

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
Monday, December 4th, 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 – November 20th, 2023

Budget Working Session Minutes – November 20th, 2023

Joint City Council and Police Civil Service Commission Meeting Minutes – November 28th, 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. Stark Road (CSAH 11) Improvements

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

***3. COMMITTEE REPORTS**

A. PEDS Minutes – October 10th, 2023

B. SEH Minutes – October 19th, 2023 & November 8th, 2023

C. PUC Minutes – September 20th, 2023

D. Blight Committee Minutes – November 28th, 2023

4. CLERK ADVISES COUNCIL

A. 2nd St Update

B. Playground for Everybody Update – Proposed Amendments Approval

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

6. NEW BUSINESS

- A. Truth and Taxation Presentation
- B. PAHS Donation Request
- C. Employee Resignation – J. Carter
- D. Proctor Fire Department – Employee Terminations
- E. Commence Injunction – 102 6th St

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

- A. Contract Negotiations
- B. Attorney Client Privilege

MEMBER CONCERNS

Rohweder:

Johnson:

DeWall

Mayor Ward:

City Attorney:

Chief Gaidis:

BILLS FOR APPROVAL

General: \$119,491.45

Liquor: \$21,952.05

TOTAL BILLS FOR APPROVAL: \$141,443.50

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING NOVEMBER 20th, 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 Chad Ward, Councilor Troy DeWall, Councilor Rory Johnson, Councilor Jake Benson, Councilor Jim Rohweder

OTHERS PRESENT: Administrator Rich, Attorney John Bray, Administrative Assistant Megan Jordan, Police Chief Kent Gaidis, Phil Larson, Todd Norton, Gary Nowak, Derek Pederson

M/S/P: Rohweder/Johnson to approve the minutes from Monday, November 6th, 2023.

M/S/P: Ward/DeWall to approve the agenda for Monday, November 20th, 2023, adding item 6D: Public Safety.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Phil Larson, 702 1st Ave

Addresses the council regarding unfinished business on the agenda regarding a blight policy.

Larson has questions about the proposed process and compliant form. Mayor Ward states there has been no action taken at this time, but there is conversation among the blight committee for a recommendation to implement a new blight policy and process. Larson provides an inventory of accumulated items of building materials, vehicles, and other accumulated blight items at a neighboring property. Larson suggests towing and impounding vehicles for resident retrieval as a viable solution.

Todd Norton, 42 6th St

Expressing concerns over the same previously mentioned blighted property, expresses frustration over lack of action, and suggests city code enforcements to begin with law enforcement officers.

Attorney Bray recommends the city begins a suit to serve a permanent injunction against the property in discussion.

M/S/P: Ward/Rohweder to approve the consent agenda for Monday, November 20th, 2023

4. Clerk Advises Council

A. 2nd St Update

2nd Street has opened this week with final items to be completed in the spring. Administrator Rich states the project will be closed out in the spring of 2024 when these items are completed. As the contractor had informed the city at the beginning of the project, light poles are on back order due to manufacturing and production. These will also be installed in the spring of 2024.

B. Playground for EveryBody Grant Extension

A request has been submitted for an extension to complete the additional work in the amount of \$20,000 in the spring or summer of 2024. Additional items have included fencing, blacktop, handicap accessible portable bathrooms, and sod placement.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

6. NEW BUSINESS

A. 2024 TZD Agreement

M/S/P: Rohweder/Johnson to approve the 2024 TZD grant agreement as submitted.

B. Annual Advertisement Approval

Mayor Ward states numerous requests are received throughout the year for advertisement solicitations. Included in the packet is a recommendation to approve the following annual advertisements: Memorial Day, Fourth of July, Hoghead, Veterans Day, and Happy Holidays for December and New Year celebrations.

Motion by Ward and fails due to lack of a second.

C. Sand/Salt Garage Shell

Administrator Rich states the original contract has been terminated with a new scope of work generated with solicited bids for labor only. This scope of work will utilize previously purchased building materials to construct the shell of the building to complete winterization and protect previously purchased materials and property. Solicited bids went out with a deadline of Monday, November 20th at 2:00 pm with the total amount remaining under \$175,000. Attorney Bray states one bid has been received, while Administrator Rich states the deadline was extended to accommodate additional bids and additional bids were pulled at the contractor's request.

M/S/P: Johnson/Rohweder to accept bid for capping the garage and putting up a winter shell as submitted. The completion of the project will go out for public bid.

D. Public Safety

Councilor Benson presents two resolutions for council approval one resolution to submit to St. Louis County requesting SRO reimbursement and another pertaining to the request of legislative language addressing officer "poaching" from one agency to another. Benson states the concerns, costs, and logistics of training new officers and the costs involved when a trained officer leaves the Proctor Police Department for another law enforcement agency. Benson suggests expressing support to the legislature to recover these accrued training costs. include reimbursement for officer training expenses. Discussion follows with the approval of the SRO reimbursement, however staff would like additional time to research and plan for any creation of legislative language and presentations.

M/S/P: Benson/Johnson to accept resolution 41-23: SRO Reimbursement.

M/S/P: Benson/Ward to accept resolution refunding or supplemental and reimbursement of law enforcement officers "poached" by other law enforcement agencies.

M/S: Benson/Ward Rescind to research, plan, and submit additional information prior to the next legislative session. Councilor DeWall suggests this be placed under unfinished business.

Administrator Rich recommends council and Police Civil Service Commission to schedule a working session to discuss staffing, training, and officer recruitment.

MEMBER CONCERNS

Benson: Attended a rebranding and grand opening at the AmericInn. Happy Thanksgiving to everyone.

DeWall: Request to schedule Blight Committee Meeting before the next council meeting.

Johnson: 2nd St looks great, Happy Thanksgiving to everyone. Requests to commence suit for an action item on the next agenda. Request to enforce current code violations on blighted property.

Rohweder: None

Mayor Ward: Truth and Taxation Monday, December 4th, rally for Proctor teachers on November 27th, 2023 at 6:30 pm.

Attorney Bray: None

Administrator Rich: None

Chief Gaidis: None

BILLS FOR APPROVAL:

General: \$114,203.12

Liquor: \$47,918.79

TOTAL BILLS FOR APPROVAL: \$162,121.91

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

M/S/P: DeWall/Ward to adjourn the regular council meeting at 7:05 pm.

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MINUTES
SPECIAL BUDGET WORKING SESSION
Monday, November 20, 2023 4:30 PM
Proctor Community Activity Center, 100 Pionk Dr

CALL TO ORDER

Mayor Ward called the meeting to order at 4:30 pm. All members are present.

OTHERS PRESENT: City Administrator Jess Rich, Finance Director Brunfelt, and Megan Jordan

Prior to the meeting, Finance Director Brunfelt provided members of the council with a written presentation, including a detailed annual summary of the proposed budget and fund balances. Mayor Ward opens the floor to council members for initial conversations, questions, and clarifications. Discussion follows and includes salary breakdowns, specific fund transfers, overall capital spending, and specific large equipment purchases anticipated in the next couple of years. The delay in manufacturing equipment is also discussed and considered when projecting for large equipment purchases. Overall there has been a decrease of about 12% for workman's comp which has been accounted for and included within the presentation to council.

Key points of discussion include an additional 1% added to Fire Dept salaries, an additional \$10,000 transfer to the public safety fund, and a \$10,000 annual allocation for building and property improvements at the golf course, and trust fund processes. Administrator Rich states the golf course manager has developed a 5 year plan prioritizing purchases and business operations, which council requests for review. Additional departmental expenditures are discussed including fire truck replacements and flooring upgrades for the fire hall, trail and sidewalk maintenance, and the purchase of squad cars for the police department. It is noted there is currently one car still remaining on a lease, however future squad cars will be purchased outright and not entered into lease agreements.

Allocations of ARPA funds are reviewed and clarified for 3rd St park, playground for everybody, and sidewalks. While the city currently doesn't have ownership of the museum, council agrees to use a portion of profits from the charitable gambling fund. An exact amount is not determined, but will be placed as an agenda item for action at the December 4th meeting.

Finance Director Brunfelt requests direction from council pertaining to the levy increase in order to prepare for the Truth and Taxation meeting on December 4th. She states there currently is a surplus in the general fund, which the city could maintain with an increase as low as 4%. After a brief discussion, council agrees on a 5.5% increase to the levy for 2024. Salary comparisons and information is briefly discussed, no action taken with the suggestion of completing a full salary study at a later date.

M/S/P: Ward/Rohweder to adjourn the meeting at 5:45 pm.

MINUTES OF NOVEMBER 28th, 2023

PRESENT: Mayor Chad Ward, Councilor Troy DeWall, Councilor Rory Johnson, Councilor Jake Benson, Councilor Jim Rohweder, Commissioner Diane Giuliani, Commissioner Steve Elder

ABSENT: Commissioner Lori Anderson

OTHERS PRESENT: Chief Gaidis, Sergeant Riebel, Officer Bradley, Officer Mosher, Officer Search, Officer Lemasters, Administrator Jess Rich, Administrative Assistant Megan Jordan

Mayor Ward called the joint Proctor City Council with the Police Civil Service Commission to order at 6:01 pm with Commissioner Diane Giuliani.

Mayor Ward states council requested to meet collectively with the Proctor Police Department and the Police Civil Service Commission with the intent to focus on officer retention and recruitment. A brief overview and history of the current enrollment, number of applicants, and position vacancies is presented, and the floor is opened for discussion.

Officer Bradley has prepared a presentation with the emphasis of recruitment and retention broken down into four different categories: pay/benefits, agency perks/benefits, perception, and opportunity.

Each section is discussed with input from officers and council members offering suggestions for ways to both recruit and retain officers within Proctor Police Department as there has been recent and frequent turnover in the last few years. One major discussion point is the implementation of longevity pay and strategic ways to implement this to achieve the goal of retaining officers for longer periods of time. Included within the presentation are wage comparisons across departments and cities of similar size, agency perks reflecting dress code policies, health/wellness incentives, and take-home vehicle programs. The department recognizes and discusses the increased competition among neighboring law enforcement agencies for candidates. It is noted wages and benefits of one department are weighed against another when new applicants are seeking employment. These four categories are presented to the civil service commission and the council as steps to aid in recruitment of both new and lateral hires. Discussion continues to include ways the department can restructure internally to provide additional positions for officer growth and development. Some ideas discussed are the addition of a dedicated investigator, additional supervisory staff, and retaining an eighth officer to aid with both night and day shifts. Chief Gaidis stresses the importance of having an eighth officer to provide additional support aiding in case management, retaining positive working relationships, and minimizing the amount of time an officer is the only one on duty.

The commission and the council are both in agreement to update the current dress code/appearance policy. The policy in place reflects outdated language pertaining to uniforms, appearance, and visible tattoos.

Equipment purchases are also discussed from the purchase of additional squads to body cameras, as PPD is the only department in the area without them. At this time there is no mandated

legislation requiring body cameras, however the suggestion to remain proactive is discussed, along with the realization that body camera and operating equipment is very costly. The need for improving the rotation of new and older squads is discussed as current squads are in a state of extreme age and normal wear and tear. Officer Lemasters commented, and the other officers agreed, officers spend most of their time in their vehicles. Having assigned vehicles that are in good condition is something in-coming officers look for. Current officers of the department agree this is one of the more important recruitment and retention to implement within the department.

Currently, council and the civil service commission would like to further discuss both short- and long-term strategies to implement within the department and present those findings at a future meeting.

M/S/P: Rohweder/DeWall to adjourn the meeting at 7:25 pm.

From: [Jessica Rich](#)
To: [Megan Jordan](#)
Subject: Agenda Item - Communications Stark Road (CSAH 11) Improvements - City of Proctor Input
Date: Thursday, November 30, 2023 3:25:37 PM

Jess Rich, Administrator
City of Proctor
218-624-3641
jrich@proctormn.gov
100 Pionk Drive
Proctor, MN 55810

From: Steve Krasaway <KrasawayS@StLouisCountyMN.gov>
Sent: Tuesday, November 28, 2023 4:55 PM
To: Jessica Rich <jrich@proctormn.gov>; Rick LaLonde <rlalonde@proctormn.gov>;
'mbolf@sehinc.com' <mbolf@sehinc.com>
Subject: Stark Road (CSAH 11) Improvements - City of Proctor Input

St. Louis County is planning to repave Stark Road (CSAH 11) between 4th Street and (CSAH 13) Midway Road around 2027. As we begin to scope the project, we are looking to input regarding any changes that you feel may be needed on the road including but not limited to wider shoulders, sidewalk, bike lanes, drainage fixes, turn lanes, etc. If you could let me know your thoughts in the next few months that would be great. If you would like to meet to discuss the project, I would be happy to as well.

Thanks

Steve Krasaway, PE
St. Louis County Public Works
Resident Engineer
4787 Midway Road
Duluth, MN 55811
Office: (218)625-3841

Minutes of the Proctor Economic Development Authority Meeting held Tuesday, October 10, 2023, 6:00 PM at the Proctor Area Community Center.

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

ROLL CALL: Present: Chair Eric Madson, Commissioner Schwarzbauer, Mayor Chad Ward, and Commissioner Eric Bingaman. Absent: Commissioner Trish Jauhola

OTHERS PRESENT: City Administrator Jess Rich

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (4-0) to approve the September 12, 2023, meeting minutes.

Motion by Commissioner Bingaman, seconded by Commissioner Schwarzbauer and carried (4-0) to approve the agenda.

Discussion on various projects and economic development opportunities including an upcoming meeting with Giant Voices on the Norther Minnesota Regional Sports Facility project and an I-35 update.

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (4-0) to recommend the Proctor Planning and Zoning Commission rezone PEDA properties south of Kirkus Street and north of Westgate Boulevard to C-1 districts and City of Proctor property north of Kirkus Street and west of the railroad tracks to R-3 to encourage economic and housing development.

MEMBER CONCERNS

Chair Madson: None

Commissioner Bingman: None

Mayor Ward: None.

Commission Schwarzbauer: None

Motion by Commissioner Bingaman, seconded by Mayor Ward and carried (4-0) to adjourn at 7:04 PM.

Respectfully Submitted: PEDA Secretary, Jess Rich



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MEETING MINUTES

Proctor Monthly Meeting

October 19, 2023

9:00 a.m.

City Hall

*3B

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. Lighting timer has been hooked up. The only outstanding punchlist item is silt fence removal.
 - 2. Pay application #8
 - a. This pay app will include CO #8 (approved last month)
 - b. SEH requested closeout documents from Veit for a final pay application.
- B. Phase 2 Garage – On hold with TRO.
 - 1. Change Order #1 – Conduit and wiring to the building from the Transformer. *The CO was approved, Jess will follow-up with the City Attorney to see if this can be paid.*
 - a. *Char received an invoice from Parson's Electric. Tyler will check to see if this was for this CO #1.*
 - 2. SEH letter of recommendation of work to complete to get the building sealed up for winter?
 - a. *Jess will let SEH know after the meeting scheduled for the 24th.*

II. Second Street LRIP

- A. Project Construction Updates
 - 1. Paving is scheduled for early next week.
 - 2. Concrete steps are being worked on. Remaining trail ped ramps will follow after trail is paved.
- B. Contractor Payments
 - 1. Pay Application #5 – End of October
 - 2. CO #5 – Extra work for re-grading and re-forming steps at 840 2nd street.
 - 3. CO #6
 - a. Change striping to paint since the road will be chip sealed next year
 - b. Extend completion dates for turf restoration for sodding and tree plantings
 - c. Hydromulch and temporary seeding for this season
 - 4. CO #7 – Asbestos pipe removal. Tyler is coordinating with USA on this price.
 - 5. Liquidated Damages
 - a. SLC is on board with assessing liquidated damages if project deadlines are not met for outstanding paving and concrete work

- b. The City will observe what is completed over the next week and determine if liquidated damages will be assessed at the project completion dates.

C. Misc.

- 1. Rock in front of school – Are we leaving this as is? Yes, for now.
- 2. Private yard restoration for private lateral work. Turf restoration for private lateral work on private property will not be completed by the Prime Contractor for the construction project. SEH will pull together a list of properties with restoration needs outside of the project limits. Tyler will send Jess the ECS contact for turf restoration.

III. PUC Items

A. Booster Station

- 1. Punch List items.
 - a. Generator Receptacle – Testing was going to be on 10/20 but contractor is having difficult time finding a cord. SEH will update when schedule is known.
 - (1) The City received a quote for a generator cord. SEH reviewed and recommended approval.
 - b. Door re-adjustment – this needs to be completed. No update on schedule. Matt will reach out to USA again for an update.

B. Water Tower

- 1. Tank Mixer - The PUC would like to add a mixer when the interior painting is done.
- 2. Painting touch up - PUC would like this work to be completed in conjunction with the mixer.
- 3. Paint Recommendations - SEH attended last PUC Board meeting and answered questions about our report recommendations. PUC is deciding on next steps.

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 and Sand/Salt storage project.
- D. Stormwater map for SLC SWCD

V. School District Plan Review –No updates this month.

- 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 – No updates this month.
 - a. The City is looking into layout options near the Playground for Everyone.
- B. Storm Water Utility – No updates this month.
- C. Water & Wastewater 2023-2024 PPL – No updates this month.
 - 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. 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.](#)
 - 4. [SEH will begin collecting survey on the segment under I-35.](#)
- E. Bonding Bill
 - 1. City and SEH presented tour the Senate Bonding committee.
 - 2. City Council would like to move forward with design to get utilities crossed underneath I-35.
 - a. [SEH will prepare a proposal letter and fee estimate for this work.](#)
 - b. [SEH will include water modeling to determine water pressures and flows to the potential development areas.](#)
 - c. [SEH will check into permitting requirements for this work to take place \(i.e. water extension & sewer extension\).](#)
- F. Trails – 40 acre parcel
 - 1. Property lines marked last month. City plans to complete this work in the Fall.
- G. Lead Service Line (LSL) Inventory
 - 1. Inventory due date – 10/16/2024
 - 2. Grant – [PUC applied for Visual Inspection grant dollars. Char has not heard back on this application.](#)
 - 3. IJJA Lead Service funding dollars could be available. SEH will watch for this application.
- H. Kingsbury Creek Restoration –
 - 1. MPCA planning a restoration project from City hall to Boundary Avenue. [MPCA has received \\$885k in funding for the project.](#)
 - 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.
 - 3. [The City is going to apply for \\$25k CN Grant for matching funds for restoration and plantings.](#)
 - 4. [Planning and design meetings will be occurring over the winter.](#)
- I. PUC Road Patches & Acacia Ave. Storm Drain Repairs
 - 1. Acacia Ave Storm
 - a. Paving this week
 - b. Permanent drainage/utility easement will be extended 10'. SEH will begin working on this legal description and exhibit.
 - c. SEH to reset property pin that was removed for construction.
- J. Playground Parking –
 - 1. Jess is working with the DNR on an amendment to the agreement.
 - 2. City crews have completed the culvert replacement. [KTM work should begin in Spring 2024.](#)
- K. City Sidewalk funds – [No updates this month.](#)
- L. County Crack/Chip Seal – City Council agreed to the following improvements in conjunction with St. Louis County's 2024 projects:

1. Crack/Chip Seal – Bee Street, Almac Drive, 6th Street
 2. Chip Seal – 2nd Street, 9th Ave, 3rd Street (including repainting the striping)
 3. The City has received the agreement from SLC.
 4. SEH and City will prepare a letter to send to residents to inform them of the upcoming chip sealing next spring/summer.
- M. Westgate Boulevard – No updates this month.
1. Road is in very poor condition and could be a candidate for reclaim and pave.
 2. 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.
- N. Department of Human Services Grant & MnOSHA Grant
1. Jess will handle preparing the applications and exhibits
 2. SEH started an exhibit for the exterior improvements for the access roadway. Tyler will wrap up and send the estimate and exhibit to Jess.
- O. Munger Trail Spur – Jess is going to set up a meeting with the City of Hermantown to coordinate trail connection locations. Next steps include:
1. Route Selection
 2. Funding Opportunities
 - a. LCCMR – typically due February
 - b. DNR Local Trail
 - (1) Max grant is \$250k. (75/25) Typical due March 31, 2024.
 - c. DNR Regional Trail
 - (1) Max grant is \$300k. (75/25) Typical due March 31, 2024.
 - d. DNR Federal Trail
 - (1) Max grant is \$200k. (75/25) Typical due February 2024.
 - e. Greater MN Regional Parks and Trails
 - (1) GMRPTC submits directly to legislature
 - f. LPP MnDOT grant – for trails within MnDOT R/W.
 - g. SEH will looking to trail planning grants to cover engineering costs for planning and feasibility.
- P. WLSSD Exceedance Letter – Matt will draft a letter this week.

vii. **Next Meeting – November 8th @ 9:00 am**



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MEETING MINUTES

Proctor Monthly Meeting

November 8, 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. Silt fence has been removed.
2. Pay application #8
 - a. This pay app will include CO #8 (approved last month)
 - b. SEH requested closeout documents from Veit for a final pay application. Tyler will follow-up with Veit.

B. Phase 2 Garage – Contract termination

1. Change Order #1 – Conduit and wiring to the building from the Transformer. The CO was approved, and paid
2. Judge ordered a permanent injunction to stop work.
3. The City and SEH are going to meet with Dave Franzen at Ray Riihiluoma to discuss next steps for contract termination.
4. Does the City need a recommendation from the Architect for winterization? Tyler will reach out to the SEH architecture group for a recommendation of how to protect the in place slab during the winter months.

II. Second Street LRIP

A. Project Construction Updates

1. Final striping, trees, and signage are being completed in the next few days. Roadway is planned to be opened to traffic by Friday or early next week depending on weather for the striping.
2. Winter season punchlist walkthrough was completed on Tuesday. Tyler sent the punchlist out to the Contractor and the City.

B. Contractor Payments

1. Pay Application #5 – Cut last week for \$363,662.30
2. CO #5
 - a. Change striping to paint since the road will be chip sealed next year.
 - b. Extend completion dates for turf restoration for sodding and remaining concrete work.

- c. The City believes that USA should cover the cost for temporary hydromulching if sod can't be laid this season. Tyler will follow-up with USA on this topic.
- 3. CO #7 – Asbestos pipe removal. Tyler is coordinating with USA on this price.

C. Misc.

- 1. Private yard restoration for private lateral work. City sent out letters to homeowners. No responses yet.

III. PUC Items

A. Booster Station

- 1. Punch List items.
 - a. Generator Receptacle – The PUC got a cord ordered? USA has not scheduled a time to test the receptacle yet. Matt to follow up.
 - (1) Matt needs to discuss with USA share cost for cord.
 - b. Door re-adjustment – this needs to be completed. Char will reach out to Adam (foreman) for an update on the door.

B. Water Tower

- 1. Tank Mixer - The PUC would like to add a mixer when the interior painting is done.
- 2. Painting touch up - PUC would like this work to be completed in conjunction with the mixer.
- 3. Paint Recommendations – PUC has not discussed this any further.

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 our next GIS update which will occur fall of 2023.
- C. Updates will include 2nd Street reconstruction project and Sand/Salt storage project.
- D. Stormwater map for SLC SWCD

V. School District Plan Review – any update? No updates.

- 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 – No updates.
 - a. The City is looking into layout options near the Playground for Everyone.
- B. Storm Water Utility – No updates.
- C. Water & Wastewater 2023-2024 PPL –
 - 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. 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 prepared an application and provided to Jess for review. City will reach out to legislators.](#)
- E. Bonding Bill
1. City and SEH presented tour the Senate Bonding committee.
 2. City Council would like to move forward with design to get utilities crossed underneath I-35.
 - a. [SEH will prepare a proposal letter and fee estimate for this work.](#)
 - b. [SEH will include water modeling to determine water pressures and flows to the potential development areas.](#)
 - c. [SEH will check into permitting requirements for this work to take place \(i.e. water extension & sewer extension\).](#)
 - d. [Topographic Survey and Wetland Delineations have been completed. Wetland Delineation reports will not be reviewed until the spring growing season.](#)
- F. Trails – 40 acre parcel
1. [The City has started work on the trail.](#)
 2. [Rick provided a sketch of the trail route with potential future route extensions.](#)
 3. [The City expressed a need for additional parking at the trail head. SEH and the City will look into options.](#)
 4. [The City will need to complete wetland delineations in the future for any extensions.](#)
- G. Lead Service Line (LSL) Inventory – [No updates.](#)
1. Inventory due date – 10/16/2024
 2. Grant – [PUC applied for Visual Inspection grant dollars. Char has not heard back on this application.](#)
 3. IJJA Lead Service funding dollars could be available. SEH will watch for this application.
- H. Kingsbury Creek Restoration –
1. [MPCA planning a restoration project from City hall to Boundary Avenue. MPCA has received \\$885k in funding for the project.](#)
 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.](#)
 3. [The City applied for a \\$25k CN Grant for matching funds for restoration and plantings.](#)
 4. [Planning and design meetings will be occurring over the winter.](#)
- I. PUC Road Patches & Acacia Ave. Storm Drain Repairs
1. Acacia Ave Storm – Work is complete, has the City received a pay request from Sinnott? [Not yet, Tyler will reach out to Dan Wyman.](#)
 - a. [Permanent drainage/utility easement will be extended 10'. SEH will begin working on this legal description and exhibit.](#)
 - b. [SEH to reset property pin that was removed for construction.](#)
 - c. [A homeowner had a question about their driveway width, SEH will pick of driveway edge shots to compare with the existing condition to ensure the driveway was put back the same.](#)
- J. Playground Parking –
1. [Jess is working with the DNR on an amendment to the agreement. A grant extension is also needed.](#)

2. [KTM work should begin in Spring 2024.](#)
- K. County Crack/Chip Seal – City Council agreed to the following improvements in conjunction with St. Louis County's 2024 projects:
 1. Crack/Chip Seal – Bee Street, Almac Drive, 6th Street
 2. Chip Seal – 2nd Street, 9th Ave, 3rd Street (including repainting the striping)
 3. [The City has received the agreement from SLC.](#)
 4. [SEH and City will prepare a letter to send to residents to inform them of the upcoming chip sealing next spring/summer. Tyler will reach out to Steve Krasaway for information to include with the letter.](#)
- L. Westgate Boulevard – [Possibly a 2025 construction project.](#)
 1. Road is in very poor condition and could be a candidate for reclaim and pave.
- M. Department of Human Services Grant & MnOSHA Grant
 1. Jess will handle preparing the applications and exhibits
 2. SEH sent a site exhibit and cost estimate to Jess for the application. [No other needs, Jess will submit the application.](#)
- N. Munger Trail Spur – [Jess is going to set up a meeting with the City of Hermantown to coordinate trail connection locations. Next steps include:](#)
 1. Route Selection
 2. Funding Opportunities
 - a. LCCMR – typically due February
 - b. DNR Local Trail
 - (1) Max grant is \$250k. (75/25) Typical due March 31, 2024.
 - c. DNR Regional Trail
 - (1) Max grant is \$300k. (75/25) Typical due March 31, 2024.
 - d. DNR Federal Trail
 - (1) Max grant is \$200k. (75/25) Typical due February 2024.
 - e. Greater MN Regional Parks and Trails
 - (1) GMRPTC submits directly to legislature
 - f. [LPP MnDOT grant – for trails within MnDOT R/W.](#)
 - g. [SEH will looking to trail planning grants to cover engineering costs for planning and feasibility.](#)
- O. WLSSD Exceedance Letter – [Matt sent letter on October 19th.](#)
- P. [Future Development and Sewer Capacity](#)
 1. [The City is looking into potentially rezoning some land to allow for future development. The City would like to confirm existing trunk main sizing and capacity for future development connections. SEH will look into existing flows based on WLSSD's metering station and will prepare a memo regarding capacity.](#)

vii. Next Meeting – December 13th @ 3:00 pm

Minutes of the Proctor Public Utilities Commission meeting held on Monday, September 20, 2023 at 5:00 p.m. in the Council Chambers at Proctor City Hall.

The following members were present:

Eric Bingaman
Troy DeWall

*3C

The following members were absent:

Jennifer Cady

Others who were present:

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

APPROVAL OF AGENDA

Motion by DeWall, seconded by Bingaman and carried: To approve the agenda, as presented.

APPROVAL OF THE MINUTES OF:

Motion by DeWall, seconded by Bingaman and carried: To approve the PUC Regular Meeting minutes of August 14, 2023.

APPROVAL OF PAYROLLS OF:

Motion by Bingaman, seconded by DeWall and carried: To approve the payroll pay dates of 8/18/23, 9/01/23 & 9/15/23.

DELINQUENT ACCOUNTS were discussed. Secretary received discussion on an LMC member's group and is working on getting information from other MN municipal utilities who have required all their utility accounts to be kept in the property owner's names. Commission would like this topic to be kept on "New Business" for future discussion.

CALL FOR COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

1. OLD BUSINESS

- A. Water Maintenance Contractor update. 9/16 water break fix on the main that feeds south Proctor (NW of Nuss Truck) was discussed. We have not received the bill yet.

2. NEW BUSINESS

- A. 2nd Street Project from 5th Ave to 9th Ave was discussed. Secretary to verify the width of the trail between 8th and 9th Ave.

Motion by Bingaman, seconded by DeWall and carried: To approve Change Order #3 for the 2nd Street Project in the amount of \$19,384.19 for the extra work and equipment needed to remove ledge rock under the gas main, which was not shown on the plans.

- B. Water tower maintenance was discussed. Commission would like SEH at next meeting to answer any PUC questions regarding water tower maintenance, water main to south Proctor and any future budget items.

- C. Lead service line inventory was discussed. We will be starting the inventory with the 2nd Street Project. Secretary applied for a Technical Assistance Grant through the MN Dept of Health, but has not had any updates from them yet.
- D. Service Territory Discussion. Nothing new to discuss.
- E. Forward looking budget items
 - seasonal summer help
 - rate structure
 - generator
 - water tower maintenance

Commission would like to add “water main to south Proctor” to this agenda item.

- F. AEOA Vendors Agreement was reviewed.

Motion by Bingaman, seconded by DeWall and carried: To approve the AEOA vendors agreement, as presented.

- G. Salvation Army Vendors Agreement was reviewed.

Motion by Bingaman, seconded by DeWall and carried: To approve the Salvation Army HeatShare vendors agreement, as presented, and also approve a \$1500 donation to the Salvation Army HeatShare program.

3. REPORT OF OFFICE

- A. PUC Meter Reader/Water Technician position update. Secretary to make sure Water Tech gets hydrant flags installed before winter.
- B. Booster (Pump) Station update was discussed. Almost all of the work has been completed. We are still waiting on the testing of the generator receptacle and for the door gap to be fixed. We should have a new punch list coming soon.
- C. Sand Salt Building & PUC/Public Works Garage was discussed.

Motion by Bingaman, seconded by DeWall and carried: To approve Change Order #8 for the Proctor Sand/Salt Project in the amount of \$38,663.91 for a 2 foot soil correction in front of the Maintenance Garage, as long as the cost is allocated to PUC appropriately (1/2 if it is only going to the Maintenance Garage and 1/3 if it is going all the way to the Sand/Salt Building).

- D. Tree trimming update was discussed. Trimming started on 9/5.
- E. 2023 Water Break Repairs update. Repairs have been completed and we are just waiting on the invoice.
- F. SEH Meeting Minutes of 9-13-23 were discussed.

- G. MMUA Regional Commissioners Workshop was discussed. Secretary is planning on attending. Commissioner DeWall will see if he can make it work.
- H. MP Annual Municipal Customer Meeting & Annual NEMMPA Meeting 10-18-23 was reviewed as informational. Secretary and Billing Clerk attend this every year. Commissioners are welcome to attend.
- I. Roundhouse Partners CIP Rebate Request was reviewed.

Motion by DeWall, seconded by Bingaman and carried: To approve the Roundhouse Partners CIP Rebate in the amount of \$2,636.58.

- J. 2024 Senate Capital Investment Committee Meeting 9/5/23 at St Luke's Sports & Event Center was discussed. Update was given by Commissioner DeWall, who attended.
- K. Commission Terms were discussed. Commission Chair Cady sent a formal letter stating that she is not able to seek another term on PUC and thanked the Commission, City and staff, while noting some great accomplishments of the Proctor PUC over the past six years of her two terms. Commissioners would like to send her a thank you card and a gift card, noting that her service will be missed.

Motion by Bingaman, seconded by DeWall and carried: To accept Cady's request of not seeking re-appointment and to approve sending her a thank you card and a \$50 gift card, thanking her for her years of service.

4. FINANCIAL STATEMENTS

- A. PUC July Income Statements were reviewed. Commission would like to see a preliminary 2024 budget in October and would like a recommendation from the PUC Accountant for our investments that are maturing soon.

5. APPROVAL OF BILLS

- A. The MP August power bill was reviewed.
- B. The MP August & SWL&P April, May, June, July & August maintenance bills were reviewed.
- C. The bills listings were reviewed.

Motion by Bingaman, seconded by DeWall and carried: To approve the bills presented and on file at the utility office, including all electronic payments for sales tax & payroll payables. Payable checks #020044 thru #020056.

6. COMMUNICATIONS

- A. Billing insert on back side of utility bills was reviewed. Commission would like to see advertising for a new PUC Commissioner on the back of the October utility bill.

B. City Administrator did not have any additional correspondence to discuss.

7. LABOR & NEGOTIATION ISSUES

8. MEMBERS CONCERNS

Motion by Bingaman, seconded by DeWall and carried: To adjourn the meeting at 7:15 p.m.

Charliene Jones, Commission Secretary

Eric Bingaman, Acting Chair

MINUTES
11/28/2023 BLIGHT COMMITTEE MEETING

Persons Present:

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

Meeting commenced at 4:30 p.m.

1. Minutes and Agenda approved.
2. Revised Blight Concern/Request form addressed.
 - City Administrator Rich requested the form header be changed from the Police Department to the City of Proctor.
 - All concerns will be routed to the City offices rather than the PD.
 - A submittable form will be created online.
 - A receipt will be sent to residents after forms are submitted.
 - Chief Gaidis addressed the confidentiality provision given data request policies.
 - City Administrator Rich confirmed there are provisions allowing for confidentiality.
 - Mayor Ward read the provisions of Minn. Stat. § 268.19 addressing data privacy.
 - City Administrator Rich mentioned a member of the public at the last Council meeting questioned the form process.
 - Councilor Dewall confirmed we will be directing the public to fill out this form so as to channel all concerns in one direction.
3. Revised Notice of Non-Compliant Condition form addressed.
 - Chief Gaidis confirmed Ron Envall charges \$130 per hour for conducting hearings.
 - This amount would be covered as a hearing fee to be paid in advance of the hearing by the property owner.
 - Chief Gaidis confirmed that Ron Envall has already agreed to handle such hearings.
 - Megan proposed a flat hourly rate to clean up properties.
 - Mayor Ward confirmed there will be a citation issued/fine assessed in addition to the charge of hiring out a company to clean up the property rather than using City resources to clean up.
 - The committee confirmed there will be no fine assessed if a property is cleaned up by the property owner within the 10-day allotted time period.
 - Building Official Boysen questioned the process if the property owner does not want anyone on their property.

- City Administrator Rich confirmed a civil court order will be sought. This process is listed on the notice.
- Mayor Ward proposed a 3-day time period on the notice for property owners to file notice of appeal.
- City Administrator Rich questioned whether the Board of Adjustment (currently Jim and Lowell) would hear appeals or if Ron Envall is preferred.
 - Councilor Dewall addressed whether a balance of three people on a City board hearing an appeal would be preferable over just one person from outside the City.
 - City Administrator Rich noted the City has the ability to hire a new hearing officer if there are concerns for how matters are being decided.
- City Administrator Rich questioned whether we keep the language of the hearing officer's opinion going to the Council for approval: recommendation vs. order.
 - The committee discussed a third-party order would be preferred over a recommendation to City Council so as to keep the decision neutral and avoid involving the City in potential lawsuits.
- Chief Gaidis confirmed the blight officer would represent the City in the hearing process as well as any City staff who would testify to the facts of each matter on a case-by-case basis.
- Mayor Ward suggested we charge a minimum appeal fee of \$260 (2 hours of Envall's time).
 - Councilor Dewall suggested an even \$300 which would be a required non-refundable filing fee. This filing fee may motivate property owners to clean up rather than appeal.
- Building Official Boysen addressed the fine amounts listed in the notice and suggested the 3-year time periods for violations may be too long and proposed a 1-year period for all 3 categories.
 - Megan suggested one set fine amount for the first violation and each additional violation is an added fine with no starting or ending time period.
 - Mayor Ward supports this proposal that the time period would not reset.
 - City Administrator Rich proposed taking the years out to define violations as perpetual nuisances.
- Chief Gaidis and Building Official Boysen questioned what a violation is.
 - Mayor Ward suggested a violation is another occurrence after a cleanup has been completed. The committee supports this definition.
- Mayor Ward questioned if the notice and assessed amounts are assigned to the homeowner or property owner.
 - City Administrator Rich confirmed we can only assess against the property owner.
- Building Official Boysen questioned whether separate notices are issued to each violation on a property or whether all violations are lumped and assessed together.
 - Mayor Ward suggested if there are four violations, this triggers four fines for each violation, even if all are listed on one notice.
 - Building Official Boysen suggested one violation is counted if any boxes are checked off under a single section of the addendum. Members of the committee support this proposal.

- Councilor Dewall suggested motor vehicles be separated out from equipment/junk categories, to which the members agreed.
 - This means a single notice could trigger up to six violations (six sections of addenda).
 - Megan suggested language be added that specifically states what the fine amount would be so as to put the property owner on notice and also assist City staff with fine payments.
 - Mayor Ward suggested language stating, “We have noticed you have [#] violations; therefore, your fine amount will be [\$] if not cleaned up within a 10-day period.
 - City Administrator Rich questioned the validity of checkbox #3 of the motor vehicles addendum addressing front-yard parking and obtaining City Council approval for such.
 - Chief Gaidis confirmed our City code already defines winter vs. summer parking.
 - The language regarding approval by City Council will be removed.
 - City Administrator Rich questioned the validity of checkbox #2 of the motor vehicles addendum addressing parking vehicles on dirt or grass-covered surfaces.
 - The committee ultimately agreed to delete this provision from the form.
4. City Administrator Rich questioned who the blight officer will be.
- She considers naming someone from law enforcement an unnecessary elevation upon initial contact.
 - The committee discussed the complaint form process.
 - All blight complaint forms be routed to City Administrator Rich who then requests Building Official Boysen be the “drive-by eyes” and report back on what issues need to be addressed.
 - City Administrator Rich will then determine whether it is a law enforcement issue or blight matter and send out notice/assign the matter accordingly.
5. Additional Concerns
- Mayor Ward mentioned Councilor Benson requested a language addition denying any future permits, etc. until matters are resolved and all costs are paid.
 - Building Official Boysen confirmed this is already a standard practice that is not specifically stated anywhere. He has the authority to deny a permit.
6. Draft Blight Ordinance
- City Administrator Rich ran through the draft containing all potentially related sections of the current City code, and discussion was had whether each related to a blight policy.
 - The sections determined related include: Unlicensed Vehicles, Pet Waste, Waste Disposal, Nuisances Affecting Health, Nuisances Affecting Peace and Safety, Hazardous Buildings and Excavations, Junked Vehicles, and Weeds/Trees.
 - Building Official Boysen mentioned, for example, Section 155, siding and roofing is technically included in the addenda on the notice form. What constitutes blight when it comes to those building code issues?
 - Councilor Dewall suggested we have the discretion to consider extreme circumstances that would affect health and safety.
 - Building Official Boysen and City Administrator Rich suggested we refer back to the first proposed blight ordinance that is clearer and more concise.

7. Unaddressed Matters:
 - Estimated cost of administrative order.
 - City Attorney Bray was unable to attend this meeting.
 - Conflicting Information in the Current City Code – Section 91.054 v. 91.085.
 - To be referred to Sally for possible revision of the Code.
 - Current Blight Property/Resolved Blight Matters
 - This information was provided to all members in the meeting packet.
8. Moving Forward:
 - The committee would like to re-review the first proposed blight ordinance from the 9/18/23 meeting.
 - Jess B will redistribute.
 - All members will reply with any comments or concerns.
 - Absent any major concerns which warrant another meeting, the matter will be referred to the City Council for review and consideration.

Meeting adjourned at 5:55 p.m.

City of Proctor



2024 Truth in Taxation





The City of Proctor is required by law to conduct a public truth in taxation hearing.

Mandated hearing requirements are as follows:

- Discuss Budget and Proposed Property Tax
- Discuss Revenues/Expenditures
- Start after 6:00 p.m.
- Public Comment and Questions
- Certify final levy either Tonight or at a subsequent meeting before 12/31/2024

2024 Tax Levy

- Planned increase in tax levy: 5.5%
 - Proposed taxes to be collected \$1.9 million
-

Impact to Homeowners

Value	2023 Tax	2024 Tax	Difference	%
\$150,000	\$884	\$895	\$10	5.5%
\$250,000	\$1,474	\$1,491	\$17	5.5%
\$350,000	\$2,064	\$2,088	\$24	5.5%



Where does your tax dollar go?



St. Louis
County
\$0.40



City of Proctor
\$0.35



Proctor School
District
\$0.25

The City of Proctor's \$.35

Police



\$0.14

Streets & Parks



\$0.12

Council &
Administration



\$0.09

Other Internal
Services



\$0.04

Fire/First
Responders



\$0.03

Economic
Development



\$0.01

Value to our Citizens



Monthly Property TAX RECEIPT

Police Services	\$48
Fire and First Responders	\$11
City Infrastructure	\$20
Parks, Trails, Recreation	\$4
City Administration	\$19
Internal City Services	\$11
Economic Development	\$2
Debt Service	\$9
TOTAL	\$124

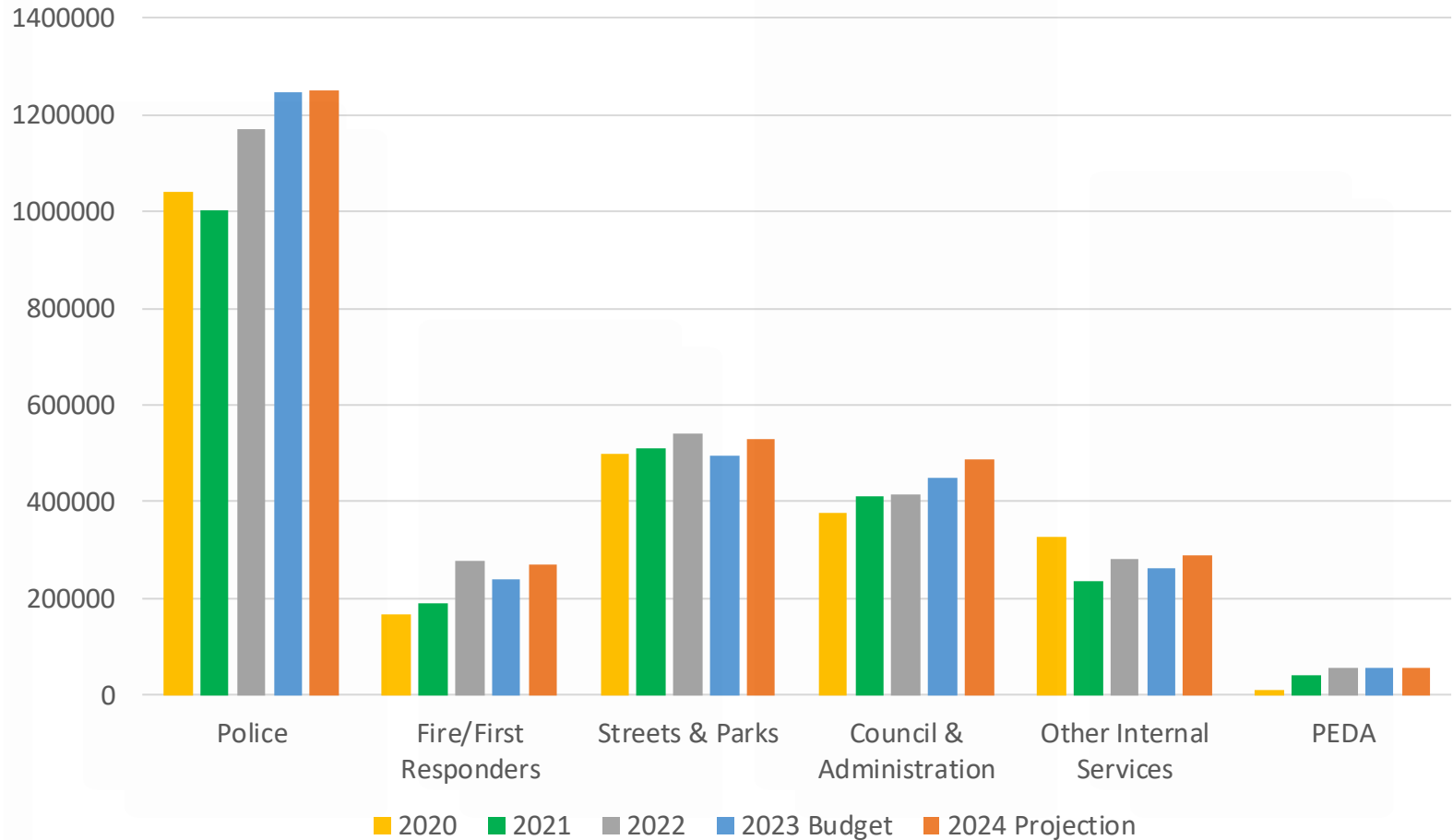
*Example uses a \$250,000 property value

Projected Expenditures

	2023 Budget	2024 Projection
Police	\$1,245,000	\$1,250,000
Fire/First Responders	\$238,000	\$271,000
Streets & Parks	\$636,000	\$731,000
Council & Administration	\$450,000	\$500,000
City Hall	\$116,000	\$128,000
Finance & Legal	\$127,000	\$137,000
Building & Planning	\$19,000	\$19,000
PEDA	\$55,000	\$55,000
Golf Course	\$20,000	\$25,000
Total Expenditures	\$2,907,000	\$3,116,000



2020-2024 Expenditures





Capital Purchases

1989 Ford Truck used for signs. Will be replaced with a truck that will be outfitted with an air compressor to pound signposts and blow out water lines that need to be winterized. The truck body is \$54,500 with another \$48,700 for outfitting. This cost will be split with the Sewer Fund.



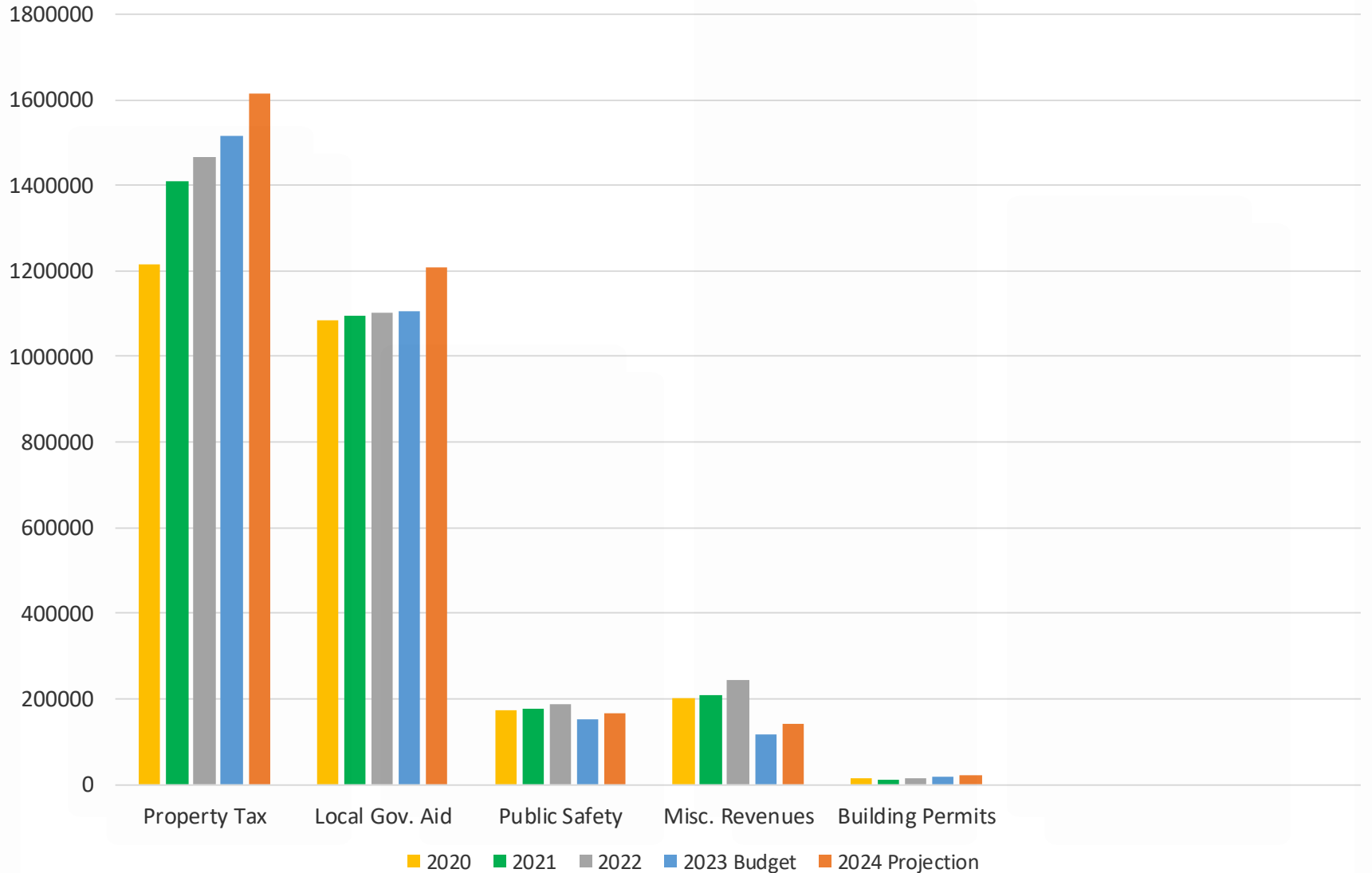
1985 Ford Dump Truck – This truck was planned for replacement with a single axle plow truck in 2022. It has been deemed unreliable and unsafe for use since the end of 2022. Dealer delays have pushed that delivery date into 2024 and the cost will end up higher at around \$225,000.

Projected Revenues

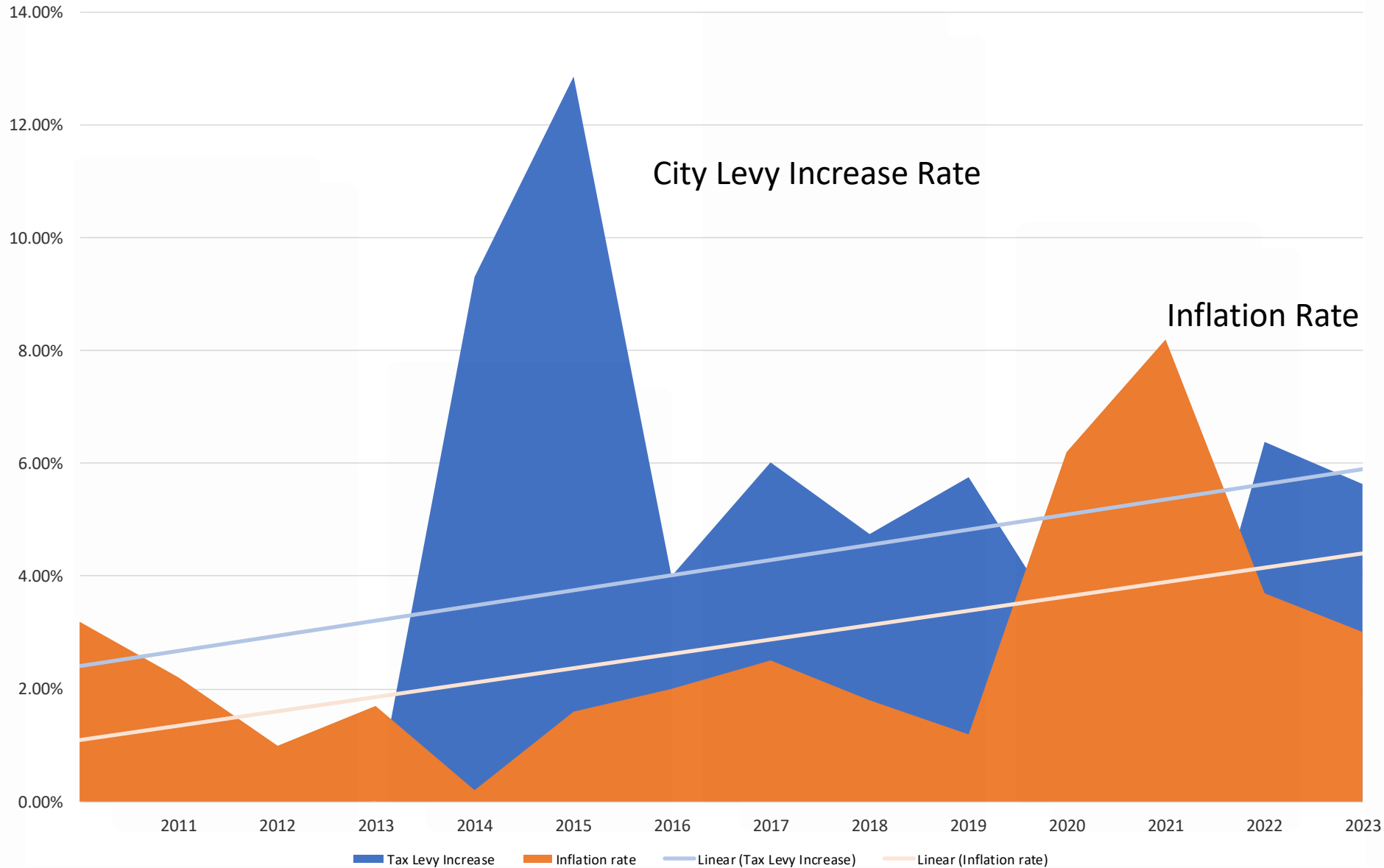
	2023 Budget	2024 Projection
Property Tax	\$1,516,000	\$1,604,000
Local Government Aid (LGA)	\$1,107,000	\$1,208,000
Public Safety	\$151,000	\$168,000
Building Permits	\$19,000	\$20,000
Misc. Revenue	\$117,000	\$142,000
Total Revenues	\$2,910,000	\$3,142,000



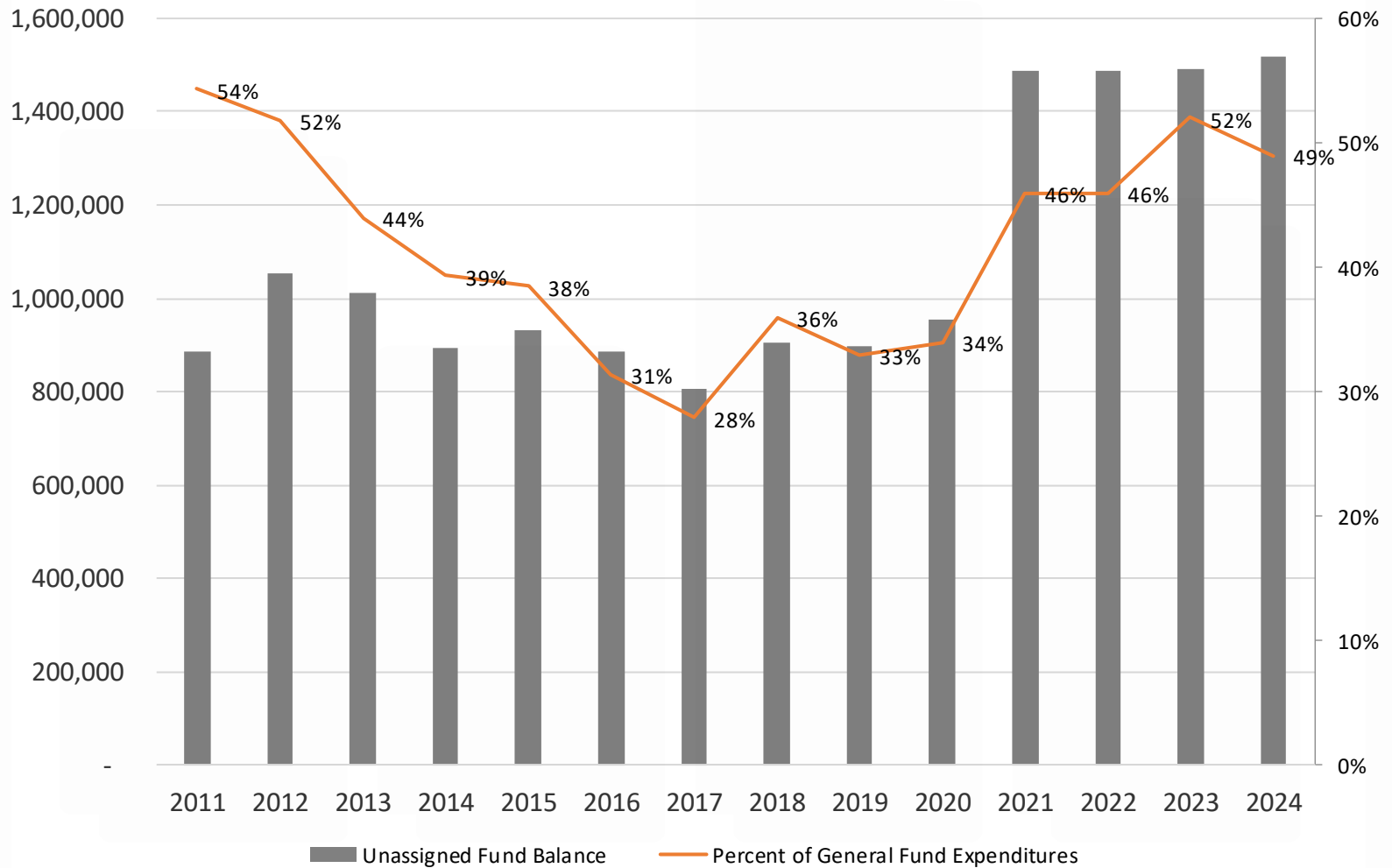
2020-2024 Revenues



Historical Levy Amounts



General Fund Reserves



The City strives to maintain an unassigned General Fund balance in the range of 35-50 percent of General Fund operating expenditures.



COMMUNITY
CENTER

From: Jim Schwarzbauer <jschwarzbauer@outlook.com>

Sent: Thursday, October 5, 2023 7:30 PM

To: Chad Ward <cward@proctormn.gov>; Jessica Rich <jrich@proctormn.gov>

Subject: PAHS request for funding

Chad and Jess,

Historical society would like to be included on the next council agenda to request funding support for this fiscal year. I realize budgets have been set for your next year, but we wanted to see what money we would have from our three primary sources of revenue, and you can see we have just over \$5,500 dollars. With an additional \$4,000 we are confident all general expenses will be covered for our fiscal year. We are including a comparison between July 2020 and July 2023 to show how expenditures have increased by \$2,000 and revenue has decreased by \$2000. It also shows you we once owed \$25,125 and now we are debt free thanks to the #225 donor campaign and the City of Proctor forgiving the last \$5,000 of our loan from the city. We are now also ADA Compliant with an elevator thanks in large part to Jan Resberg's efforts in managing the \$85,000 Minnesota Historical Society grant. Finally, and what is most concerning to us, is we once had 4 officers and 5 board members and now we only have 2 officers (Jim and Ann Schwarzbauer) and no board members. We need to focus on membership and not year-round fundraising.

I am also including an attachment on a display we are working on in the basement showing many of the steam-era trains that came through Proctor. These engines are not cheap and is reflected in the nearly \$3,500 decrease in our savings account which we used to buy those engines.

Jim Schwarzbauer

PAHS Treasurer

Letter of Resignation

Joseph Carter

6C

6425 Duncan Road, Saginaw, MN 55779

11/22/2023

Proctor Police Department

100 Pionk Drive

Proctor, MN 55810

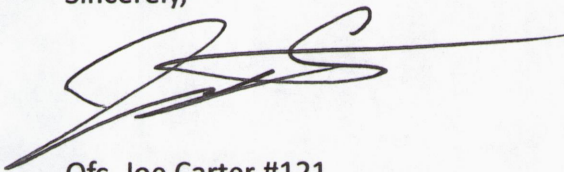
Dear Chief K. Gaidis,

Please accept this letter as a formal notice of my resignation as a Police Officer for the Proctor Police Department, effective December 6, 2023. After much thought and consideration, I have decided to accept a position elsewhere that better reflects my goals and aspirations in law enforcement.

The opportunity afforded to me by the City of Proctor and the Proctor Police Department has been invaluable for my development as an individual and as a peace officer. Although I have made the difficult decision to leave the department, I am and will continue to be grateful for the time I have spent with Proctor. Thank you for your faith in me and steadfast commitment to my development in pursuit of serving and protecting the community in which we serve.

My hope for the future is two-fold in that the Proctor Police Department continues to grow and develop in today's difficult landscape, and that the relationships I have gained in my three years with the department remain strong and continue to evolve positively. Again, thank you for your faith, your advice, your guidance, and the opportunities you have given me in my time here. It has been nothing short of an honor working for you and this department and I look forward to working with you all in the future, in whatever capacity that may be.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Joe Carter', with a long horizontal flourish extending to the right.

Ofc. Joe Carter #121

Proctor Police Department

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 · 218-324-3641 · Fax 218-624-9459 · email: cityhall@proctormn.gov

6D

Date: December 1, 2023
To: Proctor City Council
From: City Administrator Rich and Fire Chief Helquist
Re: Member Terminations

It is our recommendation to terminate Mr. Cody Solem and Mr. Brian Wilms from the Proctor Fire Department. Mr. Solem and Mr. Wilms have not met attendance requirements for over a year and have failed to communicate the reason(s) for their absence. If you have any questions regarding this recommendation, please reach out to Chief Helquist.

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 = 12/01/2023,12/04/2023

General

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
BRAY&REED				
2533	CITY OF PROCTOR GENERAL	11/08/2023	3,400.00	100-10-160-3004 Legal Fees
2535	NUISANCE MATTERS	11/08/2023	150.00	100-10-160-3004 Legal Fees
2536	NUISANCE MATTERS - P. BIANCHINI	11/08/2023	380.00	100-10-160-3004 Legal Fees
2537	SAND SALT BUILDING	11/08/2023	7,695.00	300-30-330-3004 Legal Fees
Total BRAY&REED:			11,625.00	
BRENT'S BIFFIES				
80039	BIFFIES FOR PLAYGROUND	10/27/2023	321.00	100-40-410-3000 Professional Services
Total BRENT'S BIFFIES:			321.00	
CENTURYLINK				
11-10-23FD	TELEPHONE - FIRE DEPT	11/10/2023	106.60	100-20-220-3021 Telephone
Total CENTURYLINK :			106.60	
CINTAS				
4169870852	RUGS AND MATS - FIRE HALL	10/05/2023	35.41	100-20-220-3000 Professional Services
4169870852	RUGS AND MATS - FIRE HALL	10/05/2023	94.26	100-20-220-3000 Professional Services
4171995372	STREET DEPT COVERALLS	10/26/2023	21.36	100-30-300-2217 Clothing
4171995372	CITY HALL MATS, TOWELS, MOPS	10/26/2023	134.01	100-10-130-3000 Professional Services
4172705580	STREET DEPT COVERALLS	11/02/2023	21.36	100-30-300-2217 Clothing
4172705580	CITY HALL MATS, TOWELS, MOPS	11/02/2023	36.49	100-10-130-3000 Professional Services
4172705622	RUGS AND MATS - FIRE HALL	11/02/2023	94.26	100-20-220-3000 Professional Services
4173427092	STREET DEPT COVERALLS	11/09/2023	21.36	100-30-300-2217 Clothing
4173427092	CITY HALL MATS, TOWELS, MOPS	11/09/2023	134.01	100-10-130-3000 Professional Services
4174195632	STREET DEPT COVERALLS	11/16/2023	21.36	100-30-300-2217 Clothing
4174195632	POLICE DEPT MATS	11/16/2023	36.49	100-10-130-3000 Professional Services
4174884223	STREET DEPT COVERALLS	11/22/2023	21.36	100-30-300-2217 Clothing
4174884223	CITY HALL MATS, TOWELS, MOPS	11/22/2023	134.01	100-10-130-3000 Professional Services
Total CINTAS:			734.92	
CONSOLIDATED COMMUNICATIONS				
11012023	MONTHLY TELEPHONE	11/01/2023	440.29	100-10-120-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			440.29	
DSC COMMUNICATIONS				
2235036	NEW PAGERS DNR GRANT 50-50	10/31/2023	985.00	850-20-220-2214 Safety Items
2235036	NEW PAGERS DNR GRANT 50-50	10/31/2023	985.00	100-20-220-2214 Safety Items
Total DSC COMMUNICATIONS:			1,970.00	
EARL F. ANDERSEN INC				
0134767-IN	SIGNS FOR PARK TRAIL	11/22/2023	389.84	100-40-410-2210 Operating Supplies
0134773-IN	ROAD SIGNS	11/22/2023	332.90	100-30-300-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total EARL F. ANDERSEN INC:			722.74	
ESSENTIA HEALTH				
10112023	DRUG TESTING FEE - BOYSEN	10/11/2023	60.00	100-30-300-3005 Medical & Dental Fees
Total ESSENTIA HEALTH :			60.00	
GALLS				
026151621	WILDLAND BOOTS DNR GRANT 50-50	11/02/2023	1,319.94	850-20-220-2214 Safety Items
026151621	WILDLAND BOOTS DNR GRANT 50-50	11/02/2023	1,319.93	100-20-220-2214 Safety Items
026151632	DNR 50/50 GRANT SIDE ZIP WILDLAND BOOTS	11/02/2023	268.75	100-20-220-2214 Safety Items
026151632	DNR 50/50 GRANT SIDE ZIP WILDLAND BOOTS	11/02/2023	268.75	850-20-220-2214 Safety Items
Total GALLS:			3,177.37	
GREAT AMERICA FINANCIAL SERVICE				
35383928	AGREEMENT 007-1813067-000 - BIZHUB C360I COPIER	11/27/2023	172.58	100-20-210-4400 Repairs & Maintenanc
35383929	AGREEMENT 009-1813070-000 - BIZHUB C360I COPIER	11/27/2023	172.58	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVICE:			345.16	
GUARDIAN PEST CONTROL INC				
2521745	CITY HALL PEST CONTROL	11/22/2023	88.00	100-10-130-4406 Pest Control
Total GUARDIAN PEST CONTROL INC:			88.00	
HARTELS/DBJ DISPOSAL COMPANY				
969534	TRASH REMOVAL SERVICES - CITY OF PROCTOR	11/29/2023	342.19	100-10-130-3084 Refuse Disposal
969534	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	11/29/2023	225.59	100-30-300-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY:			567.78	
LCS COACHES INC.				
65257-65258	GRANDMA'S SHUTTLE	11/28/2023	773.50	100-15-115-3000 Professional Services
Total LCS COACHES INC.:			773.50	
MENARDS - WEST DULUTH				
87680	SUPPLIES	10/23/2023	8.38	100-30-300-2220 Supplies - Repair & M
Total MENARDS - WEST DULUTH:			8.38	
MINNESOTA ENERGY RESOURCES				
0502214174-0	052214174-00001 GAS BILL STREET GARAGE	11/09/2023	449.87	100-30-300-3080 Utilities
0503508588-0	0503508588-00001 CITY HALL	11/09/2023	961.78	100-10-130-3080 Utilities
0504812808-0	0504812808-00001 GAS UTILITY FIRE HALL	11/09/2023	63.73	100-20-220-3080 Utilities
Total MINNESOTA ENERGY RESOURCES:			1,475.38	
NUSS TRUCK & EQUIPMENT				
SWO013707-1	ANNUAL DOT & SERVICE JOB - 2018 MACK DUMP TRUCK	11/09/2023	1,500.54	100-30-300-4400 Repairs & Maintenanc
Total NUSS TRUCK & EQUIPMENT:			1,500.54	
PROCTOR BUILDERS				
264904-Pollice	HOSE NOZZLE	10/27/2023	15.99	100-20-210-2220 Supplies - Repair & M

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
265282	DOOR PAINT/REPAIR	11/13/2023	19.17	100-20-210-2220 Supplies - Repair & M
Total PROCTOR BUILDERS:			35.16	
RASMUSSEN CLEANING SERVICE LLC				
001183	CLEANING SERVICES	11/06/2023	596.39	100-20-210-3000 Professional Services
001213	CLEANING SERVICES	11/27/2023	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			4,171.39	
REDROCK PRECAST				
POS2984	CULVERTS FOR PARK TRAILS	11/21/2023	1,270.00	100-40-410-2210 Operating Supplies
Total REDROCK PRECAST:			1,270.00	
SEH				
456735	166073 2022-2024 CITY ENGINEERING	11/27/2023	4,920.70	100-10-110-3003 Engineering Fees
456735	166073 SAND & SALT SHED	11/27/2023	1,019.25	300-30-330-3003 Engineering Fees
456735	166073 UGSTAD ROAD UTILITIES	11/27/2023	814.40	300-30-330-3003 Engineering Fees
Total SEH:			6,754.35	
SHRED N GO INC				
159017	SHREDDING SERVICES	11/18/2023	86.89	100-10-120-3000 Professional Services
Total SHRED N GO INC:			86.89	
SINNOTT BLACKTOP INC				
17126	ACACIA AVE STORM SEWER REPAIR	11/06/2023	55,800.00	525-50-530-3015 Contractor
Total SINNOTT BLACKTOP INC:			55,800.00	
ST LOUIS COUNTY AUDITOR				
Assess23pay2	ASSESSMENT CERTIFICATION	11/22/2023	132.00	100-10-110-3000 Professional Services
Total ST LOUIS COUNTY AUDITOR:			132.00	
VC3 INC.				
130421	AGREEMENT MITEL PHONE SUPPORT	11/22/2023	255.00	100-10-120-3021 Telephone
Total VC3 INC.:			255.00	
W.L.S.S.D.				
11302023PRO	2022 ADJUSTMENT	11/30/2023	2,249.00	500-50-510-3085 Sewer - WLSSD Billin
11302023PRO	WASTEWATER CHARGES	11/30/2023	29,319.00	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D.:			27,070.00	
Grand Totals:			119,491.45	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
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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 = 12/01/2023,12/04/2023

Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (3 Characters) = "600"
[Report].Date Paid = 12/04/2023

Liquor

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
4615901677	SODA	11/20/2023	247.32	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			247.32	
BERNICKS PEPSI				
30067033	BEER	11/21/2023	4,667.75	600-60-600-2252 Beer Purchases
30067034	BEER	11/21/2023	14.00-	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			4,653.75	
BREAKTHRU BEVERAGE				
113187508	SERVICE FEE	11/22/2023	59.20	600-60-600-3033 Freight & Express
113187508	LIQUOR	11/22/2023	1,856.50	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			1,915.70	
C&L DISTRIBUTING				
1809708	SHIPPING	11/21/2023	3.00	600-60-600-3033 Freight & Express
1809708	BEER	11/21/2023	1,810.45	600-60-600-2252 Beer Purchases
1812800	SHIPPING	11/28/2023	3.00	600-60-600-3033 Freight & Express
1812800	BEER	11/28/2023	1,616.20	600-60-600-2252 Beer Purchases
2752000136	BEER	11/21/2023	29.95-	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			3,402.70	
CINTAS				
4174522943	MATS	11/20/2023	204.33	600-60-600-2210 Operating Supplies
Total CINTAS:			204.33	
GUARDIAN PEST CONTROL INC				
2513145	PEST CONTROL	10/11/2023	47.01	600-60-600-4406 Pest Control
2513145	FUEL SURCHARGE	10/11/2023	3.00	600-60-600-3033 Freight & Express
Total GUARDIAN PEST CONTROL INC:			50.01	
HARTELS/DBJ DISPOSAL COMPANY				
969534	MOUNTAIN SPIRITS LIQUOR	11/29/2023	175.50	600-60-600-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY:			175.50	
JOHNSON BROTHERS INC				
2428884	DELIVERY CHARGE	11/21/2023	18.90	600-60-600-3033 Freight & Express
2428884	LIQUOR	11/21/2023	990.52	600-60-600-2251 Liquor Purchases
2428885	DELIVERY CHARGE	11/21/2023	26.16	600-60-600-3033 Freight & Express
2428885	WINE	11/21/2023	778.00	600-60-600-2253 Wine Purchases
2428886	DELIVERY CHARGE	11/21/2023	2.18	600-60-600-3033 Freight & Express
2428886	MIX	11/21/2023	40.00	600-60-600-2254 Soft Drinks & Mix

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total JOHNSON BROTHERS INC:			1,855.76	
MEDIACOM				
11-13-23	TELEPHONE & INTERNET	11/13/2023	1,394.53	600-60-600-3009 Computer Services
Total MEDIACOM:			1,394.53	
MICHAUD DISTRIBUTING COMPANY				
382551	FUEL SURCHARGE	11/20/2023	3.00	600-60-600-3033 Freight & Express
382551	BEER	11/20/2023	496.40	600-60-600-2252 Beer Purchases
382728	FUEL SURCHARGE	11/27/2023	3.00	600-60-600-3033 Freight & Express
382728	BEER	11/27/2023	644.45	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY:			1,146.85	
PHILLIPS WINE & SPIRITS CO.				
512744	DELIVERY CHARGE	11/09/2023	1.00	600-60-600-3033 Freight & Express
512744	LIQUOR	11/09/2023	258.20	600-60-600-2251 Liquor Purchases
6693492	DELIVERY	11/21/2023	28.13	600-60-600-3033 Freight & Express
6693492	LIQUOR	11/21/2023	1,307.40	600-60-600-2251 Liquor Purchases
6693493	DELIVERY	11/21/2023	6.54	600-60-600-3033 Freight & Express
6693493	WINE	11/21/2023	255.40	600-60-600-2253 Wine Purchases
Total PHILLIPS WINE & SPIRITS CO.:			1,338.27	
PROCTOR BUILDERS				
252065X	SUPPLIES	03/25/2022	2.94	600-60-600-2210 Operating Supplies
Total PROCTOR BUILDERS:			2.94	
PROCTOR JOURNAL				
37990	HAPPY THANKSGIVING AD	11/21/2023	81.80	600-60-600-3040 Advertising
Total PROCTOR JOURNAL:			81.80	
RANGE PAPER				
81505	BAGS	11/21/2023	20.96	600-60-600-2210 Operating Supplies
Total RANGE PAPER:			20.96	
SOUTHERN WINE & SPIRITS				
2413911	DELIVERY	11/17/2023	.34	600-60-600-3033 Freight & Express
2413912	DELIVERY	11/17/2023	42.82	600-60-600-3033 Freight & Express
2413912	LIQUOR	11/17/2023	2,335.47	600-60-600-2251 Liquor Purchases
2415875	DELIVERY	11/24/2023	24.94	600-60-600-3033 Freight & Express
2415875	LIQUOR	11/24/2023	926.03	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			3,329.60	
TWIN PORTS COMPUTER				
12977	CAMERAS	11/17/2023	2,001.12	600-60-600-5580 Other Equipment Purc
Total TWIN PORTS COMPUTER:			2,001.12	
WINE MERCHANTS				
7451393	FREIGHT	11/21/2023	2.91	600-60-600-3033 Freight & Express

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
7451393	WINE	11/21/2023	128.00	600-60-600-2253 Wine Purchases
Total WINE MERCHANTS :			130.91	
Grand Totals:			21,952.05	

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Invoice Detail.GL account (3 Characters) = "600"
[Report].Date Paid = 12/04/2023