

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, January 2nd, 2024
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 from Monday, December 18, 2023

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

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

***1. COMMUNICATIONS**

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

***3. COMMITTEE REPORTS**

4. CLERK ADVISES COUNCIL

- A. 2024 Committee and Commission Appointments – Jan 16th, 2023
- B. Public Safety Officer's Benefit (PSOB)
- C. Kingsbury Creek Restoration Project Kick Off Meeting

5. UNFINISHED BUSINESS

- A. City of Proctor Blight Policy
- B. Legislative Agenda – Officer Recruitment and Training Reimbursement
- C. Commence Injunction – 102 6th St

6. NEW BUSINESS

- A. 2024 Meeting Approval Dates
- B. Resolution 01-24: Designating Annual Appointments
- C. 2024 Budget Approval

MEMBER CONCERNS

Rohweder:

Johnson:

Benson:

DeWall:

Ward:

Attorney Bray:

BILLS FOR APPROVAL

General:

Liquor:

TOTAL BILLS FOR APPROVAL:

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING DECEMBER 18th, 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

MEMBERS ABSENT: Councilor Jim Rohweder

OTHERS PRESENT: Administrator Rich, Attorney John Bray, Administrative Assistant Megan Jordan, Police Chief Kent Gaidis, Sergeant Riebel, Derek Pederson, Ted Kiefat

M/S/P: Johnson/Ward to approve the city council minutes from Monday, December 4th, 2023.

M/S/P: Ward/DeWall to approve the agenda for Monday, December 18th, 2023, adding item 6H: PUC Commissioner Appointment Economic Development.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

M/S/P: Ward/Johnson to approve the consent agenda for Monday, December 18th, 2023, pulling items *1A and *3A for discussion.

*1A: Council Benson distributed additional information reflecting the dividend amount, provides the council with additional dividends received by the city. Benson states the LMNCIT has distributed dividends from the trust fund annually since 1987, as a member of the committee, Benson presents the option of receiving annual dividends or receive the discount in the form of lower premiums amounts. Benson is not asking for action currently, but requests council members to review the available options.

M/S/P: Johnson/DeWall to accept the LMNCIT dividend report.

*3A: Councilor Benson asks if the Kingsbury Creek Restoration meeting has been scheduled with Administrator Rich confirming it is scheduled for December 19th, 2023. Benson also asks for clarification of grant dollars and recipients with Administrator Rich stating grants have been awarded to the conservation district and not directly to the City of Proctor. Administrator Rich states \$300,000 has been awarded from the Great Lakes Commission, \$355,000 (pending) from the State of Minnesota, and \$200,000 (pending) from US Fish & Wildlife.

M/S/P: Ward/DeWall to accept the SEH meeting minutes of December 13th, 2023.

4. Clerk Advises Council

Administrator Rich states financials, yearend budgets, and transfers have begun along with city staff attending election training. Staff is currently getting ready for the presidential primary elections in March.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

6. NEW BUSINESS

A. WIPFLI

M/S/P: Benson/Johnson to accept the engagement letter from WIPFLI for 2023 audit services in the amount of \$28,000 as submitted. It is noted the previous year audit services were performed for \$27,400.

B. ESSL Safe and Sick Leave

Administrator Rich provides the council with a summary of the new law going into effect as of January 1st, 2024. On-call fire fighters and elected officials are exempt from this law, however part-time employees are now considered and included for minimum rate accrued time is six hours per month. Administrator Rich states all contracts exceed this accrual rate, however, additional employees will now accrue ESST time. These changes have been included within the personnel policy included in the meeting packet.

M/S/P: Johnson/Benson to approve the proposed changes to the personnel policy to include time accrual for ESST as submitted.

M/S/P: Ward/Benson to approve resolution 41-23: Amending the City of Proctor Sick Policy to the City of Proctor Earned Sick and Safe Leave Policy as submitted.

M/S/P: DeWall/Johnson to approve resolution 42-23: Approving a Lawful Gambling Premises Permit as submitted.

M/S/P: Johnson/Benson to approve resolution 43-23: Issuance of State of MN Charitable Gambling Permit as submitted.

M/S/P: Ward/DeWall to approve the MOU as submitted by LELS, temporarily lifting the vacation accrual maximum until June 1st, 2024 and paying out officers in excess of vacation accrual at their regular base rate for each hour over the maximum accrual. After discussion among the council, council would like to change the date to December 31, 2023.

M/S: Ward/DeWall to rescind original motion and second.

M/S/P: Ward/DeWall to approve the MOU on behalf of LELS with the reflected changes, "NOW, THEREFORE, the City and the Union agree to:

1. Temporarily lift the vacation accrual maximum until ~~June 1, 2024~~ until December 31, 2023.
2. Those Officers in excess of the vacation accrual amount will be paid at their regular base rate for each hour over the maximum accrual. Discussion follows regarding the clarification of the payout, timeline, and rates of pay.

The council agrees with the recommendation to review vacation accrual among police officers and staffing in the spring of 2024.

M/S/P: Johnson/Benson to approve the end of year fund transfers as submitted from Finance Director Brunfelt.

M/S/P: DeWall/Johnson to accept the recommendation from PUC to appoint Derek Pederson to the open seat on the Proctor Public Utilities Commission.

Councilor DeWall states an interview was completed at the last PUC meeting with Pederson in attendance to answer any questions. Mayor Ward extends a welcome to Pederson and extends gratitude for serving within the city and the utility commission.

M/S/P: Ward/DeWall to close the regular council meeting at 6:41 pm and open a closed session at 6:42 pm.

M/S/P: DeWall/Ward to reconvene the regular council meeting at 7:15 pm.

M/S/P: Benson/DeWall to direct Attorney Bray to take action as discussed during the closed session.

MEMBER CONCERNS

Benson: Attended the VFW opening and dedication, acknowledges Deputy Mayor DeWall and the nice job he did, extends gratitude to VFW members for acknowledging city staff and commission members for their assistance. Attended the MIC-TAC council meeting, with \$51 million dollars in projects discussed, noting a \$41 million project for the City of Rice Lake. Benson suggests passing a resolution and/or letter of support from the City of Proctor as the City of Rice Lake seeks funding for this project. Extends holiday wishes to all.

DeWall: Extends gratitude to the VFW for a well-attended event and dedication of the new building. Extends holiday and new year wishes to all.

Johnson: Attending a CDBG meeting in Duluth to review grant proposals. Extends Christmas, Hanukkah, and New Year wishes to all.

Rohweder:

Mayor Ward: Extends gratitude to Deputy Mayor DeWall in his absence at the VFW dedication.

Extends gratitude to Councilor Benson for attending the MIC-TAC meeting in his absence, reminder of the next council meeting on Tuesday, January 2nd, 2024, at 6:00 pm. Extends a congratulations to Chief Gaidis and Sergeant Riebel for receiving the Patriots Award, and wishes a Merry Christmas, Happy Hanukkah, and Happy New Year to all.

Attorney Bray: Merry Christmas, Happy Hanukkah, and Happy New Year.

Administrator Rich: Extends holiday wishes to all.

Chief Gaidis:

BILLS FOR APPROVAL:

General: \$154,289.99

Liquor: \$43,806.69

TOTAL BILLS FOR APPROVAL: \$198,096.68

M/S/P: Ward/Benson to approve the bills as submitted.

M/S/P: DeWall/Ward to adjourn the regular council meeting at 7:22 pm.



City of Proctor 2024 Advisory Committees and Commissions

BACKGROUND INFORMATION

Proctor City Code provides for the creation of committees and commissions. The purpose of each committee or commission is to provide input to the City Council from residents regarding specific issue areas addressed by each commission/committee. Council procedure for filling commission positions consists of posting notices of vacancies/term expirations, reviewing applications, interviewing prospective commissioners/committee members and finally the selection of successful applicants. This handout is designed to provide you with summary information regarding each of the committees and commissions and what you can expect being a member of a Proctor committee or commission.

IN GENERAL

Members of commissions and committees invest a substantial amount of time (anywhere from 10 to 20 hours per month) on related activities. Commissions and committees sometimes have subcommittees selected to deal with specific issues. Some Proctor commissions and committees meet occasionally as needed while others meet regularly. Work sessions may be scheduled periodically. Prior to meetings, members receive an agenda packet which contains staff reports and substantial background information briefing the commissioners and committee about petitions, applications, etc., to be considered at the meeting. Staff reports can be quite detailed; two or more hours may be required to review an agenda packet to become fully familiar with agenda items. Members are expected to comply with City of Proctor Committee Policy (3/2011) which includes maintaining regular attendance at meetings, participating in the formal meeting, physically viewing sites when appropriate, and rendering recommendations based upon the overall good to the community as opposed to more parochial interests. Periodic evaluations regarding attendance and performance are completed for each commission for review by the City Council. Members recognize their respective memberships are advisory and do not have policy-making power. The only exception is the Proctor Economic Development Authority and the Proctor Public Utilities Commission which have additional authority granted by state statute. The City Council will thoroughly consider to commission/committee recommendations in dealing with subject matter coming before it.

PROCTOR ADVISORY COMMISSIONS

PLANNING AND ZONING COMMISSION (City of Proctor Code 155.370 and 155.371)

- A. **REGULARLY MEETS:** 5 p.m. 4th Monday of the Month.
- B. **PURPOSE:** The Planning & Zoning Commission is responsible for reviewing requests and applications by petitioners to ensure such petitions conform with the City's land use regulations and Comprehensive Plan.
- C. **MEMBERSHIP:** The Planning Commission consists of five residents of the city, only one of whom may be an elected official of the city, member of the Proctor Public Utilities Commission or employee of the city or its utilities (does not have to be a resident.) Members of the commission are appointed by the Council for staggered three-year terms expiring December 31st. The

Chairperson and Vice Chairperson are appointed by commission members for a term of one year. Planning and Zoning Commission members receive a salary as determined by resolution of the City Council (30.01 (C) (1).

- D. DUTIES AND RESPONSIBILITIES:** The powers and duties of the Planning Commission include preparation, and submittal of the comprehensive plans and periodic amendments to the City Council for implementation, conduct monthly meetings to discuss and consider any issues relating to or concerning planning and zoning matters, such as public hearings for changes or amendments to the zoning code, make recommendations to the city council regarding amendments to the city zoning map and code, periodic review and study of the provisions of the Proctor Zoning Ordinance and subdivision regulations, study of applications for amendments to the Zoning Ordinance, and applications for special permits. In each of the above capacities the commission submits recommendations to the City Council for consideration at regular City Council meetings.

PROCTOR ECONOMIC DEVELOPMENT AUTHORITY (PEDA) (City of Proctor Resolution 33.94)

- A. REGULARLY MEETS:** 6 p.m., 2ND Tuesday of the month.
- B. PURPOSE:** The Proctor Economic Development Authority (PEDA) is a public body politic and corporate and a political subdivision of the State of Minnesota. The primary purpose of the Authority is to serve as an Economic Development Authority pursuant to Minnesota Statutes 469.091. The Authority shall be governed by all requirements of said statute, the Enabling Resolution No. 33-94 passed by the Proctor City Council; and any future amendments to the Enabling Resolution which may be enacted. The affairs of the Authority shall include but not be limited to business development and retention emphasizing on the creation of jobs which increase the tax base of Proctor, improving the viability of the community.
- C. MEMBERSHIP:** PEDA Board of Commissioners consists of five members appointed by the City Council, one must be the mayor. Members are appointed for staggered four-year terms which expire December 31st. Officers shall be President, Vice-President, Secretary, Treasurer and Assistant Treasurer and elected by Board of Commissioners to a one-year term. Members of PEDA receive compensation as determined by resolution of the City Council (30.01 (C)(3).
- D. DUTIES AND RESPONSIBILITIES:** It is the mission of the Proctor Economic Development Authority (PEDA) to promote the economic vitality in Proctor utilizing the power given to the Authority by Minnesota Statutes 469.091. The area of concentration are as follows:
- Business development and retention emphasizing on the creation of jobs which increase the tax base of Proctor improving the viability of the community.
 - Bring about and carry out a community-wide effort to build Proctor's future by creating and nurturing comprehensive economic and community development plans.
 - Be responsible for planning, coordination, management, and implementation of an effective economic and community development program, which will encourage existing businesses to remain and grow, which will entice new businesses to relocate in Proctor, and which will be viewed by entrepreneurs and others as a healthy environment to start a new business.

PUBLIC UTILITY COMMISSION (PUC) (City of Proctor Code Chapter 53)

- A. MEETS:** 6 p.m. 2nd Monday of the month
- B. PURPOSE:** The Public Utilities Commission was created pursuant to Minnesota Statutes 412.321 through 412.391 which will have all the powers and duties set forth therein as supplemented and amended, together with all the powers hereinafter granted. The Commission shall have jurisdiction over the City's water and light and power system.

- C. MEMBERSHIP:** All Commissioners of the Commission shall be customers of the Proctor Public Utilities. In the event a Commissioner discontinues service from the utility or leaves the territory served by the utility, he or she shall immediately resign from the Commission, and the Council shall appoint a successor. The Commission shall consist of three members appointed by Council. No more than one member may be chosen from the Council membership. Each member is appointed for staggered 3-year terms. PUC Commission members receive a salary as determined by resolution of the City Council (301.01 (C)(2)).
- D. DUTIES AND RESPONSIBILITIES:** It is the duty of PUC to fully, absolutely, and exclusively control all the operation and management of the water, light and power plants and systems in the City of Proctor. It is the duty of PUC to collect all water, light, heat and rent charges from patrons of the system including the city and pay to same into the PUC Fund. PUC has the power to:
- contract and bid for services.
 - hire direct and pay personnel.
 - buy fuel, supplies, electric energy, steam heat, hot water energy, gas, or water for distribution.
 - fix rates and adopt rules.
 - enter into agreements with the Council.

POLICE CIVIL SERVICE COMMISSION (City of Proctor Code 32.02)

- A. MEETS:** As needed and when convened by the Chair of the committee.
- B. PURPOSE:** The Civil Service Commission exists for citizens to serve the community by recommending policy, hiring, promotion, employee discipline and investigating citizen complaints for the City of Proctor Police Department.
- C. MEMBERSHIP:** 3 members appointed by the city council. Members are appointed for staggered three-year terms which expire December 31st. Civil Service Commission Secretary receives compensation as determined by state statute.
- D. DUTIES AND RESPONSIBILITIES:**
- Establishment and management of criteria and testing for the selection of entry level Police Officers.
 - Review and testing for Police Officer promotions.
 - Establishment and management of the criteria and process, and to make recommendations for the selection of the Police Chief.
 - Determination of disciplinary or termination action with cause.
 - Process and response, when requested, for appeal of removal from certification list, disciplinary action, or termination.
 - Monitoring and review of Proctor Police Department operation as to insure and evaluate appropriate and valid content and process for the examination, selection, discipline, and/or termination of classified police positions.
 - Review of available information concerning the performance of the Police Chief to determine whether the selection process for that office is appropriate and should be maintained in its present form.
 - Engagement of the legislative process to best serve the community in the areas of law enforcement selection and services.
 - Adoption of rules to facilitate the Commission's mission.

CABLE TV COMMISSION (City of Proctor Code 32.01)

- A. MEETS:** As needed and when convened by the Chair of the commission or by the City Administrator.
- B. PURPOSE:** The City Council delegates to the Cable Television Commission the ability to review proposed basic cable television rates submitted by the cable franchise holder operating within the City and to recommend to the Council the regulation of the rate to be charged in accordance with all requisite statutes and rules. The City shall follow rules relating to cable rate regulation promulgated by the Federal Communications Commission in 47 C.F.R. Part 76.900, subpart N.
- C. MEMBERSHIP:** At a minimum, 3 members are appointed by the Council three-year expiring on December 31st of each year. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D)).
- D. DUTIES AND RESPONSIBILITIES:** Review and recommend rates and regulations of the cable franchise holder.

CITY OF PROCTOR STANDING COMMITTEES (City of Proctor Code 32.01)

LIQUOR CONTROL COMMITTEE

- A. MEETS:** As needed and when convened by the chair of the committee, the Chief of Police, or the City Administrator.
- B. PURPOSE:** Acts an oversight board for Mountain Spirits and make recommendation to the Proctor City Council regarding liquor licensing and regulations.
- C. MEMBERSHIP:** Consists of two Council members and the Chief of Police with the Liquor Store Manager as an advisory member and the option of a Proctor residents with liquor industry experience as advisory member. Members are appointed by the Council for staggered three (3) year terms expiring on December 31st. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D)).
- D. DUTIES AND RESPONSIBILITIES:** Review income/loss statement of Mountain Spirits. Recommend facility changes and upgrades for Mountain Spirits. Investigate all facts set out in a liquor application, provide the public to be heard for or against the granting of liquor licenses and make recommendations to the City Council to grant or refuse a license.

TOURISM COMMITTEE

- A. MEETS:** 4th Wednesday 2:00 PM in January, April, July and October
- B. PURPOSE:** To market and promote tourism through events, strategic planning, and initiatives that are likely to bring tourists to Proctor. The Tourism Committee is the city's fact-finding body for projects, funding levels, marketing, reporting, and record keeping. Expenditures from lodging tax revenue must fall within the parameters and requirements of Minnesota State Statutes and Proctor City Code. Their mission is to increase the economic impact of tourism to the community and its businesses through marketing and promotion of Proctor as a tourist destination.
- C. MEMBERSHIP:** The Proctor Tourism Committee consists of up to nine board members. Members must represent organizations that are involved or associated with tourism activities or attractions

in Proctor. Each member should make timely and complete reports to their organization. Terms of office are for one year with the option to renew current membership each year. The Committee shall have the power to adopt such rules of membership, procedure, and by-laws, and are responsible for replacing members as it shall deem proper and necessary to carry out the Committee mission and responsibilities. A member may be removed from the committee for regular absences and will be replaced by a new member from the same representative category. If unable to replace the member from the same organization or category, the Committee will advertise a committee opening and get Council approval for a new member. Committee members receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D)).

D. DUTIES AND RESPONSIBILITIES:

- To act as the fact-finding body for projects, funding levels, reporting and record keeping, and in the awarding of grants for marketing and promotion of Proctor per 2015 City Ordinance #14-15.
- To act in an advisory capacity to the City Council and City Administrator in all matters concerning tourism. Duties may include preparation and data review, reporting, statistics, analysis, and review of pertinent information to recommend strategies for action to improve tourism within the City.
- To provide the City Council with committee recommendations to approve events, reports, planning, marketing, and promotion.
- To explore and develop comprehensive marketing plans, marketing, and promotional expenditures to make the best use of lodging tax funds.

PARK AND RECREATION COMMITTEE

- A. MEETS:** As needed and when convened by the Chair of the committee or the City Administrator.
- B. PURPOSE:** To review current and future community park and recreation needs, programs, and facilities and recommend actions which will promote the implementation of the City's park and recreation plans.
- C. MEMBERSHIP:** At a minimum, 3 members are appointed by the Council three-year expiring on December 31st of each year. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D)).
- D. DUTIES AND RESPONSIBILITIES:** Consider matters pertaining to parks and public recreation programs in the City, preparing and submitting to the City Council a comprehensive plan and periodic amendments for the future development of the City park and recreation system, and to act in an advisory capacity to the Council on all matters relating to park and recreation programs and issues in the City.

BEAUTIFICATION AND TREES COMMITTEE

- A. MEETS:** As needed and when convened by the chair of the committee or by the city administrator.
- B. PURPOSE:** Promote and protect the public health, safety, and general welfare by providing for the regulation of the planting, maintenance and removal of trees, shrubs and other plants in the city. To promote the beautification of Proctor.
- C. MEMBERSHIP:** At a minimum, 3 members are appointed by the Council three-year expiring on December 31st of each year. The Chairperson of the committee is appointed by committee

members for a term of one year. Committee members receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D)).

- D. DUTIES AND RESPONSIBILITIES:** Consider matters pertaining to trees, plants and shrubs located within street rights-of-way, parks and public spaces and trees, plants and shrubs located on private property that constitute a hazard or threat. Organize and execute city beautification projects.

PUBLIC SAFETY COMMITTEE

- A. MEETS:** As needed and when convened by the Chair of the committee or by the city administrator.
- B. PURPOSE:** Promote and protect the health, safety, and general welfare of the citizens of Proctor
- C. MEMBERSHIP:** At a minimum, 3 members appointed by the city council. Members are appointed for staggered three-year terms which expire December 31st. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D)).
- D. DUTIES AND RESPONSIBILITIES:** Consider public safety matters pertaining to the approval of event applications, community events, activities and programs that involve the use of street rights-of-way, parks, public spaces and public safety services.

PUBLIC CHARITABLE TRUST FUND BOARD

- A. MEETS:** As needed and when convened by the Chair of the committee or by the City Administrator.
- B. PURPOSE:** To receive and administer funds for business development, recreational and health purposes for the benefit of the residents of the city.
- C. MEMBERSHIP:** 5 members consisting of the Mayor, City Administrator and three other members appointed by the City Council one of whom shall be a member of the banking profession, one of whom shall be a member of the city business community and one of whom shall be a current member of the City Park and Recreation Committee. The Mayor and City Administrator shall serve on the Board of Trustees so long as they hold office. The remaining members shall serve for three-year staggered terms. No member shall serve on the board for more than 9 years. Code 35.058. Committee members receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D)).
- D. DUTIES AND RESPONSIBILITIES:** See City of Proctor Codes 35.059 – 35.066

STREET COMMITTEE

- A. MEETS:** As needed and when convened by the chair of the committee or by the city administrator.
- B. PURPOSE:** To review current and future community street, sidewalk, road and alley needs, programs, and recommend actions which will promote the implementation of the City's street and sidewalk plans.
- C. MEMBERSHIP:** At a minimum, 3 members appointed by the city council. Members are appointed for staggered three-year terms which expire December 31st. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D)).

- D. DUTIES AND RESPONSIBILITIES:** Consider matters pertaining to street matters in the City, future improvements of the City streets and to act in an advisory capacity to the Council on all matters relating to streets, sidewalks, alleys and road programs and issues in the City.

GOLF ADVISORY BOARD

There is no language is the current code and new proposed code calling for a Golf Advisory Board.

- A. MEETS:** As needed and when convened by the chair of the committee or by the city administrator.
- B. PURPOSE:** To review current and future community golf course needs, programs, and facilities and recommend actions which will promote the implementation of the City's plans for the Proctor Golf Course.
- C. MEMBERSHIP:** At a minimum, 3 members appointed by the city council. Members are appointed for staggered three-year terms which expire December 31st. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D)).
- D. DUTIES AND RESPONSIBILITIES:** To act in an advisory capacity to the Council on all matters relating to the Proctor Golf Course.

EXHIBIT A

PLANNING AND ZONING COMMISSION

At Large (Aldridge)	12/31/2024
At Large (Harnell)	12/31/2025
At Large (Inman)	12/31/2023
At Large (Tuomi)	12/31/2024
Building Inspector	Permanent
City Administrator (Adv)	Permanent
City Attorney (Adv)	Permanent

PUBLIC UTILITIES COMMISSION

At Large (DeWall)	8/31/2025
At Large (Bingaman)	8/31/2024
At Large (Pederson)	8/31/2026
Utilities Operations Manager (Adv)	Permanent
City Attorney (Adv)	Permanent
City Administrator (Adv)	Permanent

PEDA

At Large (Madson)	12/31/2023
At Large (Jahoula)	12/31/2024
At Large (Lind)	12/31/2025
At Large (Schwarzbaaur)	12/31/2026
Mayor	Permanent
City Administrator (Adv)	Permanent
City Attorney (Adv)	Permanent

POLICE CIVIL SERVICE COMMISSION

At Large (Anderson)	12/31/2024
At Large (Elder)	12/31/2025
At Large (Diane Giuliani)	12/31/2023
Chief of Police (Adv)	Permanent

CABLE TV COMMISSION

At Large (N. Aldridge)	12/31/2024
At Large (Benson)	12/31/2025
At Large (Engman)	12/31/2023
At Large (Kiefat)	12/31/2024
At Large (Martinek)	12/31/2025
City Administrator (Adv)	Permanent

BEAUTIFICATION AND TREES COMMITTEE

At Large (E. Habermann)	12/31/2024
At Large (T. Habermann)	12/31/2025
At Large (Hannan)	12/31/2023
City Administrator (Adv)	Permanent

LIQUOR CONTROL COMMITTEE

At Large (Johnson)	12/31/2024
At Large (Rohweder)	12/31/2025
At Large (Kari)	12/31/2023
Chief of Police	Permanent
Liquor Store Manager (Adv)	Permanent
City Administrator (Adv)	Permanent

PARKS AND RECREATION COMMITTEE

At Large (Annala)	12/31/2025
At Large (Johnson)	12/31/2026
At Large (McDonald)	12/31/2023
At Large (Rohweder)	12/31/2024
Street Dept Foreman	Permanent
School AD and Facilities	Permanent
City Administrator (Adv)	Permanent

STREET COMMITTEE

Street Forman	Permanent
Street Dept. Employer	Permanent
City Councilor	Permanent
At Large (Annala)	12/31/2024
At Large (Jones)	12/31/2025
At Large (Tuomi)	12/31/2023
City Administrator (Adv)	Permanent

PUBLIC CHARITABLE TRUST FUND BOARD

Mayor	Permanent
City Administrator	Permanent
Business Comm. Member (Benson)	12/31/2024
Banking Professional (Bryant)	12/31/2025
Parks and Rec (Vacant)	12/31/2023

PROCTOR GOLF BOARD

Jay Boysen, Roberta Thorsvik, Barb Olson, Rory Johnson, Dick Wicklund, Rick Thoreson

TOURISM COMMITTEE

Deanna Gregorich
Jake Benson
Mary Nikko, Food & Beverage
Bryn Pollard, AmericInn Hotel
Vacant
Lisa Johnson, Spirit Mountain
Sally Hedtke, City Staff
Mary Korich, Fair Board Fairgrounds
Ryan Jones Americas Best Value Inn

Subject: FW: PSOB Reimbursement

4B

Dear Proctor, City of:

Your request for health care reimbursement under the Public Safety Officer's Benefit (PSOB) account has been carefully reviewed and is being processed for payment. Your reimbursed amount is \$38,885.33.

Under the 2023 statute revision, the State of Minnesota can reimburse you for only the actual cost of health care you paid for your retired duty-disability officers and their families (if applicable). If your request for reimbursement included a request for a settlement you paid your officer in lieu of paying health care, a health care savings account, dental insurance, or any other payment you may have made on behalf of your duty-disabled officer, it has been disallowed from your reimbursement.

Your reimbursement will be sent either EFT or check depending on how you are set up in SWIFT. Please watch for that transaction and contact us if necessary.

[If you believe that there has been an error in the amount you have been reimbursed, please send your appeal information to the health care reimbursement coordinator at PSOB.DPS@state.mn.us along with any additional documentation you may have. We will review for possible additional reimbursement.](#)

IMPORTANT PROGRAM UPDATE EFFECTIVE JANUARY 1, 2024

Employers

By August 1 of each year, employers can apply for reimbursement of costs of certain health insurance continuation, benefit continuation, and salary continuation incurred in the preceding fiscal year (July 1-June 30) per [Minnesota Statute § 299A.465](#). Reimbursement is available for the cost of continued health insurance coverage for officers and firefighters disabled in the line of duty and qualifying dependents and continued health insurance coverage for qualifying dependents of officers or firefighters killed in the line of duty. Reimbursement is also available for costs of complying with Minnesota Statutes §§ 352B.102-353.032 (Psychological Condition Treatment). This includes treatment costs incurred by the employer and cost of continuing employees' salary, health insurance, and benefits. Minnesota Statutes [§ 352B.102](#) and [§ 353.032](#).

[Beginning January 1, 2024, employers must provide at least one of the following to be eligible for full reimbursement per Minnesota Statute § 299A.465 subd. 4.](#)

1. Annual wellness training to peace officers and firefighters who are employees; or
2. An employee assistance program or peer support program.

The annual wellness training for peace officers must incorporate the in-service learning objectives for officer wellness established by the Peace Officer Standards and Training Board (POST Board). The Department of Public Safety is developing a training course based on these learning objectives that will be available by July 1, 2024, per [Minnesota Statute § 626.8478](#) subdivision 3. By February 1, 2024, the Minnesota Fire Initiative must establish a wellness training for firefighters. Training programs established in the Hometown Heroes Assistance Program satisfy the wellness training objectives for firefighters.

DPS is developing a new procedure and software for employers to track and submit their costs for reimbursement. More information will be available in January 2024. In the interim, employers should develop a procedure to document their compliance with these requirements and track costs incurred.

Employers with questions regarding the reimbursement can send an email to PSOB.DPS@state.mn.us or call 651-230-1545. Employers with other questions regarding the continued health insurance statute should speak to their city or county attorney for clarification since DPS is not able to offer legal advice. The League of Minnesota Cities is also available to provide general information and resources to cities via email at research@lmc.org or phone 651-281-1200.

We, at public safety, are designing a new process for the next round of health care and other reimbursements outlined in the statute that will streamline the process. Look for additional information from us on that process in the coming months.

Stay well and we look forward to any questions you may have regarding your reimbursement via our new email account at PSOB.DPS@state.mn.us.

Reminder: New Requirements for Public Safety Officer Benefit Programs Reimbursement Start Jan. 1

December 18, 2023

The new program will provide reimbursements for eligible expenses related to public safety duty disability.

On May 11, 2023, the Public Safety Duty Disability bill, which is aimed at addressing troubling trends around public safety duty disabilities related to psychological conditions, was signed into law. The measure, [2023 Session Law Chapter 48](#), includes key provisions aimed at reducing the number of public safety employees who leave their professions as a result of psychological injuries and allocates \$104 million to the Public Safety Officer Benefit (PSOB) account.

Eligibility requirements

As part of the law change, starting Jan. 1, 2024, public employers must meet certain requirements to be eligible for reimbursement from the Public Safety Officer Benefit Programs managed by the Minnesota Department of Public Safety.

The PSOB provides reimbursement for eligible expenses as outlined in [Minnesota Statutes, section 299A.465](#), including reimbursement of continued health insurance coverage for duty-disabled peace officers, firefighters and their eligible dependents, and reimbursement of certain costs of complying with new psychological condition treatment requirements.

To be eligible for reimbursement from the PSOB, as of Jan. 1, 2024, public employers must provide one of the following:

- Annual wellness training for all peace officers and firefighters. This training must incorporate the learning objectives established by the Peace Officer Standards and Training (POST) Board.
- An employee assistance program or peer support program.

Application deadline

Applications for reimbursements are due annually by Aug. 1. The Department of Public Safety is developing a reimbursement application portal. The League of Minnesota Cities is working with the Department of Public Safety to offer training on the reimbursement process in 2024. In the meantime, cities are encouraged to develop an internal procedure to track costs and documentation for reimbursement.

Questions can be directed to Tori Kee, League staff attorney, at tkee@lmc.org or (651) 281-1292.

Additional resources

- [View the POST Board Learning Objectives.](#)
- [Access the LMC Webinar: Supporting Mental Health While Meeting New Public Safety Duty Disability Law Requirements.](#)
- [Access frequently asked questions \(FAQs\) about the new public safety duty disability law.](#)
- [Read the Focus on New Laws: Public Safety Duty Disability article.](#)
- [View Peer Support Standards and Training Guidelines.](#)
- [Access the PTSD and Mental Health Toolkit.](#)

[Read more news articles.](#)

Your LMC Resource

Tori Kee

Research Attorney

(651) 281-1292

tkee@lmc.org

Kingsbury Creek Restoration Kickoff Meeting

4C

Agenda:

Project Overview

Timeline and Milestones

Roles and Responsibilities

Partner Contributions

Project Location





Existing Conditions





Project Goal:

Maximize the ecosystem services that Kingsbury Creek provides to the community

Water Quality
Recreation
Aesthetics
Flood Storage

0 250 500 1,000 Feet



Timeline and Milestones

Roles and Responsibilities

ACTIVITY	RESPONSIBLE PARTY
Site Survey	TSA3
Community Meetings	City of Proctor / SSL SWCD
Design	TSA3
Permitting	SSL SWCD
Bidding and Contracting	TSA3/SSL SWCD
Access	City of Proctor
Project Construction	Contractor TBD
Pre- and Post-Project Monitoring	
Temperature	DNR
Biology	MPCA
Bank Erosion, Habitat, Vegetation	DNR
Share project outcomes	ALL

Partner Contributions and Funding

Stream and Floodplain Restoration

- Great Lakes Sediment and Nutrient Reduction Program – Secured
 - \$300,000 for improving water quality
 - Grantee: SSL SWCD
- MN DNR River Ecology Unit – Secured
 - \$360,000 for improving stream habitat
 - Grantee: SSL SWCD
- US FWS Coastal Program – Pending
 - \$200,000 for improving Brook Trout habitat
 - Grantee: SSL SWCD

Other Contributions

- Green Infrastructure – EPA/USACE/CWF
- Parks Amenities – ??

2024 COMMITTEE/COMMISSION APPOINTMENTS

PROCTOR CITY COUNCIL

Meets: 1st and 3rd Mondays of every month (Tuesday if regular schedule falls on a holiday)

6:00 pm City Council Chambers 100 Pionk Drive, Proctor MN

Jan: Tuesday, 2	July: Monday, 1
Tuesday, 16	Monday, 15
Feb: Monday, 5	Aug: Monday, 5
Tuesday, 20	Monday, 19
Mar: Monday, 4	Sept: Tuesday, 3
Monday, 18	Monday, 16
April: Monday, 1	Oct: Monday, 7
Monday, 15	Monday, 21
May: Monday, 6	Nov: Monday, 4
Monday, 20	Monday, 18
June: Monday, 3	Dec: Monday, 2
Monday, 17	Monday, 16

Mayor:	Chad Ward	100 Pionk Drive	218-624-3641
Acting Mayor:	Troy DeWall		
Council:	Rory Johnson	801 Almac Dr	218-393-2056
	Jim Rohweder	9001 Johnson Rd	218-606-0440
	Jake Benson	215 5 th St	218-348-1452
	Troy DeWall	2317 Venice St	218-390-9546

PUBLIC UTILITIES COMMISSION

Meets: 2nd Monday, Monthly 6:00 pm, City Council Chambers

Jan: Monday, 8	July: Monday, 8
Feb: Monday, 12	Aug: Monday, 12
Mar: Monday, 11	Sept: Monday, 9
April: Monday, 8	Oct: Monday, 14
May: Monday, 13	Nov: Tuesday, 12
June: Monday, 10	Dec: Monday, 9

Chair: Vacant 218-624-3641

Commission Members:

Eric Bingaman	712 2 nd St	218-348-0352
Troy DeWall	2317 Venice St	218-390-9546
Derek Pederson	1225 3rd Ave	218-428-5722

PLANNING & ZONING COMMISSION

Meets: 4th Monday of every month 5:00 pm City Council Chambers

Jan: Monday, 22	July: Monday, 22
Feb: Monday, 26	Aug: Monday, 26
Mar: Monday, 25	Sept: Monday, 23
April: Monday, 22	Oct: Monday, 28
May: Monday, 27	Nov: Monday, 25
June: Monday, 24	Dec: Monday, 23

Chair: Tom Aldridge	1000 Almac Dr	218-624-2951
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Vice-Chair: Lowell Harnell*	32 Grove St	218-628-9232
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Commission Members:

Lowell Harnell*	32 Grove St	218-628-9232
Terry Inman	142 Alice St	218-348-1527
Jay Boysen	100 Pionk Drive	218-624-3641
Jim Tuomi	824 6 th St	218-628-2117
Jess Rich	100 Pionk Dr	218-624-3641

PROCTOR ECONOMIC DEVELOPMENT AUTHORITY

Meets: 2nd Tuesday of every month 6:00 pm City Council Chambers

Jan: Tuesday, 9	July: Tuesday, 9
Feb: Tuesday, 13	Aug: Monday, 12 at 5:00 pm
Mar: Tuesday, 12	Sept: Tuesday, 10
April: Tuesday, 9	Oct: Tuesday, 8
May: Tuesday, 14	Nov: Tuesday, 12
June: Tuesday, 11	Dec: Tuesday, 10

Chair: Eric Madson	828 Lupine Dr	218-628-1602
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Treas: Leslie Brunfelt	100 Pionk Drive	218-624-3641
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Sec: Jess Rich	100 Pionk Dr	218-624-3641
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Commission Members

Chad Ward	100 Pionk Dr	218-624-3641
Trish Jauhola	837 Almac Dr	218-624-7777
Jim Schwarzbauer	827 Almac Dr	218-624-0187
Eric Bingaman	712 2 nd St	218-348-0352

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

6B

100 Pionk Drive · Proctor, Minnesota 55810-1700 · 218-324-3641 · Fax 218-624-9459 · email: cityhall@proctormn.gov

Resolution 01-24

CITY OF PROCTOR, MINNESOTA RESOLUTION DESIGNATING ANNUAL APPOINTMENTS FOR 2024

WHEREAS, Minnesota State Statutes require that the City Council shall, annually at its first meeting of each year, designate annual appointment for the City; and

WHEREAS, From time to time appointments may be added, deleted, or changed as necessary throughout the year and by resolution.

NOW, THEREFORE, BE IT RESOLVED by Proctor City Council as follows:

Newspaper:

- Proctor Journal
- Duluth News Tribune as alternate

Depository of City Funds:

- First National Bank of Proctor
- Proctor Federal Credit Union
- MN 4M Fund
- PMA Network (4M Funds)
- Northland Securities

Deputy Mayor

- Troy DeWall

Responsible Authority for Data Requests

- Jess Rich, City Administrator

Compliance Officer

- Jess Rich, City Administrator

Designee of Records

- Jess Rich, City Administrator

Prosecuting Attorney

- Shawn Reed

City Attorney

- John Bray

Building Official

- Jim Rich

Building Inspector

- Jay Boysen

Electrical Inspector

- State of Minnesota

Fire Department Officers – Appointed by Fire Department and TBD at their 1/16/2024 meeting.

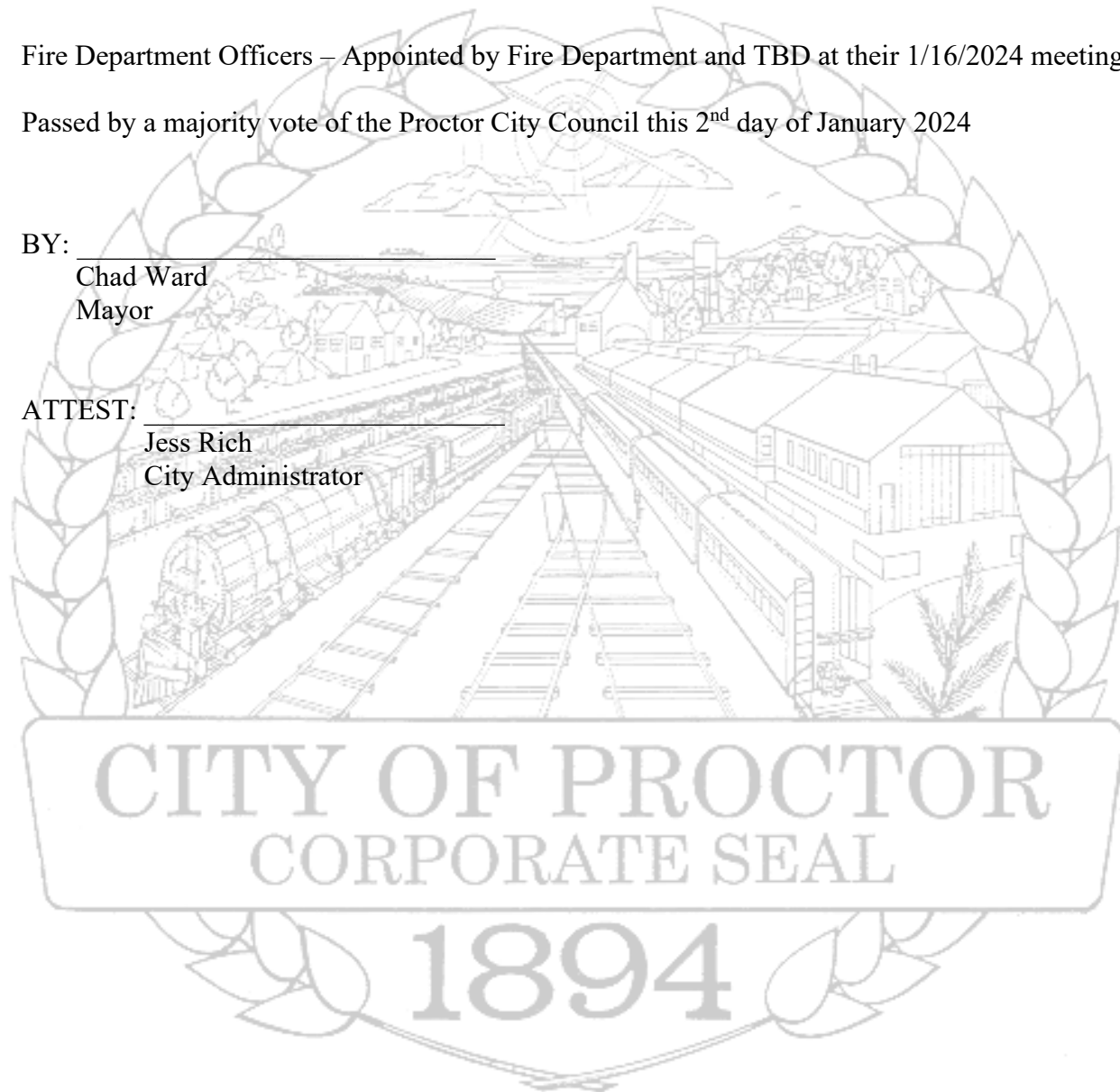
Passed by a majority vote of the Proctor City Council this 2nd day of January 2024

BY: _____

Chad Ward
Mayor

ATTEST: _____

Jess Rich
City Administrator



To: City Council
From: Leslie Brunfelt, Finance Director
Date: January 2, 2024
Re: Changes since last meeting in the Proposed Budget for 2024

6C

The attached documents represent the 2024 budget. Resulting in an undesignated General Fund surplus of \$28,600.

Undesignated General Fund Highlights

- Salaries were adjusted for finalized contracts.
- Workers' compensation is decreased 6% from 2023 based on the actual quote from LMCIT. This is an increase from the initial budget of \$4,000.
- We received notice that the health insurance for police officers out on disability will be covered by the state. There is currently \$48,960 in the budget for this insurance.

To: City Council
From: Leslie Brunfelt, Finance Director
Date: November 20, 2023
Re: Proposed Budget for 2024

The attached documents represent the 2024 budget reflecting a levy of 6%. Resulting in an undesignated General Fund surplus of \$35,000.

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. Increases are included for unsettled contracts.
- General expenses include 5% increases for inflation.
- Property and Liability insurance are not increased from 2023 based on rate information from LMCIT. This is a reduction from the initial budget of \$10,000.
- Workers' compensation is decreased 12% from 2023 based on an estimated 15% decrease from LMCIT. This is a reduction from the initial budget of \$18,000.
- \$10,000 has been added for Golf Course capital improvements.
- \$10,000 has been added for IT replacements and upgrades.
- \$6,600 has been added for 4 - Election Poll Pads.
- Fire department payroll was budgeted incorrectly by \$22,000 and was corrected.
- The Public Safety contribution was increased to \$15,000 for Fire (plus \$50,000 from Midway) and \$35,000 for Police.
- 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 and renovations (if we get the food shelf grant) \$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

Public Safety Fund

- The annual contributions will total \$100,000. Purchase a squad car in 2024 and 2026 and order a replacement for Engine #1. It is expected that the build will take 60 months with no payment due until delivery.

PEDA requested budget \$55,000

Tourism requested budget \$151,368

Gambling Fund - Added \$5,000 to support the museum.

Liquor Fund

- Added a summer temp position to cover the busy season.
- Added \$10,000 for brand/website refresh and marketing.

Sewer Fund

- Added \$10,000 for a rate study. The Baker Tilly estimate was \$40,000. It may be less than this, but this is what they suggested to budget. The budget is split between Sewer, Storm, Electric, Water

Storm Sewer Fund

- Created storm sewer fund to begin capturing expenses. 2024 budget is based on what the Street crew has tagged as Storm drainage in 2023 plus \$10,000 for the rate study.

City of Proctor

2024 Budget Summary

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget	2023 YTD Nov	2022 YTD Nov
Unrestricted General Fund Revenues:								
General Tax	1,258,251	1,437,291	1,465,739	1,515,928	1,604,600	5.8%	837,679	1,447,846
Licenses & Permits	21,458	22,532	21,546	27,000	27,820	3.0%	21,258	17,425
Intergovernmental and Grants	1,196,967	1,205,891	1,194,057	1,178,696	1,275,035	8.2%	633,059	832,095
Charges for Services	158,319	169,528	181,804	154,839	163,850	5.8%	179,571	148,558
Fines & Forfeits	7,800	7,926	13,371	11,000	23,000	109.1%	22,323	11,349
Miscellaneous	19,708	25,014	82,811	4,400	11,400	159.1%	42,464	47,273
Other Financing sources	17,160	3,661	49,463	18,186	36,186	99.0%	186,260	26,583
Total Revenue	2,679,663	2,871,843	3,008,791	2,910,049	3,141,891	8.0%	1,922,613	2,531,128
General Fund Expenses:								
Police	1,039,040	1,001,434	1,170,341	1,244,812	1,252,003	0.6%	1,079,359	1,035,292
Salary	938,865	868,114	998,884	1,074,502	1,067,573	-0.6%	943,413	889,867
Other Services	60,764	58,698	75,550	83,350	86,481	3.8%	62,435	82,939
Supplies	20,873	36,013	41,631	41,250	41,185	-0.2%	25,618	35,955
Repairs, Rentals, Misc	18,538	13,608	29,276	20,710	21,765	5.1%	22,892	26,531
Transfer to PS Fund	-	25,000	25,000	25,000	35,000	40.0%	25,000	-
Fire	166,308	189,535	277,980	237,832	270,983	13.9%	228,970	192,528
Salary	91,643	94,058	124,110	81,805	100,670	23.1%	80,809	100,471
Other Services	24,727	25,351	27,403	29,993	27,842	-7.2%	21,088	21,585
Supplies	31,733	44,489	42,400	49,809	51,359	3.1%	35,547	41,858
Repairs, Rentals, Misc	18,205	25,638	29,000	21,225	26,111	23.0%	36,525	28,614
Transfer to PS Fund	-	-	55,067	55,000	65,000	18.2%	55,000	-
Civil Defense	-	-	4,599	-	300		153	4,599
Repairs, Rentals, Misc	-	-	4,599	-	300		153	4,599
Streets	454,285	461,549	492,814	496,798	531,177	6.9%	453,929	426,959
Salary	352,189	349,894	360,112	366,893	370,250	0.9%	339,323	318,145
Other Services	21,549	25,242	26,869	30,800	35,867	16.4%	34,050	25,330
Supplies	56,842	76,541	55,681	45,648	68,930	51.0%	57,225	42,259
Repairs, Rentals, Misc	23,705	9,871	50,152	53,457	56,130	5.0%	23,330	41,225

City of Proctor

2024 Budget Summary

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget	2023 YTD Nov	2022 YTD Nov
Parks	46,390	47,918	49,289	65,765	88,988	35.3%	63,004	50,368
Salary	21,658	23,271	22,833	23,680	26,522	12.0%	20,587	23,297
Other Services	12,744	19,877	9,793	28,480	43,559	52.9%	25,433	11,189
Supplies	7,580	3,477	2,533	5,515	5,791	5.0%	6,258	1,751
Repairs, Rentals, Misc	4,408	1,293	14,131	8,090	13,116	62.1%	10,726	14,131
City Admin	703,779	646,917	693,262	712,564	762,937	7.1%	690,421	611,358
Council & Administration	377,096	411,935	411,965	450,345	473,350	5.1%	421,803	362,775
City Hall Building	190,488	113,919	136,127	116,160	128,522	10.6%	122,686	128,230
Elections	4,994	672	4,626	-	5,236	100.0%	352	4,626
Finance & Legal	118,877	108,474	125,316	126,957	136,669	7.6%	137,226	105,687
Building & Planning	12,323	11,917	15,227	19,102	19,160	0.3%	8,353	10,040
General Fund Support for PEDAs	11,419	36,819	55,000	55,000	55,000	0.0%	-	-
General Fund Support for Golf Course	10,000	10,000	20,000	20,000	25,000	25.0%	-	-
Total General Fund Expenses:	2,431,221	2,394,173	2,763,285	2,832,771	2,986,387	5.4%	2,515,835	2,321,103
Police Dept	1,502	4,412	-	515	-		-	22,742
Fire Dept	2,294	125,008	12,679	-	-		-	124,795
Street Dept	57,707	32,226	153,833	73,875	121,375		18,549	43,833
Parks	16,424	-	-	-	-		-	-
City Hall	5,260	2,339	144,024	-	6,600		-	-
Total General Fund Capital:	83,187	163,984	310,535	74,390	127,975	72.0%	18,549	191,370
Change in Net Position-Undesignated	165,254	313,687	(65,029)	2,888	27,529	853.2%	(611,770)	18,654

City of Proctor

2024 Budget Summary

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget Fund Balance at the end of 2024	2023 YTD Nov	2022 YTD Nov
Designated, Restricted and Assigned Funds								
General Sales Tax Revenue	431,898	400,603	494,617	460,000	483,000	.	428,820	423,088
Expenses paid from Sales Tax								
3rd Avenue (ends in 2024)	6,217	6,217	6,217	6,217	6,217		6,217	6,217
12th Street (ends in 2024)	526	526	526	526	526		526	526
Bond Payments for 2012A Equipment Cert Refunding	80,000	40,000	8,099	-	-		-	-
Bond Payments for Kirkus	60,000	50,000	50,000	50,000	40,000			
Street Maintenance	24,076	87,926	46,557	112,708	299,413		37,116	37,487
City Hall Upgrades			100,000	100,000	100,000		18,625	98,025
3rd Street Park				50,000				
Playground for Everybody			30,000					
Change in Designated Fund Balance	261,079	215,934	253,218	140,549	36,844	1,579,043	366,335	280,833
Grant Revenue	231,370	398,008	370,397	1,905,522	-			190,397
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				

City of Proctor

2024 Budget Summary

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget	2023 YTD Nov	2022 YTD Nov
Change in Designated Fund Balance	-	267,423	(157,922)	(109,502)	-	-	-	190,397
Food & Beverage Tax Revenue	56,739	65,026	72,673	57,900	65,000		59,452	51,910
Expenses paid from F&B Tax								
Trails				50,000	50,000			
2nd Street Trail				106,291				
Change in Designated Fund Balance	56,739	65,026	72,673	(98,391)	15,000	468,485	59,452	51,910
Lodging Tax Revenue	99,348	144,976	155,661	150,000	150,000		130,074	114,590
Expenses paid from Lodging Tax								
Tourism Expenses	58,622	101,855	112,077	147,233	151,138		89,853	107,957
Admin	4,967	7,249	7,783	7,500	7,500		6,504	5,729
Tourist Attraction	9,935	14,498	15,566	15,000	15,000		13,007	11,459
Change in Designated Fund Balance	25,823	21,374	20,235	(19,733)	(23,638)	150,436	20,710	(10,555)
Charitable Gambling Revenue	5,359	12,181	14,257	13,000	14,000		14,345	11,978
Expenses paid from Gambling Revenue								
Gambling Expenses	-	2,645	1,198	5,000	10,000		1,910	1,198
	5,359	9,536	13,059	8,000	4,000	57,811		
Police Forfeitures	-	9,810	-	-	-		-	-
Expenses paid from Police Forfeitures								
Donation to First Witness	-	-	1,000	-	1,000		-	1,000
Change in Designated Fund Balance	-	9,810	(1,000)	-	(1,000)	21,722	-	(1,000)

City of Proctor

2024 Budget Summary

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget	2023 YTD Nov	2022 YTD Nov
Public Safety Fund - Transfers In								
Lease Proceeds		802,215						
Transfers In	-		80,067	80,000	100,000		80,000	-
Interest	-	-	392	-	-		-	-
Expenses paid from Public Safety Fund								
Lease Payments	-	-	61,488	63,428	65,430		63,428	-
Expenses paid from Public Safety Fund	-	-	24,202	22,261	52,009		35,640	-
Capital Purchases	-	802,215	22,742	-	65,000		46,538	-
Change in Designated Fund Balance	-	-	(27,973)	(5,690)	(82,440)	104,907	(65,607)	-

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Unrestricted General Fund Revenue:							
100-31-310-3101	Property Taxes - Current	1,410,052.12	1,416,714.85	1,494,928.00	1,583,600.00	826,541.22	1,402,822.76
100-31-310-3102	Property Taxes - Delinquent	19,403.87	42,315.07	18,000.00	18,000.00	7,844.53	39,678.99
100-31-310-3115	Misc R&E Taxes	15.55	498.96	-	-	-	353.27
100-31-310-3191	Property Taxes - Int & Penaltie	6,250.17	4,276.05	3,000.00	3,000.00	2,169.82	3,056.80
100-31-310-3192	Forfieted Land Sale	1,568.83	1,933.84	-	-	1,123.41	1,933.84
Total Taxes		1,437,290.54	1,465,738.77	1,515,928.00	1,604,600.00	837,678.98	1,447,845.66
100-32-320-3211	Alcoholic Beverages	8,570.00	7,783.48	8,000.00	8,000.00	2,300.00	4,083.48
100-32-320-3219	Business Permits	200.00	1,015.00	900.00	900.00	395.00	1,015.00
100-32-322-3221	Building Permits	11,286.50	9,869.75	15,000.00	16,000.00	15,766.83	9,503.75
100-32-322-3223	Plumbing Permits	134.50	360.00	400.00	400.00	350.00	360.00
100-32-322-3224	Animal Licenses	32.00	4.00	50.00	50.00	52.00	4.00
100-32-322-3225	Sign Permit	8.75	243.30	50.00	50.00	59.50	243.30
100-32-322-3226	Excavation Permits	1,110.00	1,050.00	1,400.00	1,500.00	1,255.00	1,015.00
100-32-322-3227	Variance Application Fees	750.00	300.00	600.00	300.00	300.00	300.00
100-34-341-3412	Deer Hunting Fees	300.00	380.00	400.00	420.00	380.00	380.00
100-34-342-3413	Rezoning Application Fees	140.00	540.00	200.00	200.00	400.00	520.00
Total Licenses and Permits		22,531.75	21,545.53	27,000.00	27,820.00	21,258.33	17,424.53
100-33-334-3347	Fire Dept State Aid	27,752.81	29,546.97	-	-	-	29,546.97
100-33-334-3348	State Grants	61,065.60	56,616.63	65,000.00	60,000.00	63,912.12	54,801.50
100-33-336-3340	Local Government Aid	1,096,797.00	1,101,073.00	1,106,996.00	1,208,235.00	553,498.00	550,536.50
100-34-341-3415	State Bldg Surcharge	667.05	232.00	700.00	500.00	827.00	224.00
100-34-342-3426	Police Training Reimbursement	7,212.59	6,088.90	6,000.00	6,300.00	14,822.28	6,088.90
100-36-362-3710	Other Grant Revenue	12,395.95	500.00	-	-	-	500.00
Total Intergovernmental and Grants		1,205,891.00	1,194,057.50	1,178,696.00	1,275,035.00	633,059.40	641,697.87

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
100-34-341-3410	Rent	7,750.00	8,000.00	8,500.00	8,500.00	9,350.00	8,000.00
100-34-341-3414	Plan Checking Fee	1,750.00	500.00	1,500.00	500.00	500.00	500.00
100-34-341-3416	Land Lease	65,924.23	79,529.67	65,100.00	65,100.00	71,883.42	61,498.05
100-34-341-3417	Assessment Searches	2,340.00	1,700.00	2,400.00	1,500.00	1,160.00	1,540.00
100-34-341-3418	Administrative Services	5,824.00	7,464.25	6,000.00	6,000.00	5,576.00	6,214.75
100-34-342-3421	Special Police Services	15,929.02	5,678.54	1,500.00	4,000.00	4,073.29	2,434.54
100-34-342-3422	Special Fire Services	-	-	-	-	4,750.00	-
100-34-342-3423	Fire Contracts - Midway	40,718.00	50,067.00	42,339.00	50,000.00	51,113.00	28,339.00
100-34-342-3425	Police Contracts - SRO ISD #70	26,279.71	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
100-34-342-3435	Towing	-	-	-	-	70.00	-
100-36-361-3616	Garbage Assessment	-	102.70	-	-	6,027.19	13,871.20
100-36-361-3617	Garbage Assessment - Int & Pen	1,663.53	2,218.28	1,250.00	1,750.00	67.87	860.20
100-36-361-3618	City Handling Fee Garbage Assm	1,350.00	1,543.77	1,250.00	1,500.00	-	300.00
Total Charges for Services		169,528.49	181,804.21	154,839.00	163,850.00	179,570.77	148,557.74
100-35-351-3514	Court Fines	6,639.90	13,031.89	10,000.00	20,000.00	19,487.46	11,084.91
100-35-351-3515	Administrative Fines	1,286.35	339.58	1,000.00	3,000.00	2,835.09	264.58
Total Fines		7,926.25	13,371.47	11,000.00	23,000.00	22,322.55	11,349.49
100-34-341-3419	Miscellaneous Revenue	24,189.42	82,062.90	3,000.00	10,000.00	32,932.90	46,737.69
100-32-320-3216	Home Occupation	245.00	-	400.00	400.00	-	-
100-36-362-3624	Contributions	579.80	748.08	1,000.00	1,000.00	9,531.00	535.00
Total Miscellaneous		25,014.22	82,810.98	4,400.00	11,400.00	42,463.90	47,272.69
100-36-362-3622	Interest Earnings	(2,774.68)	16,425.72	12,000.00	30,000.00	108,268.48	21,499.17
100-36-362-3623	Unrealized Gains(Losses)Invest	(3,750.00)	(6,000.00)	-	-	65,100.00	(11,250.00)
100-39-391-3910	Sale General Fixed Assets	4,000.00	9,150.00	-	-	8,044.52	9,150.00
100-39-391-3912	Sale of Property	-	2,338.65	-	-	1.00	2,338.65
100-39-392-3924	Transfer from Other Funds	6,186.00	6,186.00	6,186.00	6,186.00	4,845.50	4,845.50
100-39-395-3950	Proceeds of Leases		21,362.27	-	-	-	-
Total Other Financing Sources		3,661.32	49,462.64	18,186.00	36,186.00	186,259.50	26,583.32
Total Revenue		2,871,843.57	3,008,791.10	2,910,049.00	3,141,891.00	1,922,613.43	2,340,731.30

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Police							
100-33-334-3348	State Grants	81,118.58	55,616.63	65,000.00	60,000.00	63,912.12	54,801.50
100-34-342-3426	Police Training Reimbursement	7,212.59	6,088.90	6,000.00	6,300.00	14,822.28	6,088.90
100-34-342-3421	Special Police Services	15,929.02	5,678.54	1,500.00	4,000.00	4,073.29	2,434.54
100-34-342-3425	Police Contracts - SRO ISD #70	26,279.71	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
100-34-342-3435	Towing	-	-	-	-	70.00	-
100-35-351-3514	Court Fines	6,639.90	13,031.89	10,000.00	20,000.00	19,487.46	11,084.91
100-35-351-3515	Administrative Fines	1,286.35	339.58	1,000.00	3,000.00	2,835.09	264.58
Police Revenues		138,466.15	105,755.54	108,500.00	118,300.00	130,200.24	99,674.43
100-20-210-1100	Salaries	505,380.00	593,127.56	613,330.00	619,200.00	541,062.62	515,983.49
100-20-210-1123	Police Pension Contribution	89,545.43	104,209.82	108,560.00	109,600.00	94,069.97	91,186.45
100-20-210-1125	Medicare	7,265.58	8,232.25	8,900.00	8,960.00	7,552.37	7,204.38
100-20-210-1131	Employer Paid Health Insurance	132,748.99	151,965.54	173,893.00	174,000.00	151,721.95	138,799.04
100-20-210-1151	Worker s Comp Insur Premiums	42,004.00	49,069.06	58,453.00	52,960.00	61,295.50	54,546.00
100-20-211-1100	Salaries	69,681.04	72,314.82	75,500.00	78,900.00	67,792.91	64,195.25
100-20-211-1121	PERA Contribution	5,194.47	5,441.39	5,425.00	5,671.00	5,084.49	4,810.15
100-20-211-1122	FICA Contribution	4,130.07	4,272.95	4,650.00	4,852.00	4,013.10	3,778.10
100-20-211-1125	Medicare	965.88	999.38	1,070.00	1,130.00	938.53	883.64
100-20-211-1131	Employer Paid Health Insurance	11,198.80	9,251.28	24,213.00	12,300.00	8,602.00	8,480.34
100-20-211-1151	Worker s Comp Insur Premiums	-	-	508.00	-	-	-
Police Salaries & Benefits		868,114.26	998,884.05	1,074,502.00	1,067,573.00	942,133.44	889,866.84
100-20-210-3000	Professional Services	2,071.10	145.95	3,500.00	2,000.00	880.73	145.95
100-20-210-3005	Medical & Dental Fees	2,432.05	5,696.80	6,000.00	6,300.00	107.44	5,696.80
100-20-210-3009	Computer Services	13,476.76	15,148.47	13,530.00	12,080.00	8,846.08	12,791.90
100-20-210-3012	Meeting Expense	99.84	31.77	200.00	210.00	102.27	31.77
100-20-210-3020	Communication	9,149.46	11,943.61	12,000.00	12,000.00	13,396.98	11,943.61
100-20-210-3021	Telephone	7,271.71	9,445.52	7,000.00	7,570.50	7,833.55	7,864.38
100-20-210-3022	Postage	296.61	268.30	500.00	525.00	53.20	20.90
100-20-210-3031	Travel & Lodging Expense	-	-	4,300.00	4,300.00	1,898.47	-
100-20-210-3035	Training Expense	4,650.99	10,248.70	13,155.00	13,155.00	4,434.08	8,348.70
100-20-210-3052	General Notices & Public Infor	180.00	-	275.00	-	-	-
100-20-210-3061	Insurance: General Liability	11,946.96	13,182.00	13,580.00	18,000.00	15,807.00	15,389.00
100-20-210-3062	Insurance: Property	7,123.00	8,921.00	9,190.00	10,200.00	9,075.00	10,414.00

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
100-20-210-3065	Notary Bond Expense	-	-	120.00	140.00	-	-
100-20-210-6604	Lease Financing Principal	-	470.83	-	-	-	-
100-20-210-6615	Interest Expense	-	46.91	-	-	-	-
Police Other Services		58,698.48	75,549.86	83,350.00	86,480.50	62,434.80	72,647.01
100-20-210-2205	Office Supplies	1,211.23	1,570.90	1,800.00	1,890.00	1,742.38	1,058.61
100-20-210-2210	Operating Supplies	3,358.69	4,148.27	7,800.00	4,500.00	2,489.07	3,466.28
100-20-210-2212	Fuels & Lubricants	14,591.56	17,800.99	17,560.00	20,000.00	15,868.54	14,780.64
100-20-210-2214	Safety Items	6,454.84	329.67	3,090.00	3,244.50	591.72	329.67
100-20-210-2217	Clothing	10,021.40	17,484.04	10,500.00	11,025.00	4,727.01	16,022.21
100-20-210-2220	Supplies - Repair & Maint	375.66	297.20	500.00	525.00	199.55	297.20
Police Supplies		36,013.38	41,631.07	41,250.00	41,184.50	25,618.27	35,954.61
100-20-210-4400	Repairs & Maintenance	9,228.16	18,404.65	13,400.00	14,070.00	18,011.41	16,305.06
100-20-210-4408	Boarding Fee	190.00	3,929.00	1,500.00	1,575.00	1,120.00	3,419.00
100-20-210-4430	Miscellaneous	20.00	397.92	-	-	94.07	397.92
100-20-210-4433	Dues & Subscriptions	3,597.44	6,360.26	5,200.00	5,460.00	3,486.64	6,224.96
100-20-210-4438	Licenses & Permits	572.21	184.18	610.00	659.72	180.00	184.18
Total Repairs, Rentals, Misc		13,607.81	29,276.01	20,710.00	21,764.72	22,892.12	26,531.12
100-20-210-7725	Operating Trsfr-Public Safety	25,000.00	25,000.00	25,000.00	35,000.00	25,000.00	-
Total Police Expenditures		1,001,433.93	1,170,340.99	1,244,812.00	1,252,002.72	1,078,078.63	1,024,999.58
Net Police		(862,967.78)	(1,064,585.45)	(1,136,312.00)	(1,133,702.72)	(947,878.39)	(925,325.15)

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Fire							
100-33-334-3347	Fire Dept State Aid	27,752.81	29,546.97	-	-	-	29,546.97
100-34-342-3422	Special Fire Services	15,461.25	1,000.00	-	-	4,750.00	-
100-34-342-3423	Fire Contracts - Midway	40,718.00	50,067.00	42,339.00	50,000.00	51,113.00	28,339.00
100-36-362-3624	Contributions					9,113.00	
Fire Revenue		83,932.06	80,613.97	42,339.00	50,000.00	64,976.00	57,885.97
100-20-220-1100	Salaries	22,389.16	37,184.87	34,554.00	45,950.00	35,166.56	26,313.62
100-20-220-1122	FICA Contribution	1,667.16	2,305.44	1,388.00	2,850.00	2,180.36	1,631.44
100-20-220-1124	Fire Pension Contribution	37,752.81	39,546.97	10,000.00	10,000.00	10,000.00	39,546.97
100-20-220-1125	Medicare	389.88	539.22	501.00	670.00	509.95	381.57
100-20-220-1151	Worker s Comp Insur Premiums	12,826.00	10,141.43	11,262.00	10,250.00	11,262.00	7,920.00
100-20-250-1100	Salaries	18,000.02	31,948.40	22,387.00	28,750.00	20,148.48	22,923.56
100-20-250-1122	FICA Contribution	837.01	1,980.81	1,388.00	1,780.00	1,249.23	1,421.28
100-20-250-1125	Medicare	195.76	463.24	325.00	420.00	292.16	332.38
Fire Salaries and Benefits		94,057.80	124,110.38	81,805.00	100,670.00	80,808.74	100,470.82
100-20-220-3000	Professional Services	3,453.20	2,226.05	2,106.00	2,211.30	2,267.78	2,010.32
100-20-220-3001	Auditing & Accounting Services	6,850.00	5,300.00	3,500.00	-	5,200.00	3,500.00
100-20-220-3005	Medical & Dental Fees	-	152.00	-	-	-	152.00
100-20-220-3009	Computer Services	-	63.00	400.00	-	-	-
100-20-220-3020	Communication	-	117.70	-	-	610.68	117.70
100-20-220-3021	Telephone	1,703.26	1,588.13	1,700.00	2,205.00	1,262.90	1,233.49
100-20-220-3031	Travel & Lodging Expense	174.70	-	412.00	432.60	279.08	-
100-20-220-3035	Training Expense	3,372.00	6,624.00	8,250.00	8,662.50	542.19	3,984.00
100-20-220-3061	Insurance: General Liability	260.00	302.00	310.00	220.00	227.00	353.00
100-20-220-3062	Insurance: Property	1,792.04	3,305.00	3,400.00	4,000.00	3,952.00	3,858.00
100-20-220-3080	Utilities	5,751.49	6,774.71	7,400.00	7,770.00	4,632.01	5,459.18
100-20-220-3084	Refuse Disposal	385.94	427.70	515.00	540.75	470.74	394.42
100-20-250-3000	Professional Services	-	522.52	-	-	-	522.52
100-20-250-3035	Training Expense	1,608.36	-	2,000.00	1,800.00	1,644.00	-
Fire Other Services		25,350.99	27,402.81	29,993.00	27,842.15	21,088.38	21,584.63

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
100-20-220-2205	Office Supplies	-	47.89	309.00	324.45	883.49	47.89
100-20-220-2210	Operating Supplies	11,502.68	11,719.59	10,000.00	10,500.00	8,807.25	11,719.59
100-20-220-2212	Fuels & Lubricants	2,291.41	4,020.94	4,000.00	4,200.00	3,147.24	3,479.01
100-20-220-2214	Safety Items	10,070.07	8,035.60	10,400.00	10,920.00	16,357.01	8,035.60
100-20-220-2217	Clothing	7,406.30	1,747.45	10,400.00	10,920.00	179.06	1,747.45
100-20-220-2220	Supplies - Repair & Maint	10,267.19	2,532.26	5,400.00	5,670.00	503.17	2,532.26
100-20-220-2240	Small Tools and Equipment	-	13,832.66	6,500.00	6,825.00	4,855.42	13,832.66
100-20-250-2210	Operating Supplies	2,950.88	463.29	2,800.00	2,000.00	814.53	463.29
Fire Supplies		44,488.53	42,399.68	49,809.00	51,359.45	35,547.17	41,857.75
100-20-220-4400	Repairs & Maintenance	23,261.91	27,342.92	19,000.00	23,775.00	34,490.25	26,957.42
100-20-220-4433	Dues & Subscriptions	2,376.00	1,657.00	2,225.00	2,336.25	1,915.00	1,657.00
100-20-220-4438	Licenses & Permits	-	-	-	-	120.00	-
Fire Repairs, Rentals, Misc		25,637.91	28,999.92	21,225.00	26,111.25	36,525.25	28,614.42
100-20-220-7725	Operating Trsfr-Public Safety		55,067.00	55,000.00	65,000.00	55,000.00	-
Total Fire Expenditures		189,535.23	277,979.79	237,832.00	270,982.85	228,969.54	192,527.62
Net Fire		(105,603.17)	(197,365.82)	(195,493.00)	(220,982.85)	(163,993.54)	(134,641.65)
100-20-260-4400	Repairs & Maintenance	-	4,599.00	-	300.00	153.00	4,599.00
Total Civil Defense		-	4,599.00	-	300.00	153.00	4,599.00

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Streets							
100-30-300-1100	Salaries	213,578.90	227,032.02	228,350.00	232,000.00	210,497.58	193,000.52
100-30-300-1121	PERA Contribution	15,929.93	16,907.93	16,547.00	16,750.00	15,739.93	14,468.35
100-30-300-1122	FICA Contribution	12,865.59	13,676.80	14,160.00	14,500.00	12,899.77	11,692.56
100-30-300-1125	Medicare	3,008.90	3,198.52	3,313.00	3,350.00	3,016.89	2,734.46
100-30-300-1131	Employer Paid Health Insurance	80,654.80	81,710.80	84,578.00	84,600.00	76,614.90	75,122.56
100-30-300-1151	Worker s Comp Insur Premiums	23,856.00	17,586.25	19,945.00	19,050.00	20,554.40	21,127.00
Streets Payroll & Benefits		349,894.12	360,112.32	366,893.00	370,250.00	339,323.47	318,145.45
100-30-300-3000	Professional Services	4,062.06	574.00	721.00	757.05	140.00	574.00
100-30-300-3005	Medical & Dental Fees	140.00	110.00	206.00	216.30	170.00	110.00
100-30-300-3009	Computer Services	-	-	-	1,800.00	-	-
100-30-300-3012	Meeting Expense	215.31	228.65	412.00	432.60	414.70	228.65
100-30-300-3015	Contractor	1,827.00	3,840.10	7,725.00	8,111.25	9,994.90	3,840.10
100-30-300-3021	Telephone	2,040.00	2,040.00	2,400.00	2,520.00	1,870.00	1,870.00
100-30-300-3061	Insurance: General Liability	1,949.00	2,143.00	2,210.00	3,000.00	3,237.00	2,502.00
100-30-300-3062	Insurance: Property	4,050.00	3,750.00	3,860.00	5,100.00	5,099.00	4,378.00
100-30-300-3080	Utilities	8,703.24	11,953.61	11,000.00	11,550.00	11,104.12	9,993.49
100-30-300-3084	Refuse Disposal	2,255.65	2,229.29	2,266.00	2,379.30	2,020.61	1,833.61
Streets Other Services		25,242.26	26,868.65	30,800.00	35,866.50	34,050.33	25,329.85
100-30-300-2205	Office Supplies	339.70	-	-	-	-	-
100-30-300-2210	Operating Supplies	9,574.05	5,819.70	22,000.00	23,100.00	13,649.77	4,466.61
100-30-300-2212	Fuels & Lubricants	16,684.28	28,088.33	22,000.00	23,100.00	22,149.41	19,281.21
100-30-300-2214	Safety Items	203.70	111.06	-	-	898.70	111.06
100-30-300-2217	Clothing	2,021.99	1,901.09	1,648.00	1,730.40	1,521.09	1,410.00
100-30-300-2220	Supplies - Repair & Maint	47,717.55	19,319.54	-	21,000.00	19,006.22	16,549.09
100-30-300-2224	Street Maintenance Materials	-	441.25	-	-	-	441.25
Streets Supplies		76,541.27	55,680.97	45,648.00	68,930.40	57,225.19	42,259.22

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
100-30-300-4400	Repairs & Maintenance	9,757.16	41,527.35	52,530.00	55,156.50	19,512.54	32,600.30
100-30-300-4410	Rentals	-	8,457.66	618.00	648.90	3,797.35	8,457.66
100-30-300-4438	Licenses & Permits	114.25	166.75	309.00	324.45	20.00	166.75
Streets Repairs, Rentals, Misc		9,871.41	50,151.76	53,457.00	56,129.85	23,329.89	41,224.71
Total Street Expenditures		461,549.06	492,813.70	496,798.00	531,176.75	453,928.88	426,959.23

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Parks							
100-40-410-1100	Salaries	19,808.97	19,517.60	20,380.00	22,680.00	17,386.05	19,517.60
100-40-410-1121	PERA Contribution	609.41	565.75	570.00	587.00	371.02	565.75
100-40-410-1122	FICA Contribution	1,218.28	1,206.04	1,250.00	1,418.00	1,076.17	1,206.04
100-40-410-1125	Medicare	284.90	282.03	290.00	317.00	251.67	282.03
100-40-410-1151	Worker s Comp Insur Premiums	1,349.00	1,261.81	1,190.00	1,520.00	1,501.70	1,726.00
Parks Payroll & Benefits		23,270.56	22,833.23	23,680.00	26,522.00	20,586.61	23,297.42
100-40-410-2220	Beautification	5,140.26	39.93	12,000.00	12,000.00	-	-
100-40-410-3000	Professional Services	-	825.00	2,100.00	2,205.00	1,660.50	825.00
100-40-410-3015	Contractor	4,000.00	-	5,150.00	5,407.50	9,012.00	-
100-40-410-3062	Insurance: Property	10,422.08	8,642.00	8,900.00	13,600.00	13,529.00	10,088.00
100-40-410-3080	Utilities	315.01	286.12	330.00	346.50	1,231.53	275.59
Parks Other Services		19,877.35	9,793.05	28,480.00	33,559.00	25,433.03	11,188.59
100-40-410-2210	Operating Supplies	3,042.04	2,532.53	5,000.00	5,250.00	6,257.67	1,751.07
100-40-410-2214	Safety Items	434.68	-	515.00	540.75	-	-
Parks Supplies		3,476.72	2,532.53	5,515.00	5,790.75	6,257.67	1,751.07
100-40-410-4400	Repairs & Maintenance	1,293.33	14,130.63	7,575.00	12,575.00	10,726.42	14,130.63
100-40-410-4410	Rentals	-	-	515.00	540.75	-	-
Parks Repairs, Rentals, Misc		1,293.33	14,130.63	8,090.00	13,115.75	10,726.42	14,130.63
Total Park Expenditures		47,917.96	49,289.44	65,765.00	78,987.50	63,003.73	50,367.71

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
City Administration							
100-10-110-1100	Salaries	29,450.00	29,704.16	30,900.00	30,900.00	26,350.00	26,704.16
100-10-110-1121	PERA Contribution	303.75	176.25	240.00	240.00	220.00	156.25
100-10-110-1122	FICA Contribution	1,528.30	1,544.06	1,650.00	1,650.00	1,360.90	1,382.86
100-10-110-1125	Medicare	427.07	430.75	450.00	450.00	382.14	387.25
100-10-110-1151	Worker s Comp Insur Premiums	178.00	124.57	146.00	150.00	145.00	142.00
100-10-110-2210	Operating Supplies	69.64	29.32	100.00	100.00	29.25	29.32
100-10-110-3000	Professional Services	1,881.28	253.44	2,500.00	3,000.00	3,149.51	253.44
100-10-110-3001	Auditing & Accounting Services	23,750.00	24,900.00	25,650.00	28,700.00	28,050.00	24,900.00
100-10-110-3003	Engineering Fees	33,378.67	15,665.98	25,000.00	35,000.00	42,260.48	11,746.94
100-10-110-3012	Meeting Expense	-	-	100.00	100.00	74.00	-
100-10-110-3031	Travel & Lodging Expense	-	-	535.60	565.00	-	-
100-10-110-3035	Training Expense	600.00	-	1,060.90	1,200.00	-	-
100-10-110-3052	General Notices & Public Infor	4,813.35	6,282.43	6,000.00	6,300.00	3,855.34	4,912.91
100-10-110-3061	Insurance: General Liability	2,292.54	2,664.00	2,740.00	350.00	368.00	3,110.00
100-10-110-3093	Contingency Fund	5,000.00	6,150.98	5,300.00	7,300.00	7,120.75	1,176.99
100-10-110-4433	Dues & Subscriptions	4,737.00	4,987.00	5,100.00	5,100.00	-	4,987.00

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
100-10-120-1100	Salaries	151,123.78	155,931.49	159,110.00	162,654.00	134,267.16	133,366.25
100-10-120-1121	PERA Contribution	11,320.38	12,305.76	9,825.00	11,773.00	10,328.41	10,045.54
100-10-120-1122	FICA Contribution	9,212.24	9,343.31	9,870.00	10,090.00	7,571.56	7,685.66
100-10-120-1125	Medicare	2,013.69	2,185.83	2,307.50	2,357.50	1,771.69	1,798.21
100-10-120-1131	Employer Paid Health Insurance	41,823.98	40,381.52	44,375.00	44,400.00	36,364.92	37,226.03
100-10-120-1151	Worker s Comp Insur Premiums	1,334.75	951.80	1,105.00	1,060.00	1,131.00	1,116.00
100-10-120-2205	Office Supplies	2,285.44	2,085.13	2,575.00	2,203.75	752.21	1,569.67
100-10-120-2210	Operating Supplies	(1,163.40)	1,002.92	1,500.00	1,075.00	779.74	943.48
100-10-120-3000	Professional Services	1,725.85	5,351.69	12,925.00	12,925.00	18,130.46	4,851.45
100-10-120-3009	Computer Services	59,940.00	65,979.41	71,165.00	78,700.00	71,455.39	61,366.57
100-10-120-3012	Meeting Expense	15.00	-	100.00	105.00	128.80	-
100-10-120-3021	Telephone	9,111.96	9,373.75	9,440.00	9,912.00	9,297.24	8,586.07
100-10-120-3022	Postage	2,203.51	1,493.08	2,575.00	2,500.00	2,830.86	3,504.83
100-10-120-3031	Travel & Lodging Expense	-	-	1,030.00	600.00	229.77	-
100-10-120-3035	Training Expense	250.00	1,291.25	1,000.00	1,100.00	480.00	320.00
100-10-120-3061	Insurance: General Liability	2,102.73	1,751.00	1,800.00	1,600.00	1,747.00	2,044.00
100-10-120-3065	Notary Bond Expense	-	-	140.00	140.00	-	-
100-10-120-4400	Repairs & Maintenance	6,557.73	3,078.80	6,145.00	3,000.00	4,198.88	3,334.46
100-10-120-4430	Miscellaneous	1,167.77	200.75	500.00	525.00	-	200.75
100-10-120-4431	Cash Short (Over)	-	-	-	-	20.00	-
100-10-120-4432	Bank Charges	453.39	130.00	600.00	300.00	236.00	120.00
100-10-120-4433	Dues & Subscriptions	1,865.19	4,597.97	4,595.00	4,824.75	4,493.00	4,597.97
100-10-120-4438	Licenses & Permits	40.00	-	40.00	40.00	-	-
100-10-120-4441	Credit Card Service fees	141.66	247.30	150.00	360.00	2,223.71	209.19
100-10-120-6604	Lease Financing Principal	-	1,309.80	-	-	-	-
100-10-120-6615	Interest Expense	-	59.54	-	-	-	-
Total Council & Administration Expenditures		411,935.25	411,965.04	450,345.00	473,350.00	421,803.17	362,775.25

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
City Hall Building							
100-10-130-1100	Salaries	157.50	-	-	-	-	-
100-10-130-1121	PERA Contribution	11.82	-	-	-	-	-
100-10-130-1122	FICA Contribution	9.77	-	-	-	-	-
100-10-130-1125	Medicare	2.28	-	-	-	-	-
100-10-130-1151	Worker s Comp Insur Premiums	13.00	-	-	-	-	-
100-10-130-2210	Operating Supplies	362.37	863.42	400.00	1,300.00	2,224.81	863.42
100-10-130-2211	Cleaning Supplies	4,370.89	2,605.22	3,400.00	3,000.00	1,579.75	2,863.72
100-10-130-2214	Safety Items	-	-	-	170.00	168.39	-
100-10-130-2220	Supplies - Repair & Maint	131.98	236.67	-	-	-	236.67
100-10-130-3000	Professional Services	19,254.81	48,969.30	45,800.00	48,090.00	46,576.61	44,892.21
100-10-130-3061	Insurance: General Liability	439.85	222.00	230.00	400.00	380.00	259.00
100-10-130-3062	Insurance: Property	4,717.00	10,848.00	9,130.00	11,200.00	15,296.00	12,215.00
100-10-130-3080	Utilities	25,752.60	20,915.35	24,000.00	36,000.00	32,531.55	16,536.33
100-10-130-3084	Refuse Disposal	4,059.50	3,880.59	3,850.00	4,075.00	3,874.07	3,211.91
100-10-130-4400	Repairs & Maintenance	51,015.41	46,489.66	27,250.00	22,812.00	19,129.99	46,054.92
100-10-130-4406	Pest Control	355.48	382.90	400.00	675.00	630.91	382.90
100-10-130-4443	Security Systems	3,265.00	714.00	1,700.00	800.00	294.00	714.00
Total City Hall Building Expenditures		113,919.26	136,127.11	116,160.00	128,522.00	122,686.08	128,230.08

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Elections							
100-10-140-1100	Salaries	-	3,093.86	-	3,190.00	-	3,093.86
100-10-140-1122	FICA Contribution	-	191.83	-	200.00	-	191.83
100-10-140-1125	Medicare	-	44.90	-	46.00	-	44.90
100-10-140-2210	Operating Supplies	-	59.99	-	100.00	-	59.99
100-10-140-3000	Professional Services	-	-	-	-	22.00	-
100-10-140-3052	General Notices & Public Infor	-	1,055.62	-	1,200.00	-	1,055.62
100-10-140-4400	Repairs & Maintenance	672.01	180.00	-	500.00	330.00	180.00
Total Elections Expenditures		672.01	4,626.20	-	5,236.00	352.00	4,626.20

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Finance and Legal							
100-10-150-1100	Salaries	56,287.23	55,726.43	56,170.00	63,000.00	49,536.57	47,784.80
100-10-150-1121	PERA Contribution	4,221.49	4,051.32	4,070.00	4,565.00	3,715.21	3,583.86
100-10-150-1122	FICA Contribution	3,411.05	3,224.01	3,480.00	3,910.00	3,008.37	2,850.77
100-10-150-1125	Medicare	797.77	753.83	815.00	914.00	703.61	666.56
100-10-150-1131	Employer Paid Health Insurance	8,686.60	9,420.40	8,754.00	8,800.00	7,941.40	8,720.74
100-10-150-1151	Worker s Comp Insur Premiums	498.00	338.23	368.00	410.00	400.36	379.00
100-10-150-3021	Telephone	525.00	420.00	420.00	420.00	385.00	385.00
100-10-150-3031	Travel & Lodging Expense	-	-	1,850.00	1,140.00	1,631.53	-
100-10-150-3035	Training Expense	980.00	44.00	500.00	500.00	85.00	44.00
100-10-150-3061	Insurance: General Liability	86.96	142.00	150.00	80.00	75.00	166.00
100-10-150-4433	Dues & Subscriptions	577.00	230.00	380.00	430.00	530.00	230.00
100-10-160-3004	Legal Fees	32,402.87	50,966.00	50,000.00	52,500.00	69,214.05	40,876.00
Total Finance and Legal Expenditures		108,473.97	125,316.22	126,957.00	136,669.00	137,226.10	105,686.73

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Building and Planning							
100-10-180-1100	Salaries	8,108.16	8,074.53	8,380.00	8,280.00	6,453.16	7,144.77
100-10-180-1121	PERA Contribution	602.63	604.72	610.00	600.00	483.95	535.00
100-10-180-1122	FICA Contribution	493.01	495.66	520.00	510.00	400.19	438.41
100-10-180-1125	Medicare	115.35	115.98	120.00	120.00	93.69	102.58
100-10-180-1151	Worker s Comp Insur Premiums	60.00	62.81	54.00	70.00	71.50	58.00
100-10-180-3000	Professional Services	961.40	4,810.00	7,000.00	7,350.00	546.05	960.00
100-10-180-3031	Travel & Lodging Expense	-	93.75	412.00	420.00	-	-
100-10-180-3035	Training Expense	99.00	243.00	206.00	210.00	-	223.00
100-10-180-3052	General Notices & Public Info	663.08	560.93	700.00	700.00	221.36	412.12
100-10-180-4433	Dues & Subscriptions	35.00	75.00	100.00	100.00	-	75.00
100-10-180-4442	State Bldg Permit Surcharge	779.33	90.85	1,000.00	800.00	83.50	90.85
Total Building & Planning Expenditures		11,916.96	15,227.23	19,102.00	19,160.00	8,353.40	10,039.73

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
General Fund Capital							
100-10-110-5510	Land Purchase	2,338.65	-	-	-	-	-
100-10-120-5570	Office Equip & Furnishings	-	144,023.77	-	-	-	-
100-10-140-5580	Other Equipment Purchase	-	-	-	6,600.00	-	-
100-20-210-5540	Vehicle or Heavy Machinery	-	-	-	-	-	22,742.11
100-20-210-5570	Office Equip & Furnishings	1,775.10	-	515.00	-	-	-
100-20-210-5580	Other Equipment Purchase	2,636.65	-	-	-	-	-
100-20-220-5540	Vehicle or Heavy Machinery Pur	81,362.50	7,565.82	-	-	-	82,963.00
100-20-220-5580	Other Equipment Purchase	43,645.01	5,112.84	-	-	-	41,832.34
100-30-300-5540	Vehicle or Heavy Machinery Pur	32,226.25	35,633.01	73,875.00	96,375.00	-	35,633.01
100-30-300-5580	Other Equipment Purchase	-	8,200.00	-	-	18,548.50	8,200.00
100-30-300-7725	Transfer to another fund	-	110,000.00	-	25,000.00	-	-
100-40-410-5530	Improvements other than Bldgs	-	-	-	-	-	-
100-40-410-5580	Other Equipment Purchase	-	-	-	-	-	-
Total General Fund Capital		163,984.16	310,535.44	74,390.00	127,975.00	18,548.50	191,370.46
General Sales Tax							
100-31-311-3131	Sales Tax	400,602.91	494,616.82	460,000.00	483,000.00	428,819.95	423,087.71
	3rd Avenue	6,217.00	6,217.00	6,217.00	6,217.00	6,217.00	6,217.00
	12th Street	526.00	526.00	526.00	526.00	526.00	526.00
100-10-110-7720	Operating Transfer	90,000.00	360,070.00	50,000.00	90,000.00	-	-
100-10-130-5580	City Hall Imp - Sales tax Fund	379.97	232,290.07	100,000.00	100,000.00	18,625.42	98,025.07
100-30-330-2224	Street Maintenance Materials	82,618.69	41,119.25	145,000.00	291,250.00	31,266.39	32,043.55
100-30-330-3015	Contractor	-	-	2,060.00	2,163.00	-	-
100-30-330-3061	Insurance: General Liability	37.00	33.00	-	-	-	38.00
100-30-330-4407	Dust Control	5,270.10	5,405.00	5,150.00	6,000.00	5,850.00	5,405.00
Net General Sales Tax Fund		215,554.15	(151,043.50)	151,047.00	(13,156.00)	366,335.14	280,833.09
Grants							
100-33-331-3310	Federal Grants	398,983.91	190,396.96	1,905,522.00	-	-	190,396.96
100-33-334-3348	State Grants Playground		180,000.00				
Grant Revenue		398,983.91	370,396.96	1,905,522.00	-	-	190,396.96
FEMA for SCBA Gear and Extraction Equipment		130,585.00	24,944.00				

City of Proctor

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
CDBG - Playground for Everybody		50,000.00				
DNR Grant Playground for Everybody		180,000.00	20,000.00			
Small Cities Road Grant - 2nd street engineering		51,971.00				
LRIP Grant - 2nd Street			1,250,000.00			
MN Bonding - Sand Salt Shed			500,000.00			
ARPA - Fire SCBA Packs		21,404.00				
ARPA - Sand & Salt Shed		200,000.00				
ARPA - Park Improvments			70,000.00			
ARPA - Sidewalk Improvments			39,502.00			
Public Safety \$135,622 - Police Squad			65,000.00			
Public Safety \$135,622 - Fire Helmets, Gear, Hose			55,000.00			
Public Safety \$135,622 - Remaining			15,522.00			
Net Grants	268,398.91	(157,922.04)	(109,502.00)	-	-	190,396.96
Food & Beverage Tax						
100-31-311-3135 Food & Beverage Tax	65,026.00	72,673.00	57,900.00	65,000.00	59,452.00	51,910.00
Trails			50,000.00	50,000.00		
2nd Street Trail			106,291.00			
Net Food & Beverage	65,026.00	72,673.00	(98,391.00)	15,000.00	59,452.00	51,910.00
Lodging Tax						
100-31-311-3141 Lodging Tax	144,975.82	155,660.68	150,000.00	150,000.00	125,180.27	114,589.67
100-31-311-3142 Lodging Tax - Int & Penalties	-	-	-	-	4,893.65	-
Total Tourism Revenue	144,975.82	155,660.68	150,000.00	150,000.00	130,073.92	114,589.67
100-15-115-1100 Salaries	27,141.55	24,967.27	27,800.00	31,110.00	27,915.32	25,318.76
100-15-115-1121 PERA Contribution	2,035.62	1,255.44	2,010.00	2,254.00	2,093.64	1,898.88
100-15-115-1122 FICA Contribution	1,682.78	1,037.83	1,720.00	1,930.00	1,625.30	1,476.55
100-15-115-1125 Medicare	393.55	242.72	400.00	450.00	380.09	345.29
100-15-115-1131 Employer Paid Health Insurance	15,244.66	16,411.84	15,042.00	15,050.00	15,281.08	14,958.65
100-15-115-1151 Worker s Comp Insur Premiums	240.00	150.24	207.00	200.00	190.80	200.00
100-15-115-3000 Professional Services	1,175.00	5,250.56	3,000.00	3,090.00	2,376.68	5,250.56
100-15-115-3012 Meeting Expense	1,094.41	844.66	1,030.00	1,030.00	666.64	792.66
100-15-115-3022 Postage	-	-	824.00	824.00	-	-

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
100-15-115-3040	Advertising	52,846.98	61,916.23	95,200.00	95,200.00	38,858.38	57,715.73
100-15-115-4400	Tour Attraction Maintenance	-	-	-	-	3,777.25	-
100-15-115-4433	Dues & Subscriptions	-	-	-	-	465.00	-
Total Tourism Expenditures		101,854.55	112,076.79	147,233.00	151,138.00	93,630.18	107,957.08
Net Tourism Fund		43,121.27	43,583.89	2,767.00	(1,138.00)	36,443.74	6,632.59

Charitable Gambling

100-31-311-3182	Charitable Gambling	12,180.88	14,257.24	13,000.00	14,000.00	14,344.83	11,977.55
100-10-110-3094	Council Approved from Gambling	2,645.23	1,197.75	5,000.00	10,000.00	1,909.66	1,197.75
Net Gambling		9,535.65	13,059.49	8,000.00	4,000.00	12,435.17	10,779.80

Police Forfeitures

100-35-351-3525	Police Forfeitures	9,810.00	-	-	-	-	-
100-10-110-3095	Council Approved - PD Forfeit	-	1,000.00	-	1,000.00	-	1,000.00
Net Police Forfeitures		9,810.00	(1,000.00)	-	(1,000.00)	-	(1,000.00)

Public Safety Fund

100-39-395-3950	Proceeds of Leases	802,215.00	-	-	-	-	-
850-39-392-3924	Transfer from Other Funds	-	80,067.00	80,000.00	100,000.00	80,000.00	-
850-36-362-3622	Interest Earnings	-	392.11	-	-	-	-
850-20-210-5540	Vehicle or Heavy Machinery	-	22,742.11	-	65,000.00	46,537.88	-
850-20-210-6602	Other Long-Term Oblig Prin	-	8,851.74	9,191.79	9,544.90	9,191.79	-
850-20-210-6612	Other Long-Term Oblig Interest	-	1,440.60	1,100.55	747.44	1,100.55	-
100-20-210-6602	Other Long-Term Oblig Prin	-	-	-	-	-	8,851.74
100-20-210-6612	Other Long-Term Oblig Interest	-	-	-	-	-	1,440.60
850-20-220-2217	Clothing	-	-	-	-	10,805.42	-
850-20-220-6602	Other Long-Term Oblig Prin	-	52,636.24	54,236.39	55,885.17	54,236.39	-
850-20-220-6612	Other Long-Term Oblig Interest	-	22,760.94	21,160.79	19,512.01	21,160.79	-
100-20-220-5580	Other Equipment Purchase	802,215.00	-	-	-	-	41,832.34
Net Police Forfeitures		-	(27,972.52)	(5,689.52)	(50,689.52)	(63,032.82)	(52,124.68)

Cable Fund

200-34-341-3411	Franchise Fee	24,057.97	23,017.56	24,000.00	24,000.00	21,834.46	16,986.15
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City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
200-34-341-3419	Miscellaneous Revenue	-	-	-	-	-	-
200-36-362-3622	Interest Earnings	157.61	496.20	-	750.00	1.01	-
200-36-362-3624	Contributions from Private Sou	-	-	-	-	-	-
Total Cable Revenue		24,215.58	23,513.76	24,000.00	24,750.00	21,835.47	16,986.15
200-70-700-2210	Operating Supplies	-	944.64	-	-	856.62	858.65
200-70-700-3000	Professional Services	3,381.25	2,868.75	10,000.00	10,000.00	1,087.50	2,325.00
200-70-700-4400	Repairs & Maintenance	-	-	-	-	-	-
200-70-700-5580	Other Equipment Purchase	194.77	-	10,300.00	10,300.00	3,881.65	-
200-70-700-7720	Operating Transfer	900.00	900.00	900.00	900.00	-	-
395-30-330-3003	Engineering Fees	10,341.09	-	-	-	-	-
395-30-330-3015	Contractor	67,170.09	-	-	-	-	-
395-30-330-7720	Operating Transfer	-	74,988.66	-	-	798,595.43	-
395-36-362-3622	Interest Earnings	-	4,238.30	-	-	-	-
Debt Service							
491-36-362-3622	Interest Earnings	511.11	924.62	-	-	-	-
491-45-100-7720	Transfer to other Funds	-	64,507.39	-	-	-	-
Total Fund 491 - 2009A Refunding/Eq Cert		511.11	(63,582.77)	-	-	-	-
492-36-362-3622	Interest Earnings	-	344.31	-	-	-	-
492-45-100-7720	Transfer to other Funds	-	85,492.61	-	-	-	-
Total Fund 492 - Refunding & Equip 2011A		-	(85,148.30)	-	-	-	-
493-31-310-3101	Property Taxes - Current	-	-	-	-	-	-
493-31-310-3102	Property Taxes - Delinquent	2,444.58	3,459.70	-	-	-	3,189.59
493-36-361-3610	Spec Assess - Principal	25,903.63	2,174.32	-	-	125.94	2,174.32
493-36-361-3615	Spec Assess -Penalty & Interes	32.85	312.05	-	-	15.01	312.05
493-36-362-3622	Interest Earnings	-	43.32	-	-	-	-
493-39-392-3924	Transfer from Other Funds	40,000.00	8,099.00	-	-	-	-
493-45-100-3004	Legal Fees	1,200.00	-	-	-	-	-
493-45-100-6601	Bond Principal	255,000.00	-	-	-	-	-
493-45-100-6602	Other Long-Term Oblig Prin	8,000.00	8,000.00	-	-	-	8,000.00
493-45-100-6611	Bond Interest	2,550.00	-	-	-	-	-
493-45-100-6612	Other Long-Term Oblig Interest	198.40	99.20	-	-	-	99.20

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
493-45-100-6620	Fiscal Agents Fees	-	-	-	-	-	-
Total Fund 493 - 2012A, Equipment Cert Refunding		(278,567.34)	(10,208.81)	-	-	140.95	(2,423.24)
494-31-310-3101	Property Taxes - Current	46,518.39	46,850.27	49,600.00	51,600.00	27,424.67	46,223.18
494-31-310-3102	Property Taxes - Delinquent	799.46	1,131.45	-	-	517.25	1,043.11
494-36-361-3610	Spec Assess - Principal	31,750.73	15,086.34	13,100.00	14,300.00	6,981.34	13,846.87
494-36-361-3615	Spec Assess -Penalty & Interes	6,207.41	131.73	-	-	7.64	15.36
494-36-362-3622	Interest Earnings	153.77	431.65	-	-	-	-
494-45-100-3004	Legal Fees	3,450.00	-	-	-	-	-
494-45-100-6601	Bond Principal	60,000.00	60,000.00	65,000.00	65,000.00	65,000.00	60,000.00
494-45-100-6611	Bond Interest	5,140.00	3,880.00	2,437.50	2,912.00	2,437.50	3,880.00
494-45-100-6620	Fiscal Agents Fees	495.00	895.00	495.00	495.00	895.00	895.00
Total Fund 494 - 2015 Improvement Refund Bonds		16,344.76	(1,143.56)	(5,232.50)	(2,507.00)	(33,401.60)	(3,646.48)
495-31-310-3101	Property Taxes - Current	117,696.18	113,398.98	109,000.00	117,700.00	62,503.56	111,881.14
495-31-310-3102	Property Taxes - Delinquent	1,941.89	2,748.26	-	-	1,178.86	2,533.69
495-36-361-3610	Spec Assess - Principal	15,038.31	12,077.21	11,000.00	9,400.00	4,707.78	12,077.21
495-36-361-3615	Spec Assess -Penalty & Interes	66.65	559.84	-	-	-	559.84
495-36-362-3622	Interest Earnings	191.59	559.87	-	-	-	-
495-39-392-3924	Transfer from Other Funds	50,000.00	50,000.00	50,000.00	50,000.00	-	-
495-45-100-3004	Legal Fees	3,450.00	-	35.00	35.00	-	-
495-45-100-6601	Bond Principal	130,000.00	135,000.00	130,000.00	135,000.00	130,000.00	135,000.00
495-45-100-6611	Bond Interest	41,007.50	38,357.50	35,707.50	33,057.50	35,707.50	38,357.50
495-45-100-6620	Fiscal Agents Fees	495.00	895.00	495.00	495.00	895.00	895.00
495-45-100-7720	Transfer to other Funds	-	-	-	-	-	-
Total Fund 495 - 2016A Advance Refunding Bonds		(90,017.88)	(94,908.34)	(96,237.50)	(91,487.50)	(98,212.30)	(47,200.62)
496-31-310-3101	Property Taxes - Current	65,746.57	70,050.18	66,000.00	68,700.00	36,491.76	69,112.56
496-31-310-3102	Property Taxes - Delinquent	1,147.84	1,624.48	-	-	688.27	1,497.65
496-36-361-3610	Spec Assess - Principal	57,823.37	46,068.64	45,000.00	42,000.00	22,811.30	44,464.85
496-36-361-3615	Spec Assess -Penalty & Interes	413.33	498.05	-	-	419.04	450.83
496-36-362-3622	Interest Earnings	64.24	-	-	-	-	-
496-39-392-3924	Transfer from Other Funds	-	74,988.66	68,000.00	70,997.91	798,595.43	-
496-39-392-3931	Interfund Debt Borrowed	-	-	-	-	-	-
496-39-393-3932	Gen Obligation Bond Proceeds	-	-	-	-	-	-

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
496-45-100-3004	Legal Fees	350.00	-	350.00	350.00	3,100.00	-
496-45-100-4430	Miscellaneous	-	-	-	-	-	-
496-45-100-6601	Bond Principal	95,000.00	100,000.00	105,000.00	105,000.00	105,000.00	100,000.00
496-45-100-6611	Bond Interest	81,042.50	78,117.50	76,617.50	70,317.50	74,517.50	78,117.50
496-45-100-6620	Fiscal Agents Fees	495.00	895.00	495.00	495.00	895.00	895.00
496-45-100-7720	Transfer to other Funds	-	-	-	-	-	-
Total Fund 496 - 2018A GO Bonds Almac & 6th Street		(51,692.15)	14,217.51	(3,462.50)	5,535.41	675,493.30	(63,486.61)
497-31-310-3101	Property Taxes - Current	-	-	-	-	-	-
497-31-310-3102	Property Taxes - Delinquent	-	-	-	-	-	-
497-36-361-3610	Spec Assess - Principal	-	-	-	-	-	-
497-36-361-3615	Spec Assess -Penalty & Interes	-	-	-	-	-	-
497-36-362-3622	Interest Earnings	-	-	-	-	18,113.12	-
497-39-392-3924	Transfer from Other Funds	-	-	-	80,850.00	-	-
497-39-392-3931	Interfund Debt Borrowed	-	-	-	-	-	-
497-39-393-3932	Gen Obligation Bond Proceeds	-	-	-	-	2,707,573.65	-
497-45-100-3004	Legal Fees	-	-	-	-	-	-
497-45-100-4430	Miscellaneous	-	-	-	-	33,850.00	-
497-45-100-6601	Bond Principal	-	-	-	-	-	-
497-45-100-6611	Bond Interest	-	-	-	114,650.00	-	-
497-45-100-6620	Fiscal Agents Fees	-	-	-	495.00	-	-
497-45-100-7720	Transfer to other Funds	-	-	-	-	2,278,251.26	-
Total Fund 497 - 2023A GO Bonds 2nd Street		-	-	-	(34,295.00)	413,585.51	-

City of Proctor								
Capital Needs								
As of 11/20/2023								
Department	Description	2021	2022	2023	2024	2025	2026	2027
	<u>General Fund</u>							
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	Small Salt/PUC Garage			218,926				
Elections	Poll Pads				6,600			
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	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							600,000
		20,392	165,507	345,424	127,975	81,000	133,500	733,500
	<u>Grants</u>							
Fire	FEMA Grant for SCBA Units and Excraction 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 (PGE \$10K, Pickleball \$50K, 3rd St. \$10K)			70,000				
Street	ARPA - Sidewalk improvments			39,502				
		209,589	449,314	1,914,502	-	-	-	-
	<u>Donations</u>							
Parks	Playground for Everybody (ISD 709 and R3AD in 2023)		57,782	25,000				
Fire	Thermal Imaging Cameras			8,600				
		-	57,782	33,600	-	-	-	-
	<u>Closed Bond Fund Transfers</u>							
Street	Sand/Salt Shed	51,587	36,364	62,049				
	<u>Insurance Proceeds</u>							
City Hall	Boilers		51,000					
	<u>Capital Projects/Capital Equipment Fund</u>							
Street	Street/Park Truck (remaining balance of Capital Equipment Fund)		11,092					
City Hall	City Hall Improvement Fund		18,155					
		-	29,247	-	-	-	-	-
	<u>2023 Additional State Aid for Public Safety (\$135,522)</u>							
Police	Police Squad Car			65,000				
Fire	21 Fire Helmets, 19 sets dual cert gear, Hose (approved for \$55,000)			38,772				
Fire	Seal Coat Fire Hall Floor			31,750				
		-	-	135,522	-	-	-	-

City of Proctor								
Capital Needs								
As of 11/20/2023								
Department	Description	2021	2022	2023	2024	2025	2026	2027
	Public Safety Fund							
Balance		264,289	221,008	193,036	188,201	138,367	153,533	113,991
Receipts		65,718	80,459	80,000	100,000	100,000	100,000	100,000
Police	Police Squad Car (5 yr Captial Lease)	27,637	33,034	10,292	10,292	10,292		
Police	Police Squad Car				65,000			
Police	Police Squad Car						65,000	
Police	Police Squad Car							
Fire	Fire Truck (10 year capital lease - 2021)	81,363	75,397	74,542	74,542	74,542	74,542	74,542
Fire	Replace 1993 Spartan Fire Truck - Engine #1 (Assume \$650K 10 year lease)							
Fire	Replace 2004 Pierce Fire Truck - Engine #2 (Assume \$700K 10 year lease)							
		108,999	108,431	84,834	149,834	84,834	139,542	74,542
	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	1,520,995
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 - Chiller						225,000	
City Hall	City Hall Upgrades and Repairs		16,735	100,000	50,000	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
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	541,000	316,000

City of Proctor								
Capital Needs								
As of 11/20/2023								
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 Maintenance 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							

City of Proctor
2024 Recommended Budget Summary
Enterprise Funds

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget	2023 Actual - Dec
Liquor Store							
Revenue	1,078,634	1,171,157	1,188,437	1,177,400	1,263,770	7%	1,129,738
Cost of Goods Sold	807,321	859,562	866,727	855,900	923,200	8%	816,671
Gross Profit	271,313	311,595	321,709	321,500	340,570	6%	313,067
Gross Profit Percentage	25.2%	26.6%	27.1%	27.3%	26.9%	-1%	27.7%
Operating Expenses							
Salary	159,936	77,647	182,730	190,441	184,279	-3%	160,805
Other Expenses	86,479	96,175	111,474	100,436	116,403	16%	99,113
Transfer to General	5,286	5,286	5,286	5,286	5,550	5%	4,846
Capital	-	656	-	22,400	10,000	-55%	7,523
Total Expenses:	251,700	179,764	299,490	318,563	316,232	-1%	272,287
Net Income	19,613	131,831	22,219	2,937	24,338	729%	40,781
Sewer Fund							
Revenue	528,574	553,199	534,392	556,030	588,550	6%	251,244
Cost of Goods Sold	334,436	306,366	324,738	330,000	339,367	3%	305,319
Gross Profit	194,138	246,833	209,654	226,030	249,183	10%	(54,075)
Operating Expenses							
Salary	21,334	17,558	17,956	19,333	19,497	1%	16,252
Other Expenses	206,729	170,637	227,612	176,216	194,786	11%	157,186
Total Expenses:	228,063	188,195	245,568	195,549	214,283	10%	173,438
Net Income	(33,925)	58,638	(35,914)	30,482	34,900	14%	(227,514)
Storm Sewer Fund							
Revenue	-	-	-	-	-		-
Operating Expenses							

City of Proctor

2024 Recommended Budget Summary

Enterprise Funds

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget	2023 Actual - Dec
Salary	-	-	-	-	-		-
Other Expenses	-	-	-	-	31,535		55,800
Total Expenses:	-	-	-	-	31,535		55,800
Net Income	-	-	-	-	(31,535)		(55,800)

City of Proctor

2024 Recommended Budget Summary

Enterprise Funds

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget	2023 Actual - Dec
Golf Fund							
Revenue	31,419	50,077	68,491	25,000	25,000	0%	59,198
Transfer From General Fund	10,000	10,000	20,000	20,000	25,000		-
Operating Expenses							
Total Expenses:	78,479	83,505	108,766	74,800	80,100	7%	44,501
Net Income	(37,060)	(23,428)	(20,275)	(29,800)	(30,100)	1%	14,697
Cable Fund							
Revenue	17,840	24,216	23,514	24,000	24,750	3%	21,835
Operating Expenses							
Salary	5,952	3,381	3,813	10,000	10,000	0%	1,944
Other Services	900	900	900	900	900	0%	-
Capital	1,305	195	-	10,300	10,300	0%	3,882
Total Expenses:	8,157	4,476	4,713	21,200	21,200	0%	5,826
Net Income	9,683	19,740	18,800	2,800	3,550	27%	16,010

City of Proctor

2024 Recommended Budget Summary

Enterprise Funds

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	% change from 2023 Budget	2023 Actual - Dec
Public Utilities Fund							
Revenue - Water	852,903	973,233	900,448	968,600	1,081,600	12%	930,370
Water Purchases	417,573	485,225	514,324	508,000	560,000	10%	466,994
Gross Profit	435,330	488,007	386,124	460,600	521,600	13%	463,376
Operating Expenses - Water							
Salary	69,030	89,581	95,146	97,506	99,313	2%	89,521
Other Expenses	170,371	239,876	227,948	240,869	247,927	3%	186,434
Total Water Expenses:	239,401	329,458	323,095	338,375	347,240	3%	275,955
Net Water	195,929	158,550	63,029	122,225	174,361	43%	187,420
Revenue - Electirc	2,448,202	2,884,453	2,732,202	2,812,700	2,789,684	-1%	2,669,444
Electric Purchases	1,857,832	2,231,396	1,790,960	2,000,000	2,000,000	0%	1,683,710
Gross Profit	590,370	653,057	941,242	812,700	789,684	-3%	985,734
Operating Expenses -Electric	349,409	307,805	467,010	459,306	503,871	10%	501,820
Net Electric	240,962	345,252	474,232	353,394	285,813	-19%	483,914
Operating Expenses - Administrative							
Salary	213,891	162,859	184,029	192,110	196,695	2%	170,586
Other Expenses	54,510	60,938	62,839	68,626	70,881	3%	54,403
Total Admin Expenses:	268,401	223,797	246,868	260,736	267,576	3%	224,990
Other Revenues	38,798	5,454	73,005	17,510	100,000	471%	164,250
Net Income	207,288	285,459	363,399	232,393	292,598	26%	610,595

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Sewer Fund							
500-34-341-3419	Miscellaneous Revenue	300.00	-	1,030.00	1,050.00	-	-
500-34-350-3457	Sewer Charges	539,456.77	526,334.02	555,000.00	577,500.00	251,243.97	348,920.30
500-36-361-3615	Spec Assess -Penalty & Interes	(147.18)	(70.58)	-	-	-	(70.58)
500-36-362-3622	Interest Earnings	3,589.71	8,128.07	-	10,000.00	-	-
500-36-362-3710	Other Grant Revenue	10,000.00	-	-	-	-	-
Total Sewer Revenue		553,199.30	534,391.51	556,030.00	588,550.00	251,243.97	348,849.72
500-50-510-1100	Salaries	13,791.11	14,623.71	15,330.00	15,840.00	12,918.39	13,952.55
500-50-510-1121	PERA Contribution	1,034.23	1,096.83	1,110.00	1,148.00	968.86	1,046.48
500-50-510-1122	FICA Contribution	852.47	901.75	960.00	980.00	800.62	860.13
500-50-510-1125	Medicare	199.34	210.86	215.00	229.00	187.22	201.14
500-50-510-1151	Worker s Comp Insur Premiums	1,680.86	1,122.63	1,718.00	1,300.00	1,377.40	1,714.00
500-50-510-2210	Operating Supplies	4,512.95	4,296.96	4,650.00	4,882.50	7,256.98	4,296.96
500-50-510-2214	Safety Items	171.16	-	206.00	216.30	-	-
500-50-510-2220	Supplies - Repair & Maint	446.84	1,255.51	1,400.00	1,470.00	389.25	1,255.51
500-50-510-3000	Professional Services	2,194.05	1,090.30	2,575.00	12,000.00	441.50	1,034.95
500-50-510-3003	Engineering Fees	7,668.83	3,387.10	8,000.00	8,400.00	1,118.00	3,387.10
500-50-510-3007	Management Fees	2,288.00	2,496.00	2,288.00	2,402.40	2,288.00	2,288.00
500-50-510-3009	Computer Services	-	10,098.17	-	-	-	725.32

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
500-50-510-3015	Contractor	34,980.84	90,503.69	36,050.00	37,852.50	41,217.15	90,503.69
500-50-510-3021	Telephone	1,073.06	864.02	1,236.00	1,297.80	1,017.72	775.54
500-50-510-3031	Travel & Lodging Expense	-	-	824.00	865.20	-	-
500-50-510-3035	Training Expense	-	-	1,236.00	1,297.80	893.13	-
500-50-510-3061	Insurance: General Liability	2,390.00	2,462.00	2,540.00	3,000.00	3,465.00	2,874.00
500-50-510-3062	Insurance: Property	244.00	385.00	400.00	550.00	541.00	450.00
500-50-510-3080	Utilities	1,680.57	1,173.71	1,750.00	1,837.50	1,281.29	976.40
500-50-510-3085	Sewer - WLSSD Billing	306,366.20	324,737.80	330,000.00	339,367.00	305,319.40	302,304.80
500-50-510-4400	Repairs & Maintenance	5,533.29	5,566.00	5,700.00	5,985.00	229.00	5,566.00
500-50-510-4420	Depreciation	107,303.30	104,033.70	107,000.00	112,350.00	95,364.28	94,701.74
500-50-510-4430	Miscellaneous	150.00	-	206.00	216.30	1,100.00	-
500-50-510-4433	Dues & Subscriptions	-	-	-	-	560.00	-
500-50-510-4438	Licenses & Permits	-	-	154.50	162.23	23.49	-
Total Sewer Fund Expenditures		494,561.10	570,305.74	525,548.50	553,649.53	478,757.68	528,914.31
Net Sewer Fund		58,638.20	(35,914.23)	30,481.50	34,900.47	(227,513.71)	(180,064.59)

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Storm Fund							
525-50-530-1100	Salaries	-	-	-	7,500.00	-	-
525-50-530-1121	PERA Contribution	-	-	-	550.00	-	-
525-50-530-1122	FICA Contribution	-	-	-	320.00	-	-
525-50-530-1125	Medicare	-	-	-	110.00	-	-
525-50-530-1151	Worker s Comp Insur Premiums	-	-	-	620.00	-	-
525-50-530-2210	Operating Supplies	-	-	-	2,500.00	-	-
525-50-530-3000	Professional Services	-	-	-	10,000.00	-	-
525-50-530-3015	Contractor	-	-	-	8,275.00	55,800.00	-
525-50-530-4433	Dues & Subscriptions	-	-	-	1,660.00	-	-
Total Storm Fund Expenditures		-	-	-	31,535.00	55,800.00	-

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Golf Fund							
550-34-341-3419	Miscellaneous Revenue	12,349.30	-	-	-	-	-
550-36-362-3622	Interest Earnings	-	-	-	-	-	-
550-36-362-3624	Contributions from Private Sou	37,728.11	68,491.08	25,000.00	25,000.00	37,462.53	16,191.39
550-39-391-3910	Sale General Fixed Assets	-	-	-	-	21,735.33	-
550-39-392-3924	Transfer from Other Funds	10,000.00	20,000.00	20,000.00	25,000.00	-	-
Golf Fund Revenue		60,077.41	88,491.08	45,000.00	50,000.00	59,197.86	16,191.39
550-55-550-2210	Operating Supplies	-	2,102.00	-	-	-	2,102.00
550-55-550-3000	Professional Services	-	20,000.00	20,000.00	15,000.00	20,000.00	20,000.00
550-55-550-3062	Insurance: Property	687.00	971.00	1,000.00	1,300.00	1,276.00	1,133.00
550-55-550-4400	Repairs & Maintenance	557.74	625.00	-	10,000.00	5,566.74	625.00
550-55-550-4420	Depreciation	30,106.03	28,872.01	28,800.00	28,800.00	-	-
550-55-550-4430	Miscellaneous	52,154.59	56,195.61	25,000.00	25,000.00	17,658.39	2,395.92
Golf Fund Expenditures		83,505.36	108,765.62	74,800.00	80,100.00	44,501.13	26,255.92
Net Golf Fund		(23,427.95)	(20,274.54)	(29,800.00)	(30,100.00)	14,696.73	(10,064.53)

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
Liquor Store							
600-36-362-3622	Interest Earnings	50.65	4,659.78	-	4,500.00	3,728.94	1,207.43
600-36-362-3623	Unrealized Gains(Losses)Invest	(210.00)	(400.00)	-	-	4,340.00	(750.00)
600-36-362-3920	Miscellaneous Revenue	20,137.29	-	-	-	-	-
600-37-378-3782	Liquor Sales	428,978.62	435,823.46	428,500.00	449,925.00	403,823.14	392,657.85
600-37-378-3783	Beer Sales	595,069.16	622,982.70	625,000.00	656,250.00	578,645.18	573,200.21
600-37-378-3784	Wine Sales	96,688.18	96,032.21	94,400.00	99,120.00	83,176.15	86,496.71
600-37-378-3785	Soft Drink Sales	18,186.11	17,525.53	17,500.00	18,375.00	18,681.93	16,017.87
600-37-378-3786	Other Merchandise	12,257.21	11,812.96	12,000.00	12,600.00	13,085.60	11,088.80
600-37-378-3788	THC Sales	-	-	-	23,000.00	24,257.15	-
Liquor Store Revenue		1,171,157.22	1,188,436.64	1,177,400.00	1,263,770.00	1,129,738.09	1,079,918.87
600-60-600-1100	Salaries	127,693.30	140,710.85	149,870.00	145,220.00	124,235.07	130,313.67
600-60-600-1121	PERA Contribution	(77,909.14)	12,974.42	10,860.00	10,524.00	9,317.80	9,551.28
600-60-600-1122	FICA Contribution	7,696.24	8,787.01	9,290.00	9,000.00	7,535.38	7,920.75
600-60-600-1125	Medicare	1,800.07	2,054.92	2,170.00	2,105.00	1,762.36	1,852.36
600-60-600-1131	Employer Paid Health Insurance	12,808.00	13,211.06	12,130.00	12,200.00	12,040.00	12,144.06
600-60-600-1151	Worker s Comp Insur Premiums	5,558.11	4,991.90	6,121.00	5,230.00	5,914.30	5,212.00
600-60-600-2205	Office Supplies	119.72	65.15	200.00	210.00	385.83	16.78
600-60-600-2210	Operating Supplies	6,110.63	7,554.22	6,952.00	7,299.60	6,516.23	6,569.00
600-60-600-2251	Liquor Purchases	308,439.78	320,503.71	313,200.00	325,000.00	289,443.63	286,316.08
600-60-600-2252	Beer Purchases	475,369.14	474,824.86	456,900.00	498,000.00	438,456.57	432,818.15
600-60-600-2253	Wine Purchases	57,936.46	54,037.82	69,000.00	70,000.00	59,162.22	48,248.53
600-60-600-2254	Soft Drinks & Mix	14,489.45	13,647.82	12,800.00	13,000.00	13,655.71	12,444.15
600-60-600-2255	THC Products	-	-	-	13,000.00	11,980.75	-
600-60-600-2258	Misc Merchandise	3,327.35	3,713.24	4,000.00	4,200.00	3,972.05	3,411.09
600-60-600-2262	Bad Debt Expense	367.04	226.81	300.00	315.00	-	-
600-60-600-2265	Inventory Breakage & Shrink	60.00	-	-	-	429.00	-
600-60-600-3000	Professional Services	197.27	55.00	200.00	210.00	164.45	55.00
600-60-600-3004	Legal Fees	-	-	-	-	-	-
600-60-600-3007	Management Fees	3,504.00	3,504.00	3,504.00	3,504.00	3,212.00	3,212.00
600-60-600-3009	Computer Services	5,437.09	4,147.51	4,000.00	4,350.00	6,136.42	3,953.50
600-60-600-3021	Telephone	280.00	440.00	600.00	630.00	440.00	400.00
600-60-600-3022	Postage	19.94	34.98	50.00	52.50	-	-
600-60-600-3031	Travel & Lodging Expense	64.81	-	100.00	105.00	-	-

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
600-60-600-3033	Freight & Express	7,755.82	8,777.83	8,300.00	8,715.00	8,749.67	8,064.06
600-60-600-3035	Training Expense	-	-	200.00	210.00	-	-
600-60-600-3040	Advertising	777.30	1,432.40	1,000.00	10,000.00	759.00	1,207.40
600-60-600-3052	General Notices & Public Infor	-	-	-	-	182.30	-
600-60-600-3061	Insurance: General Liability	3,485.32	2,667.96	2,800.00	2,940.00	2,704.33	2,667.96
600-60-600-3062	Insurance: Property	2,272.72	2,272.68	2,400.00	2,520.00	2,704.32	2,272.68
600-60-600-3080	Utilities	10,176.56	8,721.59	9,300.00	9,765.00	7,653.13	7,436.58
600-60-600-3084	Refuse Disposal	1,914.36	2,010.02	2,060.00	2,163.00	1,902.74	1,664.88
600-60-600-4400	Repairs & Maintenance	5,465.01	4,704.89	5,700.00	5,985.00	-	4,704.89
600-60-600-4406	Pest Control	528.97	500.39	540.00	567.00	530.67	452.62
600-60-600-4420	Depreciation	10,661.28	11,617.22	11,600.00	11,600.00	10,649.10	9,772.84
600-60-600-4430	Miscellaneous	-	77.95	-	-	89.39	77.95
600-60-600-4431	Cash Short (Over)	(98.57)	(195.84)	-	-	(364.13)	(197.17)
600-60-600-4432	Bank Charges	172.50	109.00	130.00	136.50	135.00	104.00
600-60-600-4433	Dues & Subscriptions	800.00	1,200.00	1,200.00	1,260.00	1,200.00	1,200.00
600-60-600-4438	Licenses & Permits	20.50	20.43	-	-	20.43	20.43
600-60-600-4441	Credit Card Service fees	30,853.88	47,162.26	34,000.00	42,500.00	42,935.95	42,827.80
600-60-600-4443	Security Systems	1,315.86	839.22	1,300.00	1,365.00	1,977.18	839.22
600-60-600-5580	Other Equipment Purchase	656.25	-	22,400.00	10,000.00	7,523.17	-
600-60-600-6615	Interest Expense	3,913.29	3,528.09	4,000.00	-	-	-
600-60-600-7720	Operating Transfer	5,286.00	5,286.00	5,286.00	5,550.30	4,845.50	4,845.50
Liquor Store Expenditures		1,039,326.31	1,166,217.37	1,174,463.00	1,239,431.90	1,088,957.52	1,052,400.04
Net Liquor Store		131,830.91	22,219.27	2,937.00	24,338.10	40,780.57	27,518.83

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
PUC Water							
700-34-350-3741	Sewage Collection Fees	1,200.00	1,200.00	1,200.00	1,200.00	1,100.00	1,100.00
700-36-361-3615	Spec Assess -Penalty & Interes	301.08	-	-	-	-	-
700-37-371-3712	Water Sales - Residential	874,500.42	707,728.75	755,000.00	880,000.00	729,067.72	649,615.90
700-37-371-3713	Water Sales - Commercial	91,281.15	188,148.10	205,000.00	195,000.00	166,018.14	176,511.22
700-37-371-3715	Penalties	530.00	1,645.65	2,000.00	-	30,828.93	1,645.65
700-37-371-3716	Miscellaneous Sales & Service	5,420.00	1,725.20	5,400.00	5,400.00	3,355.02	1,725.20
Total Water Revenue		973,232.65	900,447.70	968,600.00	1,081,600.00	930,369.81	830,597.97
700-71-710-3071	Water Purchases	485,225.46	514,323.56	508,000.00	560,000.00	466,994.04	478,821.27
700-71-720-1100	Salaries	57,926.23	59,800.92	61,330.00	62,960.00	56,149.25	52,389.75
700-71-720-1121	PERA Contribution	1,688.41	5,346.11	4,446.00	4,563.00	4,211.20	3,925.62
700-71-720-1122	FICA Contribution	3,197.67	3,323.60	3,800.00	3,900.00	3,134.16	2,910.91
700-71-720-1125	Medicare	747.79	777.27	890.00	920.00	732.97	680.76
700-71-720-1131	Employer Paid Health Insurance	20,327.80	21,225.04	21,807.00	21,800.00	19,775.12	19,522.30
700-71-720-1151	Worker s Comp Insur Premiums	5,693.31	4,673.46	5,233.00	5,170.00	5,518.70	5,153.00
700-71-720-2210	Operating Supplies	5,283.24	4,835.93	5,600.00	5,600.00	6,633.58	3,649.25
700-71-720-2212	Fuels & Lubricants	2,563.29	5,006.30	4,000.00	4,200.00	4,171.88	4,329.37
700-71-720-2217	Clothing	-	135.00	300.00	300.00	-	135.00
700-71-720-2262	Bad Debt Expense	12,886.10	2,491.03	1,030.00	1,081.50	-	-
700-71-720-3000	Professional Services	1,014.70	755.00	11,500.00	12,075.00	2,175.00	755.00
700-71-720-3003	Engineering Fees	7,283.87	11,388.50	15,000.00	15,000.00	7,835.25	11,388.50
700-71-720-3009	Computer Services	-	3,202.04	200.00	200.00	-	181.34
700-71-720-3015	Contractor	92,412.33	90,997.24	100,000.00	100,000.00	64,074.94	75,577.37
700-71-720-3031	Travel & Lodging Expense	-	-	100.00	100.00	-	-
700-71-720-3035	Training Expense	-	-	100.00	100.00	-	-
700-71-720-3061	Insurance: General Liability	943.00	1,228.00	1,260.00	1,600.00	1,692.00	1,434.00
700-71-720-3062	Insurance: Property	355.96	741.00	760.00	1,700.00	1,623.00	865.00
700-71-720-4400	Repairs & Maintenance	5,446.05	764.61	5,800.00	5,800.00	309.11	60.30
700-71-720-4420	Depreciation	111,487.76	106,384.58	95,000.00	99,750.00	97,519.18	78,925.11
700-71-720-4433	Dues & Subscriptions	200.00	-	200.00	400.00	400.00	-
700-71-720-4438	Licenses & Permits	-	19.25	19.25	20.00	-	19.25
Total Water Expenditures		814,682.97	837,418.44	846,375.25	907,239.50	742,949.38	740,723.10
Net Water		158,549.68	63,029.26	122,224.75	174,360.50	187,420.43	89,874.87

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
PUC Electric							
700-37-372-3716	Miscellaneous Sales & Service	390,828.64	151,745.34	120,000.00	150,000.00	217,987.04	106,923.62
700-37-372-3742	Electric Sales - Residential	1,836,005.18	2,252,496.40	2,350,000.00	1,430,000.00	1,350,730.30	2,050,236.25
700-37-372-3743	Electric Sales - Commercial	612,935.42	283,276.95	298,000.00	1,165,000.00	1,059,766.96	255,783.12
700-37-372-3745	Street Lighting Sales	44,683.56	44,683.56	44,700.00	44,683.56	40,959.93	40,959.93
700-37-372-3747	MN State Conservation Fee	-	-	-	-	-	-
Total Electric Revenue		2,884,452.80	2,732,202.25	2,812,700.00	2,789,683.56	2,669,444.23	2,453,902.92
700-72-710-3074	Electric Purchases	2,231,395.91	1,790,960.31	2,000,000.00	2,000,000.00	1,683,710.26	1,591,603.50
700-72-720-2262	Bad Debt Expense	-	2,491.04	-	-	-	-
700-72-720-3000	Professional Services	-	-	10,000.00	10,500.00	-	-
700-72-720-3015	Contractor	138,125.67	284,231.90	250,000.00	300,000.00	351,223.06	289,267.44
700-72-720-3031	Travel & Lodging Expense	97.78	10.50	100.00	105.00	140.69	10.50
700-72-720-3061	Insurance: General Liability	1,138.96	1,193.00	1,230.00	2,800.00	2,981.00	1,393.00
700-72-720-3091	Conservation Fee Rebates	19,845.57	40,044.95	40,000.00	40,000.00	19,092.66	29,989.23
700-72-720-4418	Land Lease	276.00	276.00	276.00	276.00	276.00	276.00
700-72-720-4420	Depreciation	91,566.39	88,087.25	95,900.00	95,000.00	80,746.60	79,253.46
700-72-720-4433	Dues & Subscriptions	9,669.31	6,615.00	10,506.00	10,506.00	6,400.00	6,615.00
700-72-720-4491	PUC Donations to City	47,085.31	44,059.86	51,294.00	44,683.56	40,959.93	40,336.23
Total Electric Expenditure		2,539,200.90	2,257,969.81	2,459,306.00	2,503,870.56	2,185,530.20	2,038,744.36
Net Electric		345,251.90	474,232.44	353,394.00	285,813.00	483,914.03	415,158.56

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
PUC Administration							
700-36-362-3622	Interest Earnings	8,604.29	78,750.90	17,510.00	100,000.00	99,150.03	19,949.62
700-36-362-3623	Unrealized Gains(Losses)Invest	(3,150.00)	(5,746.00)	-	-	65,100.00	(11,250.00)
700-74-740-1100	Salaries	79,846.43	77,721.44	130,770.00	134,760.00	117,059.03	69,891.09
700-74-740-1121	PERA Contribution	3,964.14	7,092.29	9,346.00	9,637.00	8,813.28	5,228.46
700-74-740-1122	FICA Contribution	4,573.30	4,695.30	8,110.00	8,360.00	6,915.84	4,126.24
700-74-740-1125	Medicare	1,083.73	1,098.16	1,899.00	1,958.00	1,617.36	965.06
700-74-740-1131	Employer Paid Health Insurance	28,231.30	26,635.36	41,082.00	41,100.00	35,262.60	24,429.08
700-74-740-1151	Worker s Comp Insur Premiums	727.01	527.81	903.00	880.00	918.20	504.00
700-74-740-2205	Office Supplies	2,854.51	2,355.60	3,090.00	3,090.00	1,693.86	2,355.60
700-74-740-2210	Operating Supplies	-	519.90	-	-	-	519.90
700-74-740-2217	Clothing	-	-	257.50	270.38	-	-
700-74-740-3000	Professional Services	108.00	-	103.00	103.00	-	-
700-74-740-3001	Auditing & Accounting Services	3,700.00	5,500.00	5,665.00	6,200.00	6,050.00	5,500.00
700-74-740-3004	Legal Fees	4,550.00	3,895.00	4,944.00	5,000.00	3,776.00	3,895.00
700-74-740-3009	Computer Services	11,109.00	11,880.29	12,051.00	12,653.55	11,543.00	11,724.84
700-74-740-3021	Telephone	885.00	1,665.00	927.00	1,800.00	1,650.00	1,515.00
700-74-740-3022	Postage	7,610.52	8,031.66	8,240.00	7,000.00	5,158.50	5,524.66
700-74-740-3031	Travel & Lodging Expense	50.00	-	103.00	103.00	50.00	-
700-74-740-3035	Training Expense	-	-	206.00	206.00	-	-
700-74-740-3040	Advertising	500.00	-	515.00	515.00	-	-

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
700-74-740-3052	General Notices & Public Infor	709.35	804.90	721.00	750.00	861.94	804.90
700-74-740-3090	Interest on Customer Deposit	226.84	116.75	824.00	824.00	25.62	105.84
700-74-740-4400	Repairs & Maintenance	-	1,810.00	-	-	-	1,810.00
700-74-740-4430	Miscellaneous	2,034.38	301.36	2,266.00	2,266.00	1,237.88	301.36
700-74-740-4431	Cash Short (Over)	-	631.25	-	-	(483.99)	1.79
700-74-740-4432	Bank Charges	172.50	110.00	200.00	200.00	165.00	95.00
700-74-740-4441	Credit Card Service fees	26,427.50	25,217.33	27,913.00	29,300.00	22,415.51	23,543.33
700-74-740-5570	Office Equip & Furnishings	-	-	600.00	600.00	260.09	-
700-74-750-1100	Salaries	32,644.96	46,695.96	-	-	-	41,235.90
700-74-750-1121	PERA Contribution	1,370.42	4,174.03	-	-	-	3,089.34
700-74-750-1122	FICA Contribution	1,936.09	2,787.58	-	-	-	2,465.28
700-74-750-1125	Medicare	452.80	651.90	-	-	-	576.53
700-74-750-1131	Employer Paid Health Insurance	7,679.20	11,705.68	-	-	-	10,774.74
700-74-750-1151	Worker s Comp Insur Premiums	349.84	243.00	-	-	-	243.00
Total PUC Administration		218,342.53	173,862.65	243,225.50	167,575.93	60,739.69	212,526.32
Net PUC		285,459.05	363,399.05	232,393.25	292,597.57	610,594.77	292,507.11

City of Proctor

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023 YTD November	2022 YTD November
PEDA							
830-34-341-3419	Miscellaneous Revenue	-	-	-	-	20,000.00	-
830-36-362-3621	Program Income-Loan Principal	4,590.59	1,700.73	-	-	-	1,691.40
830-36-362-3622	Interest Earnings	308.34	133.33	-	200.00	1.32	26.58
830-39-392-3924	Transfer from Other Funds	-	55,000.00	55,000.00	55,000.00	-	-
Total PEDA Revenue		4,898.93	56,834.06	55,000.00	55,200.00	20,001.32	1,717.98
830-80-800-1100	Salaries	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
830-80-800-1121	PERA Contribution	375.00	375.00	375.00	375.00	375.00	375.00
830-80-800-1122	FICA Contribution	292.50	292.50	310.00	310.00	292.50	292.50
830-80-800-1125	Medicare	67.50	67.50	72.50	72.50	67.50	67.50
830-80-800-3000	Professional Services	23,427.01	22,145.00	44,400.00	44,400.00	4,100.00	11,145.00
830-80-800-3003	Engineering Fees	-	-	1,500.00	1,500.00	-	-
830-80-800-3004	Legal Fees	9,017.00	2,675.00	620.00	620.00	150.00	2,375.00
830-80-800-3052	General Notices & Public Infor	146.42	104.00	452.50	452.50	(52.00)	-
830-80-800-4432	Bank Charges	6.00	-	-	-	-	-
830-80-800-6612	Other Long-Term Oblig Interest	2,409.71	2,268.68	2,270.00	2,270.00	-	-
830-90-900-3000	Professional Services	1,000.00	-	-	-	-	-
Total PEDA Expenditures		41,741.14	32,927.68	55,000.00	55,000.00	9,933.00	19,255.00
Net PEDA		(36,842.21)	23,906.38	-	200.00	10,068.32	(17,537.02)

City of Proctor

Payroll Summary by Department

Check Date Range 12/22/2023 to 12/22/2023

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	2,200.00	-	-	-	-
City Admin	10,448.80	-	-	-	-
Finance	3,076.81	-	-	-	-
Police Department	27,239.00	24.00	1,242.36	-	-
Fire Department	-	-	-	-	-
Street Department	9,829.21	3.50	173.04	-	-
Liquor Store	5,719.23	-	-	-	-
PUC	6,638.16	7.50	292.05	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
Total	65,151.21	35.00	1,707.45	-	-

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 = 01/02/2024

General Fund Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title	
ALLIED GENERATORS					
36790	GENERATOR MAINTAINENCE	12/12/2023	404.50	100-20-220-4400	Repairs & Maintenanc
Total ALLIED GENERATORS:			404.50		
BRAY&REED					
2567	CITY OF PROCTOR GENERAL	12/22/2023	3,400.00	100-10-160-3004	Legal Fees
2569	NUISANCE MATTERS - P. BIANCHINI	12/22/2023	150.00	100-10-160-3004	Legal Fees
2570	SAND SALT BUILDING	12/22/2023	4,410.00	100-10-160-3004	Legal Fees
2571	NUISANCE MATTERS - ENGELBRECHT	12/22/2023	375.00	100-10-160-3004	Legal Fees
Total BRAY&REED:			8,335.00		
CINTAS					
4175555439	RUGS AND MATS - FIRE HALL	12/28/2023	35.41	100-20-220-3000	Professional Services
4175555439	RUGS AND MATS - FIRE HALL	12/28/2023	103.69	100-20-220-3000	Professional Services
4175555533	STREET DEPT COVERALLS	11/30/2023	21.36	100-30-300-2217	Clothing
4175555533	POLICE DEPT MATS	11/30/2023	36.49	100-10-130-3000	Professional Services
4176291990	STREET DEPT COVERALLS	12/07/2023	21.36	100-30-300-2217	Clothing
4176291990	CITY HALL MATS, TOWELS, MOPS	12/07/2023	134.01	100-10-130-3000	Professional Services
4177008429	STREET DEPT COVERALLS	12/14/2023	21.36	100-30-300-2217	Clothing
4177008429	POLICE DEPT MATS	12/14/2023	36.49	100-10-130-3000	Professional Services
4177591251	STREET DEPT COVERALLS	12/20/2023	21.36	100-30-300-2217	Clothing
4177591251	CITY HALL MATS, TOWELS, MOPS	12/20/2023	134.01	100-10-130-3000	Professional Services
Total CINTAS:			494.72		
COONS AGGREGATE					
3176	7 LOADS OF RECYCLED ASPHALT	12/26/2023	2,266.43	100-40-410-2210	Operating Supplies
Total COONS AGGREGATE:			2,266.43		
EMERGENCY AUTOMOTIVE TECH INC					
DUL23074	2023 TAHOE / OUTFITTING SQUAD 123	11/10/2023	15,651.98	850-20-210-5540	Vehicle or Heavy Mac
DUL342566	2023 SQUAD OUTFIT	12/11/2023	3,517.73	850-20-210-5540	Vehicle or Heavy Mac
Total EMERGENCY AUTOMOTIVE TECH INC:			19,169.71		
GRAND FORKS FIRE EQUIPMENT LLC					
39607	NEW FIRE HOSE	12/21/2023	10,334.84	850-20-220-2240	Small Tools and Equip
Total GRAND FORKS FIRE EQUIPMENT LLC:			10,334.84		
GREAT AMERICA FINANCIAL SERVICE					
35579316	AGREEMENT 007-1813067-000 - BIZHUB C360I COPIER	12/25/2023	172.58	100-20-210-4400	Repairs & Maintenanc
35579317	AGREEMENT 009-1813070-000 - BIZHUB C360I COPIER	12/25/2023	172.58	100-10-120-4400	Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVICE:			345.16		

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
HARTELS/DBJ DISPOSAL COMPANY				
988095	TRASH REMOVAL SERVICES - CITY OF PROCTOR	12/25/2023	336.89	100-10-130-3084 Refuse Disposal
988095	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	12/25/2023	202.99	100-30-300-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY:			539.88	
HELQUIST, KERRY				
121323	CELL PHONE - OCT-DEC 2023	12/13/2023	150.00	100-20-220-3021 Telephone
Total HELQUIST, KERRY:			150.00	
INTEGRIS LLC				
517033	MONTHLY BILLING	12/27/2023	3,357.62	100-10-120-3009 Computer Services
Total INTEGRIS LLC:			3,357.62	
JOHNSON CONTROLS				
1-1316607041	ANNUAL MAINTENANCE CONTRACT	12/17/2023	15,562.00	100-10-130-4400 Repairs & Maintenanc
Total JOHNSON CONTROLS :			15,562.00	
MN DEPT PUBLIC SAFETY				
122220230104	1985 FORD DUMP	11/21/2023	20.25	100-30-300-4438 Licenses & Permits
122220233465	VEHICLE TABS 2016 GMC 2500	11/21/2023	20.25	100-30-300-4438 Licenses & Permits
122220237230	VEHICLE TABS 1989 FORD SIGN TRUCK	11/21/2023	20.25	100-30-300-4438 Licenses & Permits
122220237654	VEHICLE TABS 2015 CHEV 3500	11/21/2023	20.25	100-30-300-4438 Licenses & Permits
122220238124	VEHICLE TABS 2018 MACK DUMP	12/22/2023	20.25	100-30-300-4438 Licenses & Permits
122220239098	VEHICLE TABS 2022 GMC SIERRA	12/22/2023	20.25	100-30-300-4438 Licenses & Permits
Total MN DEPT PUBLIC SAFETY:			121.50	
NORTHERN ENGINE & SUPPLY INC				
156488	LED LIGHTS FOR GRADER	12/19/2023	495.50	100-30-300-2220 Supplies - Repair & M
Total NORTHERN ENGINE & SUPPLY INC:			495.50	
NORTHLAND FIRE & SAFETY INC				
416.00	ANNUAL FIRE EXTINGUISHER MAINTENANCE - STREET DEPT	12/08/2023	416.00	100-30-300-3015 Contractor
Total NORTHLAND FIRE & SAFETY INC:			416.00	
PROCTOR BUILDERS-STREET DEPT				
265017	SUPPLIES FOR DOWNTOWN LIGHTING REPAIRS	11/02/2023	101.49	100-40-410-2220 Beautification
Total PROCTOR BUILDERS-STREET DEPT:			101.49	
PROCTOR JOURNAL				
38081	CHRISTMAS, NEW YEARS AD	12/27/2023	100.00	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL:			100.00	
RASMUSSEN CLEANING SERVICE LLC				
001232	CLEANING SERVICES	12/21/2023	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			3,575.00	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
SEH				
458799	166073 2022-2024 CITY ENGINEERING	12/15/2023	1,813.15	100-10-110-3003 Engineering Fees
458799	166073 SAND & SALT SHED	12/15/2023	2,552.65	300-30-330-3003 Engineering Fees
458799	166073 UGSTAD ROAD UTILITIES	12/15/2023	8,187.15	100-10-110-3003 Engineering Fees
Total SEH:			12,552.95	
SHRED N GO INC				
160242	SHREDDING SERVICES	12/15/2023	86.89	100-10-120-3000 Professional Services
Total SHRED N GO INC:			86.89	
SUN CONTROL				
50086	2023 SQUAD 123 GRAPHICS	12/15/2023	978.50	850-20-210-5540 Vehicle or Heavy Mac
Total SUN CONTROL:			978.50	
TEAMLAB				
INV0039040	DIESEL ANTI GEL	12/07/2023	218.50	100-30-300-2212 Fuels & Lubricants
Total TEAMLAB:			218.50	
TROYS SERVICE				
65672	2016 DURANGO - WATER PUMP/IDLER/BELT	12/18/2023	702.46	100-20-210-4400 Repairs & Maintenanc
Total TROYS SERVICE:			702.46	
TWIN PORTS COMPUTER				
13010	CAMERA SERVICES	12/16/2023	2,607.56	100-10-130-4443 Security Systems
Total TWIN PORTS COMPUTER:			2,607.56	
VC3 INC.				
133459	AGREEMENT MITEL PHONE SUPPORT	12/20/2023	255.00	100-10-120-3021 Telephone
134049	WORKSTATION MANAGEMENT	12/27/2023	492.42	100-20-210-3009 Computer Services
CW80916	IT SERVICES	11/30/2023	350.00	100-20-210-3009 Computer Services
Total VC3 INC.:			1,097.42	
W.L.S.S.D.				
123123	WASTEWATER CHARGES	12/31/2023	29,319.00	500-50-510-3085 Sewer - WLSSD Billin
123123	2022 ADJUSTMENT	12/31/2023	2,246.00-	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D.:			27,073.00	
Grand Totals:			111,086.63	

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 = 01/02/2024

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 = 01/02/2024

Liquor Fund Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ADT SECURITY SERVICES				
12-13-23	ADT SECURITY MONITORING	12/13/2023	1,394.53	600-60-600-4443 Security Systems
Total ADT SECURITY SERVICES:			1,394.53	
AMERICAN BOTTLING COMPANY				
4616901575	SODA FOR POLICE ASSOC MACHINE	12/18/2023	206.33	600-60-600-2254 Soft Drinks & Mix
4616901575	SODA	12/18/2023	220.17	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			426.50	
ARTISAN BEER COMPANY				
3649217	THC	12/22/2023	572.35	600-60-600-2255 THC Products
Total ARTISAN BEER COMPANY:			572.35	
BERNICKS PEPSI				
30071558	BEER	12/20/2023	5,849.95	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			5,849.95	
BREAKTHRU BEVERAGE				
113505256	LIQUOR	12/14/2023	932.49	600-60-600-2251 Liquor Purchases
113505256	SERVICE FEE	12/14/2023	12.03	600-60-600-3033 Freight & Express
113618548	SERVICE FEE	12/21/2023	14.56	600-60-600-3033 Freight & Express
113618548	LIQUOR	12/21/2023	906.95	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			1,866.03	
C&L DISTRIBUTING				
1823665	BEER	12/19/2023	105.00-	600-60-600-2252 Beer Purchases
1823667	SHIPPING	12/19/2023	3.00	600-60-600-3033 Freight & Express
1823667	BEER	12/19/2023	1,894.65	600-60-600-2252 Beer Purchases
1827377	SHIPPING	12/27/2023	3.00	600-60-600-3033 Freight & Express
1827377	BEER	12/27/2023	3,221.15	600-60-600-2252 Beer Purchases
2752000168	BEER	12/27/2023	16.67-	600-60-600-2252 Beer Purchases
2752000169	BEER	12/27/2023	5.13-	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			4,995.00	
CINTAS				
4177282854	MATS	12/18/2023	190.60	600-60-600-2210 Operating Supplies
Total CINTAS:			190.60	
COCA COLA BOTTLING CO				
3300640	SODA	12/26/2023	229.65	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO:			229.65	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
DAHLHEIMER BEVERAGE				
2070208	BEER	12/14/2023	67.70	600-60-600-2252 Beer Purchases
Total DAHLHEIMER BEVERAGE:			67.70	
GUARDIAN PEST CONTROL INC				
2521520	PEST CONTROL	11/15/2023	47.01	600-60-600-4406 Pest Control
2521520	FUEL SURCHARGE	11/15/2023	3.00	600-60-600-3033 Freight & Express
Total GUARDIAN PEST CONTROL INC:			50.01	
HARTELS/DBJ DISPOSAL COMPANY				
988095	MOUNTAIN SPIRITS LIQUOR	12/25/2023	172.55	600-60-600-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY:			172.55	
JOHNSON BROTHERS INC				
2445499	DELIVERY CHARGE	12/15/2023	15.98	600-60-600-3033 Freight & Express
2445499	LIQUOR	12/15/2023	1,218.85	600-60-600-2251 Liquor Purchases
2447981	DELIVERY CHARGE	12/20/2023	5.13	600-60-600-3033 Freight & Express
2447981	LIQUOR	12/20/2023	385.84	600-60-600-2251 Liquor Purchases
2447982	DELIVERY CHARGE	12/20/2023	23.98	600-60-600-3033 Freight & Express
2447982	WINE	12/20/2023	856.65	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC:			2,506.43	
MICHAUD DISTRIBUTING COMPANY				
383288	BEER	12/18/2023	810.00	600-60-600-2252 Beer Purchases
383288	FUEL SURCHARGE	12/18/2023	3.00	600-60-600-3033 Freight & Express
383508	FUEL SURCHARGE	12/26/2023	3.00	600-60-600-3033 Freight & Express
383508	BEER	12/26/2023	246.25	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY:			1,062.25	
PHILLIPS WINE & SPIRITS CO.				
6707716	DELIVERY	12/15/2023	37.36	600-60-600-3033 Freight & Express
6707716	LIQUOR	12/15/2023	1,436.19	600-60-600-2251 Liquor Purchases
6707717	DELIVERY	12/15/2023	6.54	600-60-600-3033 Freight & Express
6707717	WINE	12/15/2023	198.40	600-60-600-2253 Wine Purchases
6707718	DELIVERY	12/15/2023	4.36	600-60-600-3033 Freight & Express
6707718	MIX	12/15/2023	37.80	600-60-600-2254 Soft Drinks & Mix
Total PHILLIPS WINE & SPIRITS CO.:			1,720.65	
PROCTOR JOURNAL				
38086	MT SPIRITS CHRISTMAS & NEWYEAR AD	12/27/2023	163.60	600-60-600-3040 Advertising
38098	NEWS STAND SALES	12/27/2023	7.62	600-60-600-2258 Misc Merchandise
Total PROCTOR JOURNAL:			171.22	
SOUTHERN WINE & SPIRITS				
2423698	LIQUOR	12/15/2023	63.00	600-60-600-2251 Liquor Purchases
2423698	DELIVERY	12/15/2023	.51	600-60-600-3033 Freight & Express
2423699	DELIVERY	12/15/2023	51.50	600-60-600-3033 Freight & Express
2423699	LIQUOR	12/15/2023	1,942.30	600-60-600-2251 Liquor Purchases
2423700	LIQUOR	12/15/2023	116.84	600-60-600-2251 Liquor Purchases
2423700	DELIVERY	12/15/2023	1.02	600-60-600-3033 Freight & Express

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
2426673	DELIVERY	12/22/2023	28.01	600-60-600-3033 Freight & Express
2426673	LIQUOR	12/22/2023	1,528.08	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			3,731.26	
URSA MINOR BREWING				
E-5463	BEER	12/14/2023	147.60	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			147.60	
Grand Totals:			25,154.28	

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 = 01/02/2024