406 Pest Control
Total GUARDIAN PEST CONTROL INC:			88.00	
HEDTKE, SALLY				
82523	EXPENSES FOR STATE FAIR BOOTH STAFFING	08/28/2023	233.46	100-15-115-3012 Meeting Expense
Total HEDTKE, SALLY :			233.46	
ISD #704				
574	CITY SIGN AT HOCKEY ARENA	08/29/2023	800.00	100-15-115-3040 Advertising
Total ISD #704:			800.00	
LAKE SUPERIOR PUBLISHING				
8723	TOURISM ADVERTISING	08/29/2023	1,470.00	100-15-115-3040 Advertising
Total LAKE SUPERIOR PUBLISHING:			1,470.00	
MINNESOTA ENERGY RESOURCES				
0502214174-0	0502214174-00001 STREET GARAGE GAS	08/14/2023	83.96	100-30-300-3080 Utilities
0503508588-0	0503508588-00001 CITY HALL	08/14/2023	1,205.21	100-10-130-3080 Utilities
0504812808-0	0504812808-00001 GAS UTILITY FIRE HALL	08/14/2023	32.75	100-20-220-3080 Utilities
Total MINNESOTA ENERGY RESOURCES :			1,321.92	
NORTH COUNTRY GM				
23-28196	2023 CHEV TAHOE	08/22/2023	40,494.88	850-20-210-5540 Vehicle or Heavy Mac
Total NORTH COUNTRY GM:			40,494.88	
PROCTOR BUILDERS				
263267	20 AMP FUSE FOR GENERATOR	08/25/2023	7.99	100-20-220-2220 Supplies - Repair & M
Total PROCTOR BUILDERS:			7.99	
PROCTOR CANVAS PRODUCTS INC				
203443	NEW LETTERING ON BUNKER COAT	08/01/2023	70.00	100-20-220-2217 Clothing
Total PROCTOR CANVAS PRODUCTS INC:			70.00	
PROCTOR JOURNAL				
37697	LABOR DAY CLOSING NOTICE	08/30/2023	14.68	100-10-110-3052 General Notices & Pub

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total PROCTOR JOURNAL:			14.68	
QUADIENT				
08182023	POSTAGE	08/18/2023	500.00	100-10-120-3022 Postage
Total QUADIENT :			500.00	
RASMUSSEN CLEANING SERVICE LLC				
001016	CLEANING SERVICES	08/27/2023	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			3,575.00	
TWIN PORTS PAPER & SUPPLY, INC				
568788	PAPER SUPPLIES	08/28/2023	266.75	100-10-130-2211 Cleaning Supplies
Total TWIN PORTS PAPER & SUPPLY, INC:			266.75	
USA TOWING & RECOVERY				
2509	JOHN DEERE FRONT DECK MOWER	08/21/2023	150.00	100-30-300-4400 Repairs & Maintenanc
Total USA TOWING & RECOVERY:			150.00	
ZIEGLER INC.				
SI000371209	PM SERVICE ON SKID STEER	08/16/2023	873.83	100-30-300-4400 Repairs & Maintenanc
Total ZIEGLER INC.:			873.83	
Grand Totals:			75,284.84	

Report Criteria:

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Paid and unpaid invoices included.

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Report Criteria:
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Paid and unpaid invoices included.
Invoice Detail.GL account (3 Characters) = "600"
[Report].Date Paid = 09/05/2023

Liquor Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
4615900514	SODA	08/28/2023	524.90	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			524.90	
ARTISAN BEER COMPANY				
3622784	BEER	08/18/2023	895.60	600-60-600-2252 Beer Purchases
3622785	THC	08/18/2023	120.00	600-60-600-2255 THC Products
3624212	THC	08/25/2023	276.75	600-60-600-2255 THC Products
370418	BEER	08/16/2023	106.40-	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			1,185.95	
BELLBOY CORPORATION				
0107240600	DELIVERY	08/17/2023	6.84	600-60-600-3033 Freight & Express
0107240600	MIX	08/17/2023	178.25	600-60-600-2254 Soft Drinks & Mix
0200512500	LIQUOR	08/17/2023	179.00	600-60-600-2251 Liquor Purchases
0200512500	DELIVERY	08/17/2023	5.00	600-60-600-3033 Freight & Express
Total BELLBOY CORPORATION:			369.09	
BERNICKS PEPSI				
30051681	THC	08/23/2023	1,235.82	600-60-600-2255 THC Products
30051682	BEER	08/23/2023	7,421.80	600-60-600-2252 Beer Purchases
30051694	BEER	08/23/2023	55.33-	600-60-600-2252 Beer Purchases
30053033	THC	08/30/2023	1,573.90	600-60-600-2255 THC Products
30053034	BEER	08/30/2023	9,284.80	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			19,460.99	
BOURGET IMPORTS LLC				
199233	WINE	08/17/2023	232.00	600-60-600-2253 Wine Purchases
199233	SERVICE FEE	08/17/2023	11.00	600-60-600-3033 Freight & Express
Total BOURGET IMPORTS LLC:			243.00	
BREAKTHRU BEVERAGE				
111817267	LIQUOR	08/24/2023	2,182.54	600-60-600-2251 Liquor Purchases
111817267	SERVICE FEE	08/24/2023	49.25	600-60-600-3033 Freight & Express
111919123	SERVICE FEE	08/31/2023	26.05	600-60-600-3033 Freight & Express
111919123	LIQUOR	08/31/2023	1,387.44	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			3,645.28	
C&L DISTRIBUTING				
1757432	BEER	08/18/2023	2,148.25	600-60-600-2252 Beer Purchases
1759000	BEER	08/22/2023	817.35	600-60-600-2252 Beer Purchases
1761700	BEER	08/25/2023	1,473.25	600-60-600-2252 Beer Purchases
1763549	BEER	08/29/2023	4,955.75	600-60-600-2252 Beer Purchases
2752000042	BEER	08/18/2023	6.19-	600-60-600-2252 Beer Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total C&L DISTRIBUTING:			9,388.41	
CINTAS				
4165889472	MATS	08/28/2023	190.60	600-60-600-2210 Operating Supplies
Total CINTAS:			190.60	
COCA COLA BOTTLING CO				
3220572	SODA	08/29/2023	293.75	600-60-600-2254 Soft Drinks & Mix
323012	SODA	08/29/2023	46.95	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO:			340.70	
DAHLHEIMER BEVERAGE				
1986302	BEER	08/22/2023	609.35	600-60-600-2252 Beer Purchases
Total DAHLHEIMER BEVERAGE:			609.35	
JOHNSON BROTHERS INC				
2367241	DELIVERY CHARGE	08/23/2023	33.81	600-60-600-3033 Freight & Express
2367241	LIQUOR	08/23/2023	1,653.24	600-60-600-2251 Liquor Purchases
2367242	DELIVERY CHARGE	08/23/2023	58.86	600-60-600-3033 Freight & Express
2367242	WINE	08/23/2023	1,908.00	600-60-600-2253 Wine Purchases
2371924	DELIVERY CHARGE	08/30/2023	83.50	600-60-600-3033 Freight & Express
2371924	LIQUOR	08/30/2023	2,644.11	600-60-600-2251 Liquor Purchases
2371925	DELIVERY CHARGE	08/30/2023	36.16	600-60-600-3033 Freight & Express
2371925	WINE	08/30/2023	1,632.80	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC :			8,050.48	
LAKESHORE ICE				
04-303634	ICE	08/28/2023	63.00	600-60-600-2258 Misc Merchandise
04-303644	ICE	08/21/2023	112.28	600-60-600-2258 Misc Merchandise
04-303664	ICE	08/25/2023	45.00	600-60-600-2258 Misc Merchandise
04-303674	ICE	08/28/2023	81.96	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			302.24	
MICHAUD DISTRIBUTING COMPANY				
379955	BEER	08/21/2023	847.00	600-60-600-2252 Beer Purchases
380143	FUEL SURCHARGE	08/28/2023	3.00	600-60-600-3033 Freight & Express
380143	BEER	08/28/2023	865.15	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY:			1,715.15	
MINNESOTA ENERGY RESOURCES				
0502591202-0	0502591202-00001 MOUNTAIN SPIRITS GAS SERVICE	08/10/2023	26.31	600-60-600-3080 Utilities
Total MINNESOTA ENERGY RESOURCES :			26.31	
PHILLIPS WINE & SPIRITS CO.				
6645810	DELIVERY	08/23/2023	32.00	600-60-600-3033 Freight & Express
6645810	LIQUOR	08/23/2023	1,240.05	600-60-600-2251 Liquor Purchases
6645811	DELIVERY	08/23/2023	8.72	600-60-600-3033 Freight & Express
6645811	WINE	08/23/2023	165.00	600-60-600-2253 Wine Purchases
6645812	DELIVERY	08/23/2023	4.36	600-60-600-3033 Freight & Express

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
6645812	MIX	08/23/2023	90.10	600-60-600-2254 Soft Drinks & Mix
6649426	DELIVERY	08/30/2023	29.71	600-60-600-3033 Freight & Express
6649426	LIQUOR	08/30/2023	1,636.53	600-60-600-2251 Liquor Purchases
6649427	WINE	08/30/2023	372.25	600-60-600-2253 Wine Purchases
6649427	DELIVERY CHARGE	08/30/2023	8.72	600-60-600-3033 Freight & Express
6649428	DELIVERY	08/30/2023	2.18	600-60-600-3033 Freight & Express
6649428	MIX	08/30/2023	34.00	600-60-600-2254 Soft Drinks & Mix
Total PHILLIPS WINE & SPIRITS CO. :			3,623.62	
PROCTOR JOURNAL				
37715	NEWS STAND SALES	08/30/2023	6.35	600-60-600-2258 Misc Merchandise
Total PROCTOR JOURNAL:			6.35	
RANGE PAPER				
33680	BAGS	08/16/2023	36.83	600-60-600-2210 Operating Supplies
Total RANGE PAPER :			36.83	
RED BULL				
2011546312	RED BULL	08/21/2023	91.20	600-60-600-2254 Soft Drinks & Mix
Total RED BULL :			91.20	
SOUTHERN WINE & SPIRITS				
2380847	DELIVERY	08/18/2023	20.67	600-60-600-3033 Freight & Express
2380847	LIQUOR	08/18/2023	1,050.13	600-60-600-2253 Wine Purchases
2383548	DELIVERY	08/25/2023	51.45	600-60-600-3033 Freight & Express
2383548	LIQUOR	08/25/2023	1,886.03	600-60-600-2253 Wine Purchases
Total SOUTHERN WINE & SPIRITS:			3,008.28	
URSA MINOR BREWING				
e-4888	BEER	08/31/2023	272.70	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			272.70	
Grand Totals:			53,091.43	

Report Criteria:

Detail report.

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Invoice Detail.GL account (3 Characters) = "600"

[Report].Date Paid = 09/05/2023