

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

AGENDA
PROCTOR CITY COUNCIL MEETING

Tuesday, February 20th, 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, February 5th, 2024

APPROVAL OF MINUTES Special City Council Meeting February 12th, 2024

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**

- A. Membership Renewal in the Minnesota Cities Stormwater Coalition
- B. Regional Safety Group – Membership Increase
- C. Dolly Parton Imagination Library – February 2024 Sponsorship

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

***3. COMMITTEE REPORTS**

- A. PEDDA Minutes: January 9th, 2024

4. CLERK ADVISES COUNCIL

- A. Equipment Financing Update
- B. Cannabis Implementation
- C. FY25 Stauber Community Project Funding Request

5. UNFINISHED BUSINESS

- A. City of Proctor Blight Policy
- B. Legislative Agenda – Officer Recruitment and Training Reimbursement

6. NEW BUSINESS

A. Budget Amendment

B. Resolution 12-24: Accepting a Donation

C. Resolution 13-24: Accepting Engineering Services – Utility Extension Design

D. Issuance of 2024 Towing Permits

MEMBER CONCERNS

Rohweder:

DeWall:

Johnson:

Benson:

Ward:

Attorney Bray:

Chief Gaidis:

BILLS FOR APPROVAL

General: \$

Liquor: \$

TOTAL BILLS FOR APPROVAL: \$

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING FEBRUARY 5th, 2024

Meeting was streamed live on the Trac 7 YouTube channel.

Mayor Ward called the meeting to order at 6:00 pm.

Pledge of Allegiance

PRESENT: Mayor Chad Ward, Councilor Troy DeWall, Councilor Rory Johnson, Councilor Jake Benson, Councilor Jim Rohweder

OTHERS PRESENT: Administrator Rich, Attorney John Bray, Chief Gaidis, Chief Helquist, and Mayor Roger Reinert

M/S/P: Rohweder/Johnson to approve the City Council minutes from Tuesday, January 16th, 2024.

M/S/P: Ward/Benson to approve the agenda for Monday, February 5th, 2024.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

The Mayor of Duluth, Roger Reinert is in attendance to welcome as a neighbor, outlining both goals for the City of Duluth and the region, and appreciative of the mutual service agreements. Mayor Reinert is excited to become a newly elected official in the neighborhood and is looking forward to working collaboratively with the City of Proctor over the length of his term.

M/S/P: Rohweder/Ward to approve the consent agenda for Tuesday, January 16th, 2024.

4. Clerk Advises Council

A. Agenda Memo

Administrator Rich has updated the process for adding items to the agenda packet. The new memo format may be updated occasionally, with the intent to provide additional information/background/action requested for agenda items. Rich states she is hopeful the memo format will provide the council with precise information with action items.

B. Mixed Use Zoning Update

Administrator Rich provides an update based on the proposal submitted to the Planning & Zoning Commission received, adding the consideration for the addition of a mixed-use zoning district is still in process with the commission reviewing additional options.

C. Pickleball Facility Update

Quotes have been received for engineering services and are currently under review. Administrator Rich states the project is still progressing and will continue this spring.

D. Police Retention Updates

Chief Gaidis and Sergeant Riebel have been reviewing and updating current policies to aid in officer retention. Language regarding tattoos has been updated, with an additional policy pertaining to taking home squads will follow. Administrator Rich informs council the take home squad policy will be delivered to council via email, with the reminder policies are not adopted by council and are approved by the Police Civil Service Commission. She adds council's input on the language and policy will be requested for consideration by both the PD and the commission.

E. 2024 Committees/Commissions Updates

Planning & Zoning Commission recommendation has been delayed, commission appointments have remained status quo until March after the commission can review and interview the two applicants for the open seat.

F. Meeting invites have been sent for the Local Board of Appeals Meeting: April 30th, 2024 from 10:00-11:00 am.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

6. NEW BUSINESS

A. Tourism Committee – Sponsorship Recommendation

M/S/P: Benson/Rohweder to approve the recommendation as submitted, sponsoring the Bulls and Barrels Rodeo in the amount of \$3000.00 for marketing and promotion.

Councilor Benson adds this event has been expanded from last year from one to two days and was well-received by attendees and event coordinators. Councilor Johnson has clarified the increase from \$1500 spent in 2023 to \$3000.00 in 2024.

B. Resolution 07-24: Gambling Premises Approval

M/S/P: Rohweder/DeWall to approve Resolution 07-24 as submitted, approving lawful gambling at the new location of the Keyboard Lounge, 304 3rd Ave.

C. Resolution 08-24: DPSA Gambling Permit Approval

M/S/P: Rohweder/Benson to approve Resolution 08-24:DPSA Gambling Permit Approval, granting the Duluth Players Softball Association to conduct lawful gambling at the new location of the Keyboard Lounge, 304 3rd Ave.

D. Resolution 09-24: Appointing Election Officials

M/S/P: Benson/Johnson to approve the list of election officials as submitted. Councilor Benson asks for the number of judges serving reside within the City of Proctor. Administrator Rich states there is one judge serving that does not have a Proctor address, but the official addresses of approved judges with or without Proctor addresses is unknown at this time.

E. Resolution 10-24: Pay Equity Report

M/S/P: Ward/DeWall to approve the pay equity report reflecting compliance as submitted.

F. Resolution 11-24: Accepting a Donation

M/S/P: Benson/Johnson to approve resolution 11-24 accepting a donation from the Gordon Downs Trust Fund in the amount of \$750.20 to pay the sales tax on the newly purchased utility cart.

G. ISD#704: Parking at 704 Kirkus St

Councilor DeWall received an email from a citizen regarding the parking/overflow parking at the arena at 704 Kirkus St. DeWall states there has been lots of questions and comments regarding the parking at the arena and along Kirkus St, specifically during events. The initial variance was passed in 2017. Councilor DeWall suggests discussing possible updates or changes in order to improve parking operations as there has been an increase in traffic, events, and attendance at the arena since 2017. Councilor Benson asks if the school has been contacted regarding parking issues with Chief Gaidis and Chief Helquist present to support necessary changes or resolutions. Chief Gaidis states designated overflow parking has not solved the excess of parking spaces needed for event attendance. Gaidis states both the PD and the FD have worked events, noting parking enforcements/tickets, with emergency response vehicles not able to gain access. Chief Helquist reiterates the agreement regarding parking at previous school board and public safety meetings

with ISD staff. Chief Helquist provides the council with additional information and questions, expressing the importance of pushing the issue in order to reflect changes and improvements. Mayor Ward suggests attendance of the school at a public safety meeting, with Councilor Rohweder agreeing and providing additional information regarding parking during events. Mayor Ward recommends scheduling a Public Safety Meeting with the school in attendance to discuss and address parking improvements. Councilor DeWall adds the importance of working collaboratively with the school to implement a plan for improvements beginning next year. Council discusses the importance of the following up with the school and implementing their plan for improvements. Councilor Benson adds the school had previously agreed to a solution to the parking issues back in June of 2016 and 2017. Mayor Ward, Chief Helquist, Councilor Rohweder also recall this agreement with members of ISD #704, reiterating the importance of needed solutions.

Councilor Johnson adds what ramifications the city has if there is no action or improvements initiated by ISD #704. Discussion follows including lighting, crosswalks, no parking zones, ticket issuances, and enforcements.

M/S/P: Rohweder/Ward to suspend the regular council meeting and open a closed session pursuant to §13D.03 and §13D.05 Subd. 3 for labor negotiations, finance director and police chief contracts.

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

A. Employee Contract Negotiation

M/S/P: Benson/Rohweder to resume the regular council meeting at 6:50 pm.

M/S/P: Ward/Johnson to approve the employment contract between Police Chief Gaidis and the City of Proctor as presented.

M/S/P: Rohweder/Benson to approve the contract between Finance Director, Leslie Brunfelt and the City of Proctor as presented.

MEMBER CONCERNS

Rohweder: None

Johnson: Happy Valentine's Day and good luck to Mr. Rohweder

Benson: None

DeWall: None

Ward: Next Meeting: Tuesday, February 20th, 2024 due to President's Day.

Attorney Bray: Good Luck, Jim

Administrator Rich: None

Chief Gaidis: None

Chief Helquist: None

General: \$232,062.32

Liquor: \$65,057.41

TOTAL BILLS FOR APPROVAL: \$297,119.73

M/S/P: Rohweder/Ward to approve the bills as submitted with Councilor Johnson asking for overtime clarification at the liquor store. Mayor Ward adds it was vacation coverage.

M/S/P: DeWall/Ward to adjourn the regular council meeting at 7:06 pm.

MINUTES OF THE PROCTOR CITY COUNCIL – SCHEDULED SPECIAL MEETING FEBRUARY 12th, 2024

Mayor Ward called the meeting to order at 4:00 pm

PRESENT: Mayor Chad Ward, Councilor Troy DeWall, Councilor Rory Johnson, Councilor Jake Benson, Councilor Jim Rohweder

OTHERS PRESENT: Administrator Rich, Attorney Peter Mikhail

M/S/P: Johnson/Benson to approve the agenda for Monday, February 12th, 2024.

M/S/P: Rohweder/DeWall to suspend the scheduled special meeting and open a closed meeting pursuant to §13D.05, Subd. 3(b) for an attorney-client discussion that requires absolute confidentiality concerning pending litigation in *Nordic Underwater Services, Inc. v. City of Proctor*, Saint Louis County Court File No. 69-DU-CV-23-990.

M/S/P: Rohweder/Johnson to reconvene the scheduled special meeting at 4:58 pm.

M/S/P: DeWall/Ward to adjourn the scheduled special meeting at 4:59 pm.

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 pm on Tuesday, January 9, 2024, in the Proctor Area Community Center.

Meeting called to order by Chair Madson at 6:00 pm.

ROLL CALL: Chair Eric Madson, Commissioner Jim Schwarzbauer, Mayor Chad Ward, Commissioner Eric Bingaman, Commissioner Trish Jauhola

OTHERS PRESENT: City Administrator Jess Rich

Motion by Chair Madson, seconded by Commissioner Bingaman and carried (5-0) to approve the December 12, 2023 Joint Meeting with Proctor Planning and Zoning Commission meeting minutes.

Motion by Commissioner Bingaman seconded by Commissioner Schwarzbauer and carried (5-0) to approve the December 12, 2023 JPEDA Meeting Minutes.

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (5-0) to approve the January 9, 2024 PEDDA Agenda.

Motion by Commissioner Bingaman, seconded by Mayor Ward and carried (5-0) to approved the 2023 PEDDA Financial Report as submitted.

Motion by Mayor Ward, seconded by Chair Madson and carried (5-0) to authorize the Athletic Facility Marketing/Vision Committee choose the consultant for the economic impact study.

Motion by Mayor Ward, seconded by Commissioner Schwarzbauer and carried (4 -Yes, Madson - Abstain) to recommend to city council the reappointment of Eric Madson to the Proctor Economic Development Authority for another term.

Discussion on the content and results of the joint meeting with the Proctor Planning and Zoning Commission.

Chair Madson reported on the proposal from UMD for the Economic Impact Study – discussion followed. No motions as Madson opted to review the proposal with the Sports Complex Steering committee.

MEMBER CONCERNS

Chair Madson: None

Commissioner Bingman: Keyboard Lounge as moved to it's new location.

Mayor Ward: None

Commission Schwarzbauer:

Commissioner Jauhola:

Motion by Commissioner Bingaman, seconded by Mayor Ward and carried (5-0) to adjourn at 6:47 PM



CITY COUNCIL AGENDA DATE: February 20, 2024

TO: City Council

FROM: Finance Director, Leslie Brunfelt

SUBJECT: Additional Liability Insurance

 X **OTHER:**

 RESOLUTION:

 ORDINANCE:

REQUESTED ACTION:

Approve a budget amendment of \$18,577 to allow for an additional one million in excess liability insurance coverage and to cover the increase in property insurance resulting from the recent property appraisal.

BACKGROUND

We will be adding the Liquor Store to our LMCIT coverage which is a savings of \$5,500 over our current EMC Coverage and added Kinsale quote to provide Cannabis liability coverage. However, on the advice of Eric Madson, our insurance broker, we recommend adding additional liability coverage for the whole policy because of this change. This additional cost is \$10,173.

The total budget approved for Property and Liability coverage in 2024 was \$84,160 and the total premium (including Flood coverage through Auto Owners) is \$92,564 or \$102,737 with the additional liability. The increase in property insurance was not anticipated when the budget was approved but resulted from the recent property appraisal.

SOURCE OF FUNDS (if applicable)

General Fund budgeted surplus of \$27,500

ATTACHMENT

	Premium		
Coverage	2024	2023	% Change
Property	\$ 33,429	\$ 27,865	19.97%
Mobile Property	\$ 2,218	\$ 1,866	18.86%
First Party Cyber	\$ 1,457	\$ 1,457	0.00%
Municipal Liability	\$ 29,945	\$ 29,729	0.73%
Auto Liability	\$ 7,308	\$ 6,485	12.69%
Auto Physical Damage	\$ 9,823	\$ 8,144	20.62%
Bond	\$ 402	\$ 402	0.00%
Equipment Breakdown	\$ 2,251	\$ 1,884	19.48%
Fireworks	\$ 250	\$ 250	0.00%
Total Premium	\$ 87,083	\$ 78,082	11.53%



January 12, 2024

Eric Madson

Covered Party: City of Proctor

Effective Date: 1/1/2024

RENEWAL PREMIUM SUMMARY Common Coverages

Coverage	Limit	Deductible	Premium
• Property		\$ 1,000.	\$33,429.
• Mobile Property		1,000.	2,218.
• First Party Cyber	500,000	500.	1,457.
• Municipal Liability		1,000.	29,945.
• Automobile Liability		1,000.	7,308.
• UM/UIM \$200,000 all owned autos		1,000.	Included.
• Basic Economic Loss Benefits (PIP) all owned autos		1,000.	Included.
• Automobile Physical Damage		1,000.	9,823.
• Crime	250,000	500.	Included.
• Petrofund		NA.	Included.
• Defense Cost Reimbursement		NA.	Included.

Auto Experience Mod: 1

Municipal Liability Experience Mod: 0.914

The modifiers are calculated with a formula which compares the city's actual loss history with the amount of losses that would be expected for a city of that size if the city were a perfectly average LMCIT member. If the city's losses and expenses are better than average the city receives a premium credit. If the city's losses and expenses are worse than average, the city receives a premium debit.

Optional Coverages

Coverage	Limit	Deductible	Premium
• Bond	\$ 100,000.	1,000.	402.
• Equipment Breakdown		1,000.	2,251.
• Excess Liability	\$	NA.	Not Covered.
• Liquor Liability	\$ 1,000,000.	NA.	Not Covered.
• Fireworks		1,000.	250.
• No Fault Sewer Back Up Limit:	\$		Not Covered.
• Airport Liability			Not Covered.
TOTAL:			\$87,083.

DO NOT PAY UNTIL YOU RECEIVE INVOICES

TORT LIMIT: \$500,000/\$1,500,000

LEAGUE OF MINNESOTA CITIES
INSURANCE TRUST

145 UNIVERSITY AVE. WEST PHONE: (651) 281-1200 FAX: (651) 281-1298
ST. PAUL, MN 55103-2044 TOLL FREE: (800) 925-1122 WEB: WWW.LMC.ORG

Optional Coverage Quotes		
Coverage	Deductible	Approximate Premium
Liquor Store (property coverage)	\$1,000	\$1,446.
Liquor Liability Premium		\$1,361.
\$1M Excess Liability (Including Liquor)		\$10,173.
\$1M Excess Liability (Excluding Liquor)		\$9,837.

Optional coverage(s) are not bound unless the covered party has requested that coverage be bound and LMCIT has sent a written confirmation. Optional coverage quotes are valid for 30 days after the date of this letter.

Sincerely,

Underwriter



CITY COUNCIL AGENDA DATE: February 20, 2024

TO: Mayor Ward and Proctor City Council

FROM: Jess Rich, City Administrator

SUBJECT: Resolution 12-24 Accepting a Donation

 OTHER:

 X **RESOLUTION:**

 ORDINANCE:

REQUESTED ACTION:

Approve Resolution 12-24 A RESOLUTION ACCEPTING A DONATION TO THE CITY PROCTOR

BACKGROUND:

Letter with background from the Proctor Area Historical Society attached.

SOURCE OF FUNDS (if applicable):

Not Applicable

ATTACHMENT(S):

PAHS Letter

Resolution 12-24

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have A Place in Proctor

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

RESOLUTION 12-24

A RESOLUTION ACCEPTING A DONATION TO THE CITY PROCTOR

WHEREAS, the City of Proctor is generally authorized to accept donations or gifts of real and personal property pursuant to Minnesota Statutes Section 10A.071, 21 IA.01 and 471.895, and is specifically authorized to accept gifts and bequests for services pursuant to Minnesota Statutes Section stated above; and

WHEREAS, the Proctor Area Historical Society produced and has agreed to donate an enlarged 1910 Plat Map of Proctor to the City of Proctor; and

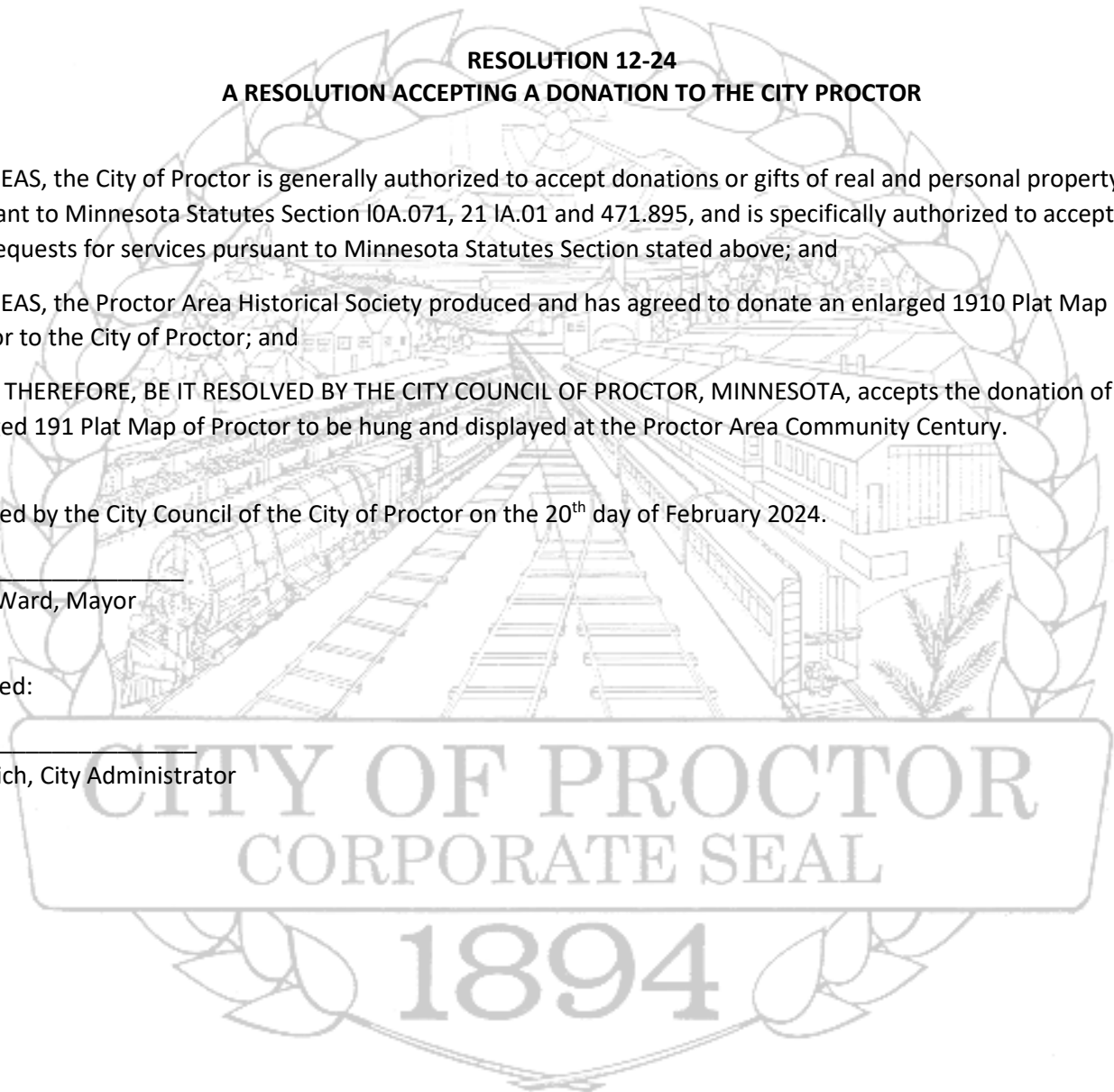
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA, accepts the donation of and enlarged 191 Plat Map of Proctor to be hung and displayed at the Proctor Area Community Century.

Adopted by the City Council of the City of Proctor on the 20th day of February 2024.

Chad Ward, Mayor

Attested:

Jess Rich, City Administrator





100 Pionk Drive
Proctor, MN 55810

www.proctorhistory.org
contact@proctorhistory.org

The Proctor Area Historical Society (PAHS) recently received a grant from the Irving Club to work on various projects. Including this original 1910 Plat Map of Proctor which we are donating to the City of Proctor, today February 5, 2024. CPL Imaging has been hired to make digital files in both JPEG and TIFF formats and Shel/Don Print, Signs & Design printed this map that PAHS hopes will be hung at Proctor City Hall.

PAHS member James Schwarzbauer will be examining the 100's of blueprints/maps donated to the museum and selecting, with the help of other museum volunteers, those to be including in digital files. We will be making only a few display boards, but we need to get as many blueprints as possible saved on digital files for future projects.

Included within this grant from Irving Club PAHS member Anthony Bush will be putting together a display over the next few months on the Missabe Athletic Field which became a centerpiece for Proctor recreation. Anthony will research Missabe Park that opened in 1927, when the first DM&N Railway's employee picnic brought 2,500 people together to celebrate the dedication of an ultra-modern baseball field: a gift to the Proctor community. The creation of Missabe Athletic Park was originally the result of a long-felt need for outdoor recreation facilities in the Proctor community. In addition, Anthony Bush will be researching the various outdoor fields/facilities in Proctor over the last century plus. Including, but not limited to—tennis courts, golf course, Klang Park, and gun club. This includes naming various fields and parks. This display at the Proctor Museum is scheduled to open on Memorial Day 2024.

Lastly, this map leaves PAHS with many questions:

- Why was part of Duluth included?
- Why did the Fairgrounds get built instead of housing?
- Why did the City of Proctor re-name Central Avenue?
- Did the railroad hope this land, Bayview Heights, would be sold to Proctor?
- Why was Missabe Park important to early sports especially DM&N baseball?

Maybe you have additional questions or perhaps answers to these questions. Good news is with additional research within the Proctor Journal, PAHS archives, and UMD those answers can be found.



CITY COUNCIL AGENDA DATE: February 20, 2024

TO: Mayor Ward and Proctor City Council

FROM: Jess Rich, City Administrator

SUBJECT: Resolution 13-24 Accepting a Proposal for Design

 OTHER:

 X **RESOLUTION:**

 ORDINANCE:

REQUESTED ACTION:

Consider Resolution 13-24 A RESOLUTION ACCEPTING A PROPOSAL FOR DESIGN OF THE UGSTAD
ROAD UTILITY EXTENSION

BACKGROUND:

In 2019, SEH assisted the city with preparing a feasibility study for water and sanitary utility
extensions under I-35 from Westgate Boulevard and up Thompson Hill Road to the west. The
Proctor Economic Development Authority reports the City has received interest from developers
to develop private property located within City limits within this same area. The city has applied
for Bonding Bill funding for all work included in the feasibility study.

SOURCE OF FUNDS (if applicable):

Bonding bill and federal grants, if funded. If funding is not received, from the city council 2024
engineering services budget.

ATTACHMENT(S):

Resolution 13-24

SEH Proposal Letter

SEH Preliminary Opinion of Cost and map (for just the extension under I-35)

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

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Resolution 13-24

RESOLUTION ACCEPTING A PROPOSAL FOR ENGINEERING AND DESIGN SERVICES FOR THE UGSTAD ROAD UTILITY EXTENSION WITH SHORT ELLIOT HENDRICKSON INC.

WHEREAS, the City of Proctor desires to obtain design and construction engineering services for the Ugstad Road Utility Extension Project; and

WHEREAS, Short Elliot Hendrickson Inc. (SEH) submitted a proposal as shown on Exhibit A to the City of Proctor to provide such services; and

WHEREAS, the City Council believes that it is in the best interests of the City of Proctor to accept the proposal.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Proctor, Minnesota accepts the proposal from SEH for engineering and design services attached hereto as Exhibit A for the Ugstad Road Utility Extension Project.

Passed by a majority vote of the Proctor City Council this 20th day of February 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator



Building a Better World
for All of Us®

January 26, 2024

RE: Ugstad Utility Extension
Proctor, MN
SEH No. PROCT 166073

Jess Rich
City Administrator
100 Pionk Drive
Proctor, MN 55810

Dear Jess:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for the design of the Ugstad Utility Extension project for the City of Proctor. This proposal is based on conversations with yourself, City staff, a project walkthrough, and preliminary work which we have already completed for the project.

Project Overview

In 2019, SEH assisted the City with preparing a feasibility study for water and sanitary utility extensions under I-35 from Westgate Boulevard and up Thompson Hill Road to the west. Since then, the City has received interest from developers to develop private property located within City limits within this same area. The City has applied for Bonding Bill funding for all work included in the feasibility study.

In the event that Bonding Bill funding is not received, the City would like to prepare biddable construction documents to extend water and sanitary mains under I-35 from Westgate Boulevard to the SW corner of Thompson Hill Road and Ugstad Road, to prepare for future utility extensions and development opportunities.

We have developed the following work plan and fee estimate based on our project understanding.

Work Plan

- | | | |
|---------------|--|--------------------------|
| Task 1 | Project Management & Meetings
This task includes general project management efforts throughout the design of the project. This task also includes time and expenses for coordination and meeting with project stakeholders, including, City staff, design team staff, St. Louis County, and MnDOT. | Task Fee \$5,800 |
| Task 2 | Preliminary Engineering & Design
This task accounts for work completed to date including, processing topographic field survey, commencing utility coordination efforts, and a preliminary route layout and cost estimate.

This task also includes all work related to design of the proposed sanitary and water mains. These tasks include existing utility coordination, wetland delineation report, developing existing Right-of-Way mapping, finalizing the existing condition surface model and basemap, establishing alignments and profiles, proposed geometrics, restoration design, method of construction design, water system modeling updates to ensure proper sizing of the proposed watermain, and preparing cost estimates for 60/90 percent reviews. | Task Fee \$23,900 |

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, Duluth, MN 55801-0229

218.279.3000 | 888.722.0547 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Task 3 Bidding Documents

Task Fee \$16,600

This task includes preparing biddable construction documents including final construction plans, project manual with bidding requirements, construction contract forms, conditions of the contract, and technical specifications related to the proposed work. This task also includes preparing the final engineer's estimate.

This task will also include work required for acquiring permits associated to the project. A list of permits anticipated for the project are listed below in the deliverables section.

Task 4 Permitting & Wetland Delineation

Task Fee \$13,450

This task includes work required for acquiring permits associated to the project. A list of permits anticipated for the project are listed below in the deliverables section. This work also includes a field delineation, report, and associated wetland permitting.

Deliverables

For this project, SEH will provide the following:

- Biddable Construction Plans
- Project Manual (including bidding information, construction contract information, and specifications)
- Wetland delineation report
- MN Department of Health watermain extension plan review
- MPCA and WLSSD sanitary extension permit applications
- Wetland impact permitting application
- MnDNR Public Water Crossing permit application (if required)
- MnDOT application for Utility Accommodation on Trunk Highway Right-of-Way
- St. Louis County Right-of-Way Utility permit application

Assumptions / Exclusions

Our work plan and deliverables were built on the following assumptions:

- Proposed utility crossings with the 36" Cloquet waterline are achievable while maintaining a gravity sewer extension (no lift station/forcemain design is included)
- No casing pipes will be required by SLC or MnDOT
- Project will not be assessed
- Permit application fees will be paid by the City
- Preliminary utility alignments and methods of construction will be approved by MnDOT and SLC.
- No easements or Right-of-Way acquisitions are required
- No geotechnical investigation is included

The following items are not included in our scope of work and fee. If the project moves to construction, we would be happy to prepare a contract amendment to include these services.

- Construction Services (including construction administration, construction staking, construction observation & engineering support, construction material testing)

Schedule & Fee Estimate

We are prepared to begin work immediately after receipt of a signed agreement. We have estimated a total fee of \$59,750 to complete our design services which would be billed on a Lump Sum basis.

We look forward to the continued opportunity to work with you and the City of Proctor on this project. If you have any questions, please contact me at **218.349.5972** or via email at **tyngsdal@sehinc.com**.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Tyler Yngsdal
Professional Engineer, Project Manager
(Lic. MN)



Project Name: Ugstad Utility Extension - Phase 1
 SEH Project No: PROCT 166073
 Date: January 9, 2024
 Estimator: Tyler Yngsdal, PE (Lic. MN)
 Description: Preliminary Opinion of Cost

X:\P\PROCT166073\Ugstad Utility Extension LAYOUT 1 - Prelim Cost Estimate.xlsx\Overall Summary

SITE PREPARATION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
CLEAR AND GRUB	LUMP SUM	1.0	\$ 3,000.00	\$ 3,000.00
SILT FENCE	LIN FT	400	\$ 6.00	\$ 2,400.00
ROADWAY	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
COMMON EXCAVATION	CU YD	275	\$ 20.00	\$ 5,500.00
BITUMINOUS PAVEMENT	TON	100	\$ 130.00	\$ 13,000.00
AGGREGATE BASE (CL 5)	CU YD	95	\$ 55.00	\$ 5,225.00
SELECT GRANULAR EMBANKMENT	CU YD	140	\$ 30.00	\$ 4,200.00
CURB AND GUTTER (B624)	LIN FT	140	\$ 35.00	\$ 4,900.00
DRAIN TILE	LIN FT	140	\$ 15.00	\$ 2,100.00
GEOTEXTILE FABRIC	SQ YD	415	\$ 3.00	\$ 1,245.00
DRIVEWAY RESTORATION	SQ YD	50	\$ 100.00	\$ 5,000.00
SANITARY SEWER COLLECTION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
8" SANITARY MAIN (OPEN CUT)	LIN FT	100	\$ 100.00	\$ 10,000.00
8" SANITARY MAIN (HDD)	LIN FT	584	\$ 90.00	\$ 52,560.00
CONNECT TO EXISTING SANITARY	EACH	1	\$ 2,500.00	\$ 2,500.00
SANITARY SEWER MH	EACH	3	\$ 10,000.00	\$ 30,000.00
CASING PIPE	LIN FT	0	\$ -	\$ -
POTABLE WATER DISTRIBUTION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
12" WATERMAIN (OPEN CUT)	LIN FT	90	\$ 120.00	\$ 10,800.00
12" WATERMAIN	LIN FT	580	\$ 110.00	\$ 63,800.00
CASING PIPE	LIN FT	0	\$ -	\$ -
CONNECT TO EXISTING MAIN	EACH	1	\$ 2,500.00	\$ 2,500.00
HYDRANT ASSEMBLY	EACH	1	\$ 12,500.00	\$ 12,500.00
12" GATE VALVE	EACH	3	\$ 8,000.00	\$ 24,000.00
STORM SEWER COLLECTION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
15" STORM PIPE REMOVAL & REPLACEMENT	LIN FT	25	\$ 100.00	\$ 2,500.00
15" RCP APRON REMOVAL & REPLACEMENT	EACH	1	\$ 2,500.00	\$ 2,500.00
RIP RAP CLASS III	CU YD	5	\$ 120.00	\$ 600.00
RESTORATION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
TOPSOIL, SEED, FERTILIZER	LUMP SUM	1	\$ 3,000.00	\$ 3,000.00
EROSION CONTROL BLANKET	SQ YD	160	\$ 3.50	\$ 560.00
OTHER	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
ROCK EXCAVATION (UTILITY TRENCH)	CU YD	75	\$ 250.00	\$ 18,750.00
SUB TOTAL				\$ 280,140.00
TRAFFIC CONTROL			1%	\$ 2,801.00
MOBILIZATION			15%	\$ 42,021.00
EROSION CONTROL			2%	\$ 5,603.00
MISCELLANEOUS CONSTRUCTION			10%	\$ 28,014.00
CONTINGENCIES			15%	\$ 42,021.00
TOTAL CONSTRUCTION				\$ 400,600.00

Assumptions:

1. Assumes pipe alignments will be approved by MnDOT in relation to bridge structure.
2. Assumes open cut vs. HDD methods of construction will be approved by MnDOT.
3. Common excavation is for road restoration areas.
4. Road restoration includes 4-inches bit, 8-inches CL-5, 12-inches Select, Geotextile fabric.
5. Roadway items include restoration for bore pits.
6. Sanitary & water sizes based off of GIS model
7. Assumes MnDOT fence will not be in the way for utility installation.
8. Rock excavation quantity is assumed.



CITY COUNCIL AGENDA DATE: February 20, 2024

TO: City Council

FROM: Administrative Assistant – Megan Jordan

SUBJECT: Issuance of 2024 Towing Permits

 X **OTHER:**

 RESOLUTION:

 ORDINANCE:

REQUESTED ACTION:

Approve the application as submitted from Troy's Amoco and USA Towing to provide and administer towing services for the City of Proctor.

BACKGROUND

Annual renewals, including receipt of insurance

SOURCE OF FUNDS (if applicable)

N/A

ATTACHMENT(S)

Applications

Certificates of Insurance

CITY OF PROCTOR - APPLICATION FOR TOWING PERMIT

Date 2-5-24
Name USA Towing / Cole Hanson
Address 921 E Railroad Ave Phone 218-729-5252
Name of Business USA Towing
Insurance Company Employers Mutual Casualty

Insurance Coverage: Applicant shall provide an insurance certificate naming the City as an additional insured in the minimum amounts following: (every policy required shall contain an endorsement providing for thirty days notice to City Clerk of Proctor in the event of any material change or cancellation of such policy)

☒ Comprehensive General Liability in the amount of \$100,000 for any one person and \$300,000 for two or more persons

☒ Worker's compensation insurance and employer's liability insurance as required by law

☒ Automobile liability and property damage insurance and basic economic loss benefits or personal injury protection endorsement (including coverage for non-owned and hired vehicles - in same limits as for comprehensive general liability coverage)

☒ Fire, theft, and garagekeeper's liability loss coverage of at least \$25,000

☒ Number and type of wreckers and license numbers of wreckers

Address of storage location 921 E Railroad Ave, Proctor MN 55810

I am familiar with and hereby comply with all rules and regulations stated in the City of Proctor's Municipal Towing and Stowage Ordinance governing the towing permits.

Signature of Applicant [Signature]
Fee \$35 Permit starting day 1/1/24 and expiring on 12/31/24

I have inspected the above applicants property and find it to be an acceptable use within its zone, large enough to store automobiles and satisfies the requirements of the zone in which it is located, and if effectively screened from adjacent residential developments.

City Administrator

Chief of Police

Bldg Official or Fire Chief (if deemed necessary)

Date Inspected



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/1/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Reliable Agency, Inc
PO Box 620
Cloquet MN 55720

CONTACT
NAME: Becky Haley
PHONE
(A/C No, Ext): 218-655-3358 FAX
(A/C No): 218-655-1169
E-MAIL
ADDRESS: bhaley@reliablemn.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Employers Mutual Casualty Co

21415

INSURER B : SFM

11347

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED
USA Towing & Recovery
921 E Railroad Ave
Proctor MN 55810

USATOWI-01

COVERAGES

CERTIFICATE NUMBER: 1664466155

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			4D85845	1/6/2024	1/6/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			4E85845	1/6/2024	1/6/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			4J85845	1/6/2024	1/6/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		44324.215	1/6/2024	1/6/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	On Hook Coverage Hired Auto Physical Damage			4E85845	1/6/2024	1/6/2025	Limit Limit 100,000 120,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Verification of Coverage

CERTIFICATE HOLDER

CANCELLATION

City of Proctor
100 Pionk Drive
Proctor MN 55810

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Troys Towing / Usa towing Wrecker list

*2024 International rollback- Plate# YCE7027

*2023 International rollback- Plate# YCC8776

*2019 Ford F550 rollback- Plate# YBX7590

*2018 Ford F550 Rollback- Plate# YBW5449

*2017 Dodge 4500 light duty wrecker- Plate# YCB6991

*2014 Peterbilt Medium duty wrecker- Plate# YBK7432

CITY OF PROCTOR - APPLICATION FOR TOWING PERMIT

Date 2-5-24
Name Cole Hanson
Address 921 E Railroad Ave Phone 218-729-5252
Name of Business Troys Towing
Insurance Company ~~AAA~~ Owners Insurance Company

Insurance Coverage: Applicant shall provide an insurance certificate naming the City as an additional insured in the minimum amounts following: (every policy required shall contain an endorsement providing for thirty days notice to City Clerk of Proctor in the event of any material change or cancellation of such policy)

X Comprehensive General Liability in the amount of \$100,000 for any one person and \$300,000 for two or more persons

X Worker's compensation insurance and employer's liability insurance as required by law

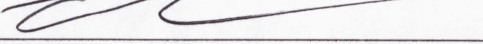
X Automobile liability and property damage insurance and basic economic loss benefits or personal injury protection endorsement (including coverage for non-owned and hired vehicles - in same limits as for comprehensive general liability coverage)

X Fire, theft, and garagekeeper's liability loss coverage of at least \$25,000

X Number and type of wreckers and license numbers of wreckers

Address of storage location 921 E Railroad Ave, Proctor MN 55810

I am familiar with and hereby comply with all rules and regulations stated in the City of Proctor's Municipal Towing and Stowage Ordinance governing the towing permits.

Signature of Applicant 
Fee \$35 Permit starting day 1/1/24 and expiring on 12/31/24

I have inspected the above applicants property and find it to be an acceptable use within its zone, large enough to store automobiles and satisfies the requirements of the zone in which it is located, and if effectively screened from adjacent residential developments.

City Administrator

Chief of Police

Bldg Official or Fire Chief (if deemed necessary)

Date Inspected



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/1/2024

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PRODUCER Reliable Agency, Inc PO Box 620 Cloquet MN 55720	CONTACT NAME: Becky Haley PHONE (A/C, No, Ext): 218-655-3358 E-MAIL ADDRESS: bhaley@reliablemn.com FAX (A/C, No): 218-655-3358
INSURED DeWall's Service Center, Inc. 2317 Venice Street Proctor MN 55810	INSURER(S) AFFORDING COVERAGE INSURER A: Owners Insurance Company INSURER B: Auto-Owners Ins. Co. INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 32700 18988

COVERAGES**CERTIFICATE NUMBER:** 336244946**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			08417496	11/8/2023	11/8/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5149184200	11/8/2023	11/8/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		A106559173	11/8/2023	11/8/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Verification of Coverage

CERTIFICATE HOLDER**CANCELLATION**

City of Proctor
100 Pionk Drive
Proctor MN 55810

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AUTHORIZED REPRESENTATIVE

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