

*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, April 15th, 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 Monday, April 1, 2024

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

***APPROVAL OF CONSENT AGENDA** One motion accepts all items listed under this agenda. Council members can pull any item(s) out of the consent agenda and discuss/act on separately.

***1. COMMUNICATIONS**

- A. Hermantown Chamber of Commerce
- B. Night to Shine
- C. Arbor Foundation
- D. Payroll Report

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

***3. COMMITTEE REPORTS**

- A. PEDDA Minutes
- B. PUC Minutes
- C. Public Safety Committee Meeting Minutes

***4. CLERK ADVISES COUNCIL**

- A. Brush Pick Up 2024
- B. Blight Ordinance Update
- C. Public Safety – 2024 Special Events
- D. Quarterly Financial Report

5. UNFINISHED BUSINESS

- A. City of Proctor Blight Policy
- B. Legislative Agenda – Officer Recruitment and Training Reimbursement
- C. St. Lukes Arena – Parking Improvements/Accommodations
- D. **Resolution 17-24: A Resolution Adopting Title and Ballot Language Pertaining to a Local Option Sales Tax Authorized by the Minnesota Legislature to be Submitted to the Qualified Voters of the City of Proctor at the General Election on November 5th, 2024.**
- E. **Resolution 18-24: Declaration of Surplus Items and Surplus Property Policy**

6. NEW BUSINESS

- A. Resolution 19-24 - St. Rose Bingo Permit**
- B. Resolution 20-24 - Utility Rate Study RFP**
- C. Resolution 21-24 - Policy for Donation of Surplus Equipment to a Nonprofit Organization**
- D. Resolution 22-24 - Resolution Declaring and Donating Surplus Equipment to Non-Profit Organizations**
- E. 2024 Arbor Day Proclamation.**

MEMBER CONCERNS

Rohweder:

DeWall:

Johnson:

Benson:

Ward:

Chief Gaidis:

BILLS FOR APPROVAL

General: \$99,975.75

Liquor: \$42,419.50

TOTAL BILLS FOR APPROVAL: \$142,395.25

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING APRIL 1st, 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 Jake Benson, Councilor Jim Rohweder, Councilor Rory Johnson

OTHERS PRESENT: Administrative Assistant Megan Jordan

M/S/P: Rohweder/Johnson to approve the City Council minutes from Monday, March 18th, 2024.

M/S/P: Ward/Benson to approve the agenda for Monday, April 1, 2024.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

NONE

M/S/P: Johnson/Rohweder to approve the consent agenda for Monday, April 1, 2024, adding item: 5C. St. Lukes Arena – Parking Improvements/Accommodations under unfinished business.

4. Clerk Advises Council

A. LG 510 – 2023 Report

M/S/P: Benson/Ward to approve the charitable gambling LG510 report for 2023 as submitted.

B. LBAE April 30th, 2024, 10:00 am – 11:00 am

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

C. St. Lukes Arena – Parking Improvements/Accommodations

6. NEW BUSINESS

A. Resolution 16-24: a resolution approving Minnesota laws 2023, chapter 64, article 10, section 42, allowing the city of proctor to impose a local sales tax

M/S/P: Ward/Rohweder to approve resolution 16-24 as submitted.

B. Resolution 17-24: A Resolution Adopting Title and Ballot Language Pertaining to a

Local Option Sales Tax Authorized by the Minnesota Legislature,

to be Submitted to the Qualified Voters of the City of Proctor at the General Election on November 5, 2024.

Mayor Ward states this resolution needs to be approved 90 days before the general election on November 5th, 2024. Councilor Benson would like to table the resolution until April 15th, 2024 meeting. Councilor Rohweder suggests adding the scope to the sales tax to be allocated for parks in addition to trails.

M/S/P: Benson/DeWall to table Resolution 17-24 until the next city council meeting on April 15th, 2024.

C. Resolution 18-24: Declaring Surplus Equipment

M/S/P: Johnson/Rohweder to approve Resolution 18-24: Declaring Surplus Equipment as submitted.

Equipment in the Trac 7 room has been inventoried, documented with Ted Kiefat requesting the items to be declared as surplus with usable items to be donated to Rails TV at the school. Councilor Benson states the cable commission has met regarding the inventory of items, and has authorized donating or disposal of items. It is noted city staff and departments received notification of the items up for surplus and had the opportunity to determine if any equipment could be utilized. Councilor DeWall requests city staff to research stipulations regarding government entities donating to schools or other government entities. Councilor Benson requests adding an estimated valuation of the declared items to the resolution.

M/S amended by Johnson/Rohweder to table item 6C: Resolution 18-24 Declaring Surplus Equipment until the meeting on April 15th, 2024.

Municipal Cannabis Dispensary

M/S/P: Ward/Benson to create an ad hoc committee exploring the options of a municipally owned cannabis dispensary.

M/S/P: Ward/DeWall to form an ad hoc committee for a municipally owned dispensary consisting of: the City Administrator, Chief Gaidis, Councilor Johnson, Councilor Benson, and Mountain Spirits Liquor Store Manager, Andrew Brunner.

E. Ordinance 01-24: ORDINANCE AMENDING SECTION §71.08 OF THE CITY CODE ENTITLED “WINTER PARKING REGULATIONS” – 2nd Reading

M/S/P: Benson/Rohweder to accept the second reading of the amended city code §71.08 “Winter Parking Regulations” section as submitted.

MEMBER CONCERNS

Rohweder: None

DeWall: None

Johnson: None

Benson: Acknowledges Deputy Mayor DeWall for delivering an outstanding speech on behalf of the City of Proctor in Mayor Ward’s absence at the State of the City.

Mayor Ward: Gratitude to Councilor DeWall for delivering his speech and attending the State of the City on his behalf. Proctor Fire Department will hold their bingo fundraising event on Saturday, April 13th, 2024 at 5:00 pm at the Buffalo House.

General: \$49,509.10

Liquor: \$29,860.24

TOTAL BILLS FOR APPROVAL: \$79,369.34

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

M/S/P: DeWall/Ward to adjourn the meeting at 6:30 pm.

City of Proctor,

Thank you for supporting the
Hermantown Area Chamber of Commerce's
Annual State of the Cities Luncheon
on March 21st, 2024, at the Black Woods Event
Center.

*We appreciate you and your dedication to making the
region a terrific place to live, work and conduct business.*

Thank you!
Hermantown Area Chamber of Commerce

Brooklyn Timberly Olivia

2-22-2024

Dear Generous Donor,

Each and every year as a business owner you are asked to give, over and over to so many worthy causes. Quite often you may say YES! I know because my husband is a small business owner himself.

You said YES to the NIGHT TO SHINE sponsored by the Tim Tebow Foundation and other generous donors like yourself. On behalf of the entire Raimo family of 5 siblings and their spouses, two parents, as well as 8 nieces and nephews thank you for thrilling the heart of our son Sean who has Down Syndrome.

The NIGHT TO SHINE is the highlight of our son's year. We plan our year around this special dinner dance honoring those with disabilities. Sean did not attend Prom when in high school but the ball has allowed him dress up and dance the night away along with his friends in a safe environment.

The event is honoring those that most find the least of these. The Bible says in Matthew 25:40 "What ever you do for one of the least of these brothers and sisters of mine, you did for me." Let me say thank you from all those who attend world wide as most will not be able to say thank you verbally or financially as their budgets do not allow for stamps nor is there someone to help them say thank you. From our home to your business may you be blessed for saying YES.

Thank you from the bottom of our hearts not enough, but for now it will have to due. We appreciate your YES to the NIGHT TO SHINE donations and in kind goods. You have blessed my heart as a mom and my son's with a wonderful evening.

I also put everyones' names on the bottom of this note so you know other like minded awesome, generous businesses to patronize if you should ever need their services.

Thank you

Jullianne (and David) Raimo
1605 Woodland Avenue
Duluth, MN 55803
jmraimo@gmail.com
218-390-2408

Proctor Public Schools Lake Superior Catering Irving Community Foundation SAPPI Wood Magic
Minnesota Power Soloway Monday Brunch Duluth Electric Contracting Proctor Builder Supply
The Raimo Family The Bolgrien Family Bruce and Melva Johnson City of Proctor
Troy's Service Center Cloquet Area Fire District Dave Evans Transport
Northern Industrial Insulation TG Carroll & Son
JT Carroll Properties Midway Christian Fellowship Duluth Event Lighting Proctor Pizza Bentleyville
Black Tie Affair DJ Mary Hall RailsTV Cody Lou Photography Kayla Krasselt Photography
Arthurs Formal Wear Arrowhead Transit Hundreds and hundreds of Volunteers

Mayor Chad Ward
100 Pionk Drive
Duluth, MN 55810

Dear Tree City USA Community Member,

On behalf of the Arbor Day Foundation, I'm thrilled to congratulate Proctor on earning recognition as a 2023 Tree City USA. Residents of Proctor should be proud to live in a community that makes the planting and care of trees a priority.

Founded in 1976, Tree City USA is a partnership between the Arbor Day Foundation, the U.S. Forest Service, and the National Association of State Foresters. Proctor is part of an incredible network of more than 3,600 Tree City USA communities nationwide, with a combined population of 155 million.

Over the last few years, the value and importance of trees has become increasingly clear. Cities and towns across the globe are facing issues with air quality, water resources, personal health and well-being, and energy use. Proctor has taken steps to create a brighter, greener future.

We hope you are as excited as we are to share this accomplishment with your local media and your residents. Enclosed in this packet is a press release for you to distribute at your convenience.

We're excited to celebrate your commitment to the people and trees of Proctor. Thank you, again, for your efforts.

Best Regards,



Dan Lambe
Arbor Day Foundation Chief Executive

FOR IMMEDIATE RELEASE

Contact:

Jasmine Putney
Arbor Day Foundation
402-216-9307
jputney@arborday.org

Arbor Day Foundation Names Proctor a 2023 Tree City USA[®]

LINCOLN, Nebraska (4/2/2024) – Proctor was named a 2023 Tree City USA by the Arbor Day Foundation to honor its commitment to effective urban forest management.

Proctor achieved Tree City USA recognition by meeting the program's four requirements: maintaining a tree board or department, having a tree care ordinance, dedicating an annual community forestry budget of at least \$2 per capita, and hosting an Arbor Day observance and proclamation.

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

“Tree City USA communities see the positive effects of an urban forest firsthand,” said Dan Lambe, chief executive of the Arbor Day Foundation. “The trees being planted and cared for by Proctor are ensuring that generations to come will enjoy to a better quality of life. Additionally, participation in this program brings residents together and creates a sense of civic pride, whether it’s through volunteer engagement or public education.”

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, energy use, and extreme heat and flooding. Proctor is doing its part to address these challenges for residents both now and in the future.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation

Founded in 1972, the Arbor Day Foundation has grown to become the largest nonprofit membership organization dedicated to planting trees, with more than one million members, supporters and valued partners. Since 1972, almost 500 million Arbor Day Foundation trees have been planted in neighborhoods, communities, cities and forests throughout the world. Our vision is to lead toward a world where trees are used to solve issues critical to survival.

As one of the world's largest operating conservation foundations, the Arbor Day Foundation, through its members, partners and programs, educates and engages stakeholders and communities across the globe to involve themselves in its mission of planting, nurturing and celebrating trees. More information is available at arborday.org

City of Proctor Payroll Summary by Department

Check Date Range 3/29/2024 to 3/29/2024

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	-	-	-	-	-
City Admin	7,644.80	-	-	-	-
Finance	3,184.80	-	-	-	-
Police Department	23,810.73	42.50	2,091.69	-	-
Fire Department	-	-	-	-	-
Street Department	10,336.22	-	-	6.00	378.90
Liquor Store	6,304.35	-	-	-	-
PUC	6,535.19	4.50	180.63	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
Total	57,816.09	47.00	2,272.32	6.00	378.90

Minutes of the Proctor Economic Development Authority Tuesday March 12, 2024, at 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 Commissioner Bingaman and seconded by Commissioner Schwarzbauer and carried (5-0) to approve the February 2024 PEDDA Meeting Minutes.

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (5-0) to approve the March 12, 2024 agenda.

Communications: The Commission acknowledged City Attorney John Bray's resignation.

Chair Madson and City Administrator Rich reported the Northspan economic impact study proposal was signed and a meeting is scheduled for Wednesday March 27, 2024.

Administrator Rich reported the Public Safety Committee is meeting on Wednesday March 13, 2024 to discuss St. Luke's Event Center parking solutions.

Discussion was held on the Kirkus Street south to Westgate Blvd utility easement.

MEMBER CONCERNS

Chair Madson: None

Commissioner Bingaman: None

Mayor Ward: None

Commissioner Schwarzbauer: None

Commissioner Jauhola: None

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (5-0) to adjourn at 6:31 PM

Minutes of the Proctor Public Utilities Commission meeting held on Monday, March 11, 2024 at 6:00 p.m. in the Council Chambers at Proctor City Hall.

The following members were present:

Eric Bingaman
Troy DeWall
Derek Pederson

Others who were present:

Charliene Jones, Commission Secretary
Jess Rich, City Administrator
John Bray, PUC Attorney
Jim Butcher, PUC customer and Proctor resident

APPROVAL OF AGENDA

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

APPROVAL OF THE MINUTES OF:

Motion by Pederson, seconded by Bingaman and carried: To approve the PUC Regular Meeting minutes of December 11, 2023, January 8, 2024 & February 12, 2024.

APPROVAL OF PAYROLLS OF:

Motion by DeWall, seconded by Pederson and carried: To approve the payroll pay dates of 2/16/24 & 3/01/24.

DELINQUENT ACCOUNTS were discussed. There have been no disconnects this winter yet, as our Billing Clerk has been diligently working with customers and working hard on keeping payment plans current. Cold Weather Rule is in effect through April 30th.

CALL FOR COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Jim Butcher inquired about the potential for any PUC funding for DC charger installations or any discounted EV Electric Charging Rates. The Commission told him we would look in into this.

1. OLD BUSINESS

- A. Water Maintenance Contractor update. Nothing new to report.
- B. Water tower maintenance update. SEH was given the go ahead to proceed with the project, with the inclusion of the SWLP recommendations of capping the sand in the bottom of the tower with concrete or the like and electrical modifications of moving the primary breaker and controls out of the vault. We are just waiting on an updated proposal from SEH to include this work.
- C. 2nd Street Project from 5th Ave to 9th Ave was discussed. The contractor installed the underground wiring for the street lighting during the last week of November. The light poles have an estimated ship date of 3/29/24.
- D. Service Territory Discussion. Nothing new to discuss.
- E. Forward looking budget items
 - seasonal summer help
 - rate structure and accessibility fee
 - generator

- water main to south Proctor
- new PUC truck

2. NEW BUSINESS

- A. Lead service line inventory update – nothing new to report. We will be starting the inventory with the 2nd Street Project. Secretary applied for a Technical Assistance Grant through the MN Dept of Health, but has not had any updates from them yet.
- B. Discussion of utility accounts in property owner’s name was discussed. We are finding that we cannot assess electric bills. Staff is still gathering information.
- C. City of Duluth PUC proposed water rate increases were discussed. They are holding a public hearing on 3/26/24 at 5:15 pm. Commission Secretary and one of the Commissioners will plan to attend.

3. REPORT OF OFFICE

- A. PUC Meter Reader/Water Technician position update.
- B. Booster (Pump) Station Pay App Request #6 was reviewed.

Motion by Bingaman, seconded by DeWall and carried: To approve USA Pay App Request #6 in the amount of \$44,233.55.

After further discussion, motion and seconded both rescinded by Bingaman and DeWall.

Motion by Bingaman, seconded by DeWall and carried: To approve USA Pay App Request #6 in the amount of \$44,233.55, minus a 5% retainer of the “TOTAL COMPLETED AND STORED TO DATE” in the amount of \$29,703.14, for a total payment of \$14,530.41 for this Pay App with the balance to be paid once the stoop is fixed and the silt fence removed.

- C. Sand Salt Building & PUC/Public Works Garage update - nothing new to report.
- D. SEH Monthly Meeting Minutes of 2-22-24 were reviewed.
- E. Tree trimming update. Our Vegetation Manager met with Zielies and will be meeting with Asplundh next week. We will hopefully have two bids for our next meeting.
- F. MMUA Capitol Letter was reviewed.

4. FINANCIAL STATEMENTS

- A. PUC January Income Statements were reviewed.

5. APPROVAL OF BILLS

- A. The MP February power bill was reviewed.

- B. The MP and SWL&P January & February maintenance bills were reviewed.

Motion by Bingaman, seconded by Pederson and carried: To table payment of the MP and SWL&P January & February maintenance bills, with a due date of April 22nd, until next meeting.

- C. The bills listing was reviewed.

Motion by Bingaman, seconded by Pederson and carried: To approve the bills presented and on file at the utility office, including all electronic payments for sales tax & payroll payables, but excluding the MP/SWLP Maintenance bill in the amount of \$35,778.22. Payable checks #020134 thru #020144.

6. COMMUNICATIONS

- A. Billing insert on back side of utility bills was reviewed.

- B. City Administrator correspondence of a resignation letter from City/PUC Attorney, John Bray, and Minutes of the Proctor City Council Special Meeting of March 6, 2024 were reviewed.

Motion by Bingaman, seconded by DeWall and carried: To accept the letter of resignation as submitted by City/PUC Attorney John Bray.

Commission Chair Bingaman thanked Attorney Bray, on behalf of the PUC Commission, for all his years of service and appreciate all he's done for PUC.

7. LABOR & NEGOTIATION ISSUES

8. MEMBERS CONCERNS

- A. Commissioner DeWall thanked Attorney Bray for his 30 years of service and for all he's done for the City and PUC.

Motion by DeWall, seconded by Pederson and carried: To adjourn the meeting at 7:07 p.m.

Charliene Jones, Commission Secretary

Eric Bingaman, Commission Chair

PUBLIC SAFETY COMMITTEE MEETING
March 13, 2024, 4:30 p.m.
MEETING MINUTES

A. CALL TO ORDER:

Meeting was called to order by Chair Gaidis at 4:30 p.m.

B. MEMBERS PRESENT:

Members present were Kent Gaidis, Rick LaLonde, Troy Dewall, Kerry Helquist and Dick Kari. Also present were Kerry Juntunen, School Superintendent; Anthony Wood, Athletics Director; and Jessica Buhs.

C. NEW BUSINESS:

1. Event Center Parking

- Chair Gaidis introduced the issue, explaining the City previously gave a variance to the School District for parking, stating that if/when issues ever arose, they would be addressed. The lack of adequate parking has now become a safety issue and needs to be addressed.
- Fire Chief Helquist stated placing cones and tape for driving lanes has helped the issue, but it is not a solution as cones are easily moved, their appearance is undesirable and it doesn't solve the safety issue for people, especially the elderly, parking elsewhere and having to walk to the arena.
- Council Member Dewall questioned how many times we have been over the max parking this year. Fire Chief Helquist advised more than we used to be and approximately 20 times this year. Athletics Director Wood approximated 5 times this year during big games.
- Council Member Dewall pointed out due to the weather conditions this winter and the lack of ice, there have been no simultaneous events on the indoor/outdoor rinks. This has lessened the number of parking issues than there would normally be. Even so, he approximates 12 to 14 times where parking has been an issue this year and that the problem is growing.
- Council Member Dewall stated parking along Egerdahl is not a good solution as it is not a thru roadway and the traffic will continue tearing up the road. Council Member Dewall advised the Council is now seeking the school's proposed solutions.
- Superintendent Juntunen informed the budget is being set now by the school, it is due June 30th and now is the time for these discussions.

- Council Member Dewall questioned what areas could allow for additional, including the area across Kirkus Street that the City owns. Superintendent Juntunen confirmed this area has previously been proposed by City Administrator Rich.
- Vice Chair LaLonde raised the issue of safety, specifically on Kirkus. It's a busy street to be crossing and not safe to walk along. In winter, snow restricts walking areas even further. Fire Chief Helquist pointed out there is sidewalk on only one side of Kirkus, causing people to then walk between their cars and the driving lane. This is highly unsafe as Kirkus is known for speeding vehicles. Vice Chair Lalonde stated the street could be made safer with appropriate sidewalks and crosswalks with lighting.
- Fire Chief Helquist brought up that the "secret soccer field" was an option for additional parking, but huge events would still be problematic.
- Superintendent Juntunen stated the school district attempted to rent lights and utilize a shuttle service this year with limited success.
- Chair Gaidis pointed out permanent signage will help the safety issue, but that does not help the overall parking issue.
- Superintendent Juntunen proposed the secret soccer field as a possibility if the road to it is properly fixed. This comes with the question of whether the City would plow this roadway as well as how the conditions of the roadway might change if there is a warm winter and muddy fall/spring.
- Athletics Director Wood confirmed there have been no prior conversations/proposed solutions other than utilizing the secret soccer field.
- Superintendent Juntunen stated the school district's goal is to not infringe on City anything. This includes use of City land across Kirkus which would require cutting down trees to create parking. It is more desirable to find a long-term solution implemented by the school, on school property.
- Vice Chair LaLonde pointed out creating a roadway back to the soccer field could be costly as it is currently just grass without any base. The roadway would need to be wide enough for two cars as well as a walkway. Superintendent Juntunen suggested making contact with the County for a roadway estimate. The school has long-term facility maintenance funds; however, there are many competing interests in that fund that would need to be allocated.

- Vice Chair LaLonde raised the concern of whether the City would plow a roadway back to the soccer field and suggested the school would likely be able to maintain it in the winter given it would be an overflow lot and not used on a regular basis.
- Vice Chair LaLonde proposed if the ponds around the arena were to be properly fixed, this would allow the school to be in a position to fill the wetlands to make a bigger lot. This lot would then have better lighting (as opposed to being back on the soccer field) and foot traffic would be safer. Bringing the ponds up to date would be the nicest and safest option. The Street Department would also in the winter then plow the remainder of the lot as opposed to consideration of a separate roadway.
- Superintendent Juntunen confirmed this proposed parking would fit on the footprint of the new domed building. The parking would be started now rather than in the future when the building is constructed.
- Superintendent Juntunen acknowledged the issue at hand and confirmed that the need for resolution is heard loud and clear. The school will conduct walk-arounds and come back to the Public Safety Committee with their ideas.

D. ADJOURNMENT:

The meeting was adjourned at 5:10 p.m. due to a high-priority police/school incident.



CITY COUNCIL AGENDA DATE: April 15, 2024

TO: Proctor City Council

FROM: City Administrator, Jess Rich

SUBJECT: 2024 Brush Pick Up

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Be advised and give input on the 2024 Brush Pick Up Program

BACKGROUND

The harsh winter of 2022-2023 took a toll on trees, resulting in a higher-than-anticipated amount of brush for disposal. City crews observed some residents, particularly those in rural areas of Proctor, engaging in actual tree removal and property clearing, expecting the city to collect the debris from the roadside. Originally intended to assist town residents with branch trimming who lacked the means or space to dispose of them, the program's purpose has been misunderstood. City staff met and recommends if the brush pick up were to continue we need to strongly urge residents to use the service judiciously and with moderation, emphasizing that it is not intended for large-scale tree removal or property clearing.

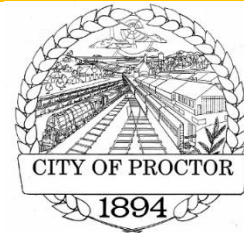
SOURCE OF FUNDS (if applicable) 2024 Budget

ATTACHMENT(S) – flyer graphic below

City of Proctor Brush Pickup

- Neatly stack brush at the edge of alley or street.
- DO NOT BAG - Bags will NOT be picked up.
- Do not cut brush and branches into small pieces.
- No leaves, pine needles, or garden waste.
- Get on the list by Friday, May 17, 2024
- Pickup begins Monday, May 20, 2024.

GET ON THE LIST
CALL: 218-624-3641
EMAIL: cityhall@proctormn.gov



NOTICE! This program is intended for residents who prune or trim their trees/bushes and for minor windfall. It is not intended to dispose of waste resulting from land clearing, taking dead fall from the woods, tree removal or the activities of tree contractors, landscapers, and/or lawn maintenance firms. Please be reasonable in your participation.



CITY COUNCIL AGENDA DATE: April 15, 2024

TO: Proctor City Council

FROM: City Administrator, Jess Rich

SUBJECT: Blight Ordinance Update

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

None – Update Only

BACKGROUND

In July 2023 the city council formed a blight committee to review blight policies, complaint procedure and response. During the winter of 23-24, the City of Proctor Blight Committee met three times and formulated a new section of the code. This development is poised to offer clearer directives to city staff regarding the handling of blight complaints and properties. For example, the current code does not address ‘perpetual’ violators; the new proposed code does. The new ordinance is in review by staff, was reviewed by the prosecuting attorney and will need to be reviewed by our city attorney when one is appointed. We hope to bring the new ordinance to the council by the end of May.

SOURCE OF FUNDS (if applicable) None

ATTACHMENT(S)



CITY COUNCIL AGENDA DATE: April 15, 2024

TO: Proctor City Council

FROM: City Administrator, Jess Rich

SUBJECT: 2024 Event Permits

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION: Not applicable.

BACKGROUND

Previously, the city council approved special event applications/permits. However, upon reviewing the code, it appears that council approval is not mandatory (refer to the attached section of the code). The Public Safety Committee is scheduled to convene before the city council meeting to evaluate the following listed special events. I will provide updates on any event applications that are declined by the Public Safety Committee.

- Speedway Media Day and Car Show at Fairgrounds **May 4**
 - Speedway Race Season **May 5-August 29**
 - Speedway Midsummer Night of Mayhem **August 3**
 - Speedway Silver 1000 **August 29**
 - Powerhouse Bike Night Thursdays **May 23-September 12**
 - Powerhouse June Car Show **June 7 (MAP)**
 - Memorial Day Observance **May 27**
 - Rail Rumble Softball Tournament **May 31-June 2**
 - MS 150 Bike Race **June 7-8**
 - Proctor Classic Baseball Tournament **June 28-30**
 - S. St. Louis County Fair **July 2-7**
 - Dirt Floor Arena Rodeo **July 4-5**
 - Hylla 5K /Green White Mile Races **August 17**
 - Ryan McCarthy Softball Tournament **August 2-4**
-

SOURCE OF FUNDS (if applicable) None

ATTACHMENT(S) Code

§ 117.07 OPERATION.

No filling station or other person in charge of operating a filling station shall fill or allow to be filled with fuel the tank or tanks of any motor vehicle while the engine of the vehicle is running or is in motion; and no owner or other person driving, operating or in charge of a motor vehicle shall fill, allow or cause to be filled with fuel the tank or tanks of the motor vehicle while the engine is running.

(Prior Code, § 608.07) (Ord. 02-05, passed 4-4-2005; Ord. 02-12, passed 2-6-2012)

CHAPTER 118: SPECIAL EVENTS; PUBLIC DANCING

Section

Special Events

118.01 Application for approval

Public Dancing

118.15 Adoption by reference

118.16 Term

Street Dances

118.30 Permit required

118.31 Hours

118.32 Areas allowed

118.33 Other requirements

118.34 Insurance and deposits

118.35 Public safety

118.36 Fee

Police Services

118.50 Introduction and purpose

118.51 Description of criteria

118.52 Special events safety

118.53 Special event risk factors

118.54 Factors that increase risk levels for any event

118.55 Factors that decrease risk levels for any event

118.56 Guidelines for event sponsors to consider

118.57 Special events staffing matrix

Cross-reference:

Business licensing, see Ch. 110

Shows, games and exhibitions, see Ch. 113

SPECIAL EVENTS

§ 118.01 APPLICATION FOR APPROVAL.

Any person(s) wishing to hold a special event, to include pyrotechnics, shall apply for approval on forms to be provided by City Hall and the Event Coordinator. The City Council will create by resolution, specific deadlines for all permits and approvals necessary to conduct a special event, which copies thereof will be provided to the city. No special event may be held unless an application as provided for herein has been submitted, fully completed and approved in writing by the City Administrator or designee, Event Coordinator and Public Safety Committee.
(Ord. 02-17, passed 5-1-2017)

PUBLIC DANCING

§ 118.15 ADOPTION BY REFERENCE.

The provisions of state law regarding public dancing are adopted by reference. No person shall conduct a public dance unless he or she has been issued a public dance license.
(Prior Code, § 610.01) (Ord. 02-12, passed 2-6-2012) Penalty, see § 10.99

§ 118.16 TERM.

Dance licenses may be issued for a one-year term or for a one-day term. In addition to the information required by § 118.30, each application shall state whether a one-year or a one-day license is requested.
(Prior Code, § 610.02) (Ord. 02-12, passed 2-6-2012)

STREET DANCES

§ 118.30 PERMIT REQUIRED.

Any person, association, organization or business entity requesting to hold a public dance, music festival or music celebration featuring live or recorded music upon any street, alleyway, sidewalk or other property owned by the city by virtue of license, fee, title, easement or equity shall apply to the city for a permit for an event. Applications for permits shall be maintained at City Hall.
(Prior Code, § 610.04) (Ord. 09-05, passed 7-18-2005; Ord. 02-12, passed 2-6-2012)

§ 118.31 HOURS.

To: City Council
From: Leslie Brunfelt, Finance Director
Date: April 15, 2024
Re: Quarterly Financial Update

Finance Highlights

- 2023 Sales tax revenues ended up 5.5% over 2022. January 2024 revenues were 43% higher than January 2023.
- Lodging tax revenues in 2023 were 7.5% lower than 2022. Lodging tax revenues through February 2024 are 38.7% higher than 2023.
- The liquor store sales were up 5.4% versus last year for the first quarter. Gross Margin 33.8% vs. 23.1% last year and a budget of 26.7%.
- General Fund Receipts
 - 2024 Midway Fire Contract \$30,368
 - 2023-2024 School year SRO contract \$25,000
 - Interest and Unrealized Gains \$25,000
- See the expenditure analysis on page four for an explanation of the expenditure variances.

Proctor has received a total of \$330,906.61 in funds from the American Rescue Plan (ARP). The current guidance from the Treasury department allows for awards up to \$10 million to be used to replace lost revenue related to the pandemic. This application allows the City of Proctor to use the funds for the “General Provisions of Government”. **These funds must be obligated by the end of 2024 and spent by the end of 2026.**

Council has designated funds for the following projects:

1. Fire Department SCBA units - \$21,404, completed.
2. Sand Salt Facility -\$200,000, completed.
3. Park Improvements \$3,660, completed.
4. Park Improvements \$66,340, pending.
5. Sidewalks \$39,502.61, pending.

Current Economics

On a National Level, according to HilltopSecurities 2024 Q1 Economic Commentary, The U.S. economy entered 2024 on the heels of the strongest GDP growth in consecutive quarters in nearly a decade, and once again economists were forecasting a slower pace ahead. It appears the economy did indeed weaken in the first quarter, but while growth moderated, inflation did not. The sharp decline in price pressure that prevailed in the second half of last year abruptly flattened out as the new quarter unfolded. Since inflation drives monetary policy, investors anticipated Fed rate cuts would be delayed and yields moved higher in response. The quarter

began with almost 175 basis points of rate cuts priced in for 2024, but by the end of March, those expectations had been trimmed to just 75 bps.

State Budget outlook:

The current FY 2024-25 surplus is expected to be \$3.7 billion an increase of \$1.3 billion compared to November projections. The near-term economic outlook has improved, with growth expected to persist through 2027. Higher expected corporate profits, higher tax receipts this fiscal year, significantly raise the corporate tax revenue forecast.

Minnesota's labor participation rate (68.1%) exceeds that of the US (62.5%) and is the 5th highest among states. The unemployment rate is 2.9% vs. 3.7% nationally, and the 10th lowest among states.

National Outlook:

Strong employment growth, robust real GDP growth in late 2023 and easing financial conditions prompted SPGMI, Minnesota's macroeconomic consultant, to raise their GDP outlook for 2024-2027. They are now forecasting U.S. real GDP to increase 2.4 percent in 2024 (up 1.0% from November), 1.6 percent in 2025, 1.7 percent in 2026 and 1.8 percent in 2027.

In response to monetary policy tightening that has already taken place, SPGMI expects the U.S. unemployment rate to reach 4.4 percent in late 2025 and remain there until the end of 2027. SPGMI expects that this labor market easing will allow core Personal Consumption Expenditure (PCE) inflation to ebb to 2.0 percent by mid-2025. Inflation has already decreased significantly without the economy experiencing aggregate job losses. Consumer Price Index (CPI) inflation has decreased by 5.9 percentage points since June 2022, from 9.0 to 3.1 percent in January, while payroll jobs have increased by 5.8 million.

Significant forecast risks exist including Inflation, monetary policy, international conflict, Federal fiscal policy, productivity growth as a source of upside potential.

City of Proctor
Cash Balances
March 31, 2024

Fund	Current Balance
100 - General Fund	4,332,037
200 - Cable Communications Fund	144,066
300 - Construcion Projects	(859,700)
400 - Closed Debt Service Funds	155,227
493 - Equip Cert 2012A, Refunding	16,584
494 - 2015 Improvement Refund Bonds	74,322
495 - 2016A Advance Refunding Bonds	111,020
496 - 2018A GO Bonds Almac and 6th S	(44,177)
497 - 2023A GO 2nd Street	178,622
500 - Sewer Fund	2,497,464
525 - Storm Sewer Fund	(61,157)
550 - Golf Course Fund	(258,752)
600 - Liquor Fund	116,026
700 - Public Utilities Commission	5,972,393
810 - Proctor BDRHC Fund	14,188
830 - Proctor Economic Development	124,561
850 - Public Safety Capital Equipment	166,088
	12,512,723

Cash balances are 8.4% higher than March 2023. City's General Fund cash of \$4.3 million is 139% of the City's General Fund 2024 budget. We are still waiting for the \$500,000 reimbursement grant for the Sand and Salt shed. The City is not projecting any cash flow issues at this time.

City of Proctor
 Select Departmental and Fund Expenditure/Expense Budget Variance Report
 January - March 2024

	2024 Annual Budget	2024 YTD Budget	2024 YTD Actual	Budget Variance over (under)	over (under) %	
General Fund	3,063,897	803,714	676,221	(127,493)	-16%	
Police	1,252,003	365,121	296,690	(68,430)	-19%	1
Fire	270,983	59,848	30,874	(28,974)	-48%	2
Streets	511,177	148,157	128,205	(19,951)	-13%	3
Parks	88,988	33,587	19,868	(13,719)	-41%	4
City Admin	457,620	116,820	102,743	(14,077)	-12%	5
Council/Mayor	302,105	26,226	30,325	4,099	16%	6
Legal	52,500	13,125	13,920	795	6%	
City Hall	128,522	40,831	53,594	12,764	31%	7
Liquor Store	1,239,432	317,875	258,375	(59,501)	-19%	8
PEDA	55,000	13,750	145	(13,606)	0%	
Public Safety	17,440	68,627	88,968	20,341	0%	

Explanation of Significant Variances

1 - Lower salaries and benefits tied to open positions \$48.5K, lower than budgeted Workers Comp Insurance \$5K and timing of general operating expenses.

2 - Wages for first quarter haven't been paid yet \$20K and timing of general operating expenses.

3 - Primarily timing of repairs and maintenance.

4 & 5 - Timing of general operations

6 - Higher Engineering fees

7 - Timing of Johnson Controls annual maintenance agreement.

8 - Seasonal sales cycle is not necessarily reflected in the YTD Budget. COGS is lower than budgeted.



CITY COUNCIL AGENDA DATE: April 1, 2024 and April 15, 2024

TO: Proctor City Council

FROM: City Administrator, Jess Rich

SUBJECT: RESOLUTION NO. 17-24

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Consider RESOLUTION NO. 17-24 A RESOLUTION ADOPTING TITLE AND BALLOT LANGUAGE PERTAINING TO A LOCAL OPTION SALES TAX AUTHORIZED BY THE MINNESOTA LEGISLATURE, TO BE SUBMITTED TO THE QUALIFIED VOTERS OF THE CITY OF PROCTOR AT THE GENERAL ELECTION ON NOVEMBER 5, 2024

BACKGROUND

State of Minnesota Legislature passed, and the Governor signed Minnesota Laws 2023, Regular Session, Chapter 64, Article 10, Section 42, which authorizes the City of Proctor to impose a .5% sales and use tax if approved by the voters. If the City Council approved Resolution 17-24, the City of Proctor will also need to decide on the ballot question language 90 days before the election. It is recommended to decide on the question as soon as possible in order to get the information out to the voters. It was asked at the 4/1/2024 meeting if additional projects can be added to the ballot question, specifically parks. The answer is no, the legislation language approved is for a trail project. In addition, the City of Proctor has 'parks' identified as a use of funds in the 2014 1% sales tax code.

SOURCE OF FUNDS: NA

ATTACHMENT(S)

Resolution 17-24

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 NO. 17-24
A RESOLUTION ADOPTING TITLE AND BALLOT LANGUAGE PERTAINING TO A
LOCAL OPTION SALES TAX AUTHORIZED BY THE MINNESOTA LEGISLATURE,
TO BE SUBMITTED TO THE QUALIFIED VOTERS OF THE CITY OF PROCTOR
AT THE GENERAL ELECTION ON NOVEMBER 5 2024

WHEREAS, the City Council of the City of Proctor is the official governing body of the City of Proctor, Minnesota (“City”); and

WHEREAS, Minnesota Statutes § 297A.99 provides the City with authority to impose a local sales tax if that tax is approved by a legislative special law and by the voters at a general election; and

WHEREAS, the City Council approved Resolution No. 04-22 directing designated staff to submit a proposal to the Minnesota Legislature to allow the City to propose a one-half of one percent (0.5%) local sales tax to pay the capital and associated interest and financing costs for the design and construction of a regional trail that would connect the City of Proctor trails to the Munger and City of Hermantown trail systems; and

WHEREAS, during the 2023 regular session of the Minnesota Legislature, the Governor signed Minnesota Laws 2023, Chapter 64, Article 10, Section 42 (the “Legislation”) which authorizes the City to impose a sales and use tax of up to 0.5% (the “Tax”) to pay the costs of collecting and administering the tax and to finance up to \$6,900,000 plus associated bonding costs for construction of said trail; and

WHEREAS, the Tax expires at the earlier of (1) 20 years after the Tax is first imposed, or (2) when the City Council determines that the amount received from the Tax is sufficient to pay for the project costs authorized under subdivision 2 of the Legislation, plus an amount sufficient to pay the costs related to issuance of the bonds authorized under subdivision 3 of the Legislation, including interest on the bonds; and

WHEREAS, the Legislation required local approval in accordance with Minnesota Statutes §645.021; and on April 15, 2024, the City Council adopted Resolution No. 16-24 approving the Legislation and directing the City Clerk to file the required Certificate; and

WHEREAS, any tax imposed pursuant to this Resolution and authorized by Minnesota Laws 2023, Chapter 64, Article 10, Section 42 must be approved by the voters of the City of Proctor by referendum pursuant to Minnesota Statutes § 297A.99, subd. 3(a); and

WHEREAS, the City Council considered ballot language to submit the questions to the qualified voters of the City of Proctor pursuant to Minnesota Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PROCTOR MINNESOTA, that based on the foregoing, the following Question shall be submitted to the qualified voters of the City of Proctor for adoption or rejection at the 2024 General Election to be held November 5, 2024, the title and language of the question shall be presented as follows:

SALES AND USE TAX FOR NEW TRAIL CONNECTING THE CITY OF PROCTOR TRAILS TO THE MUNGER TRAIL AND HERMANTOWN TRAILS

Shall the City of Proctor impose a sales and use tax of one-half of one percent (0.50%) for no more than 20 years or \$6,900,000.00 to finance the design and construction of a trail that would connect City of Proctor trails with the Munger Trail and Hermantown Trail systems?

- Yes
- No

Adopted by the City Council of the City of Proctor on the 15th day of April 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator





CITY COUNCIL AGENDA DATE: April 15, 2024

TO: Proctor City Council

FROM: City Administrator, Jess Rich

SUBJECT: Resolution 18-24 Surplus Equipment and Supplies

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Reject tabled Resolution 18-24 Declaration of Surplus Items

BACKGROUND

Resolution 18-24 was presented to the City Council on April 1, 2024. The resolution was postponed to investigate the feasibility of donating surplus equipment to another organization. Further examination revealed that according to state statute 471.3459, the city is permitted to donate surplus equipment to non-profit organizations, but the city must have a policy determining the donation process. Therefore, it is recommended that the City Council reject Resolution 18-24, as it tied the declaration of surplus equipment to donation to the Proctor School Media Program. Instead, Resolution 22-24 declares the equipment surplus, and Resolution 21-24 adopts a policy for the donation of surplus equipment to a nonprofit organization. Upon adoption the 21-24 and 22-24 City Administrator Rich will commence the process of donating the equipment to non-profit organizations.

SOURCE OF FUNDS: NA

ATTACHMENT(S)

Resolution 18-24 Surplus Equipment and Supplies

Exhibit A (photos), City Code 32.01

Minnesota State Statute 471.3459

471.3459 DONATION OF SURPLUS EQUIPMENT.

Subdivision 1. **Definitions.** (a) For the purposes of this section, the following terms have the meanings given them.

(b) "Local government" means a county, home rule or statutory city, town, or joint powers entity formed by any of these local governmental units.

(c) "Nonprofit organization" means an organization formed under section 501(c)(3) of the Internal Revenue Code.

(d) "Surplus equipment" means equipment used by a local government public works department, and cellular phones and emergency medical and firefighting equipment that is no longer needed by the local government because it does not meet industry standards for emergency medical services, police, or fire departments or has minimal or no resale value.

Subd. 2. **Donation.** A local government may donate surplus equipment to one or more nonprofit organizations. Before the local government makes any donations, it must adopt a policy on how it will determine what equipment is surplus eligible for donation and how it will determine which nonprofit organizations may receive donations. The policy must address the obligations of the local government to disclose to the nonprofit that the surplus equipment may be defective and cannot be relied upon for safety purposes.

History: 2016 c 87 s 2

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 NO. 18-24
DECLARATION OF SURPLUS ITEMS**

WHEREAS, the City of Proctor has an established broadcasting program, Trac 7, which requires the use of broadcasting equipment and supplies, and

WHEREAS, the City of Proctor Video Streaming Service provider Thumbman Productions, LLC has inspected and evaluated the equipment and supplies in the City of Proctor Trac 7 room and has determined what equipment is useful to the City of Proctor’s current and future Trac 7 video services; and

WHEREAS Thumbman Production along with City Administration have determined the remaining items in the City of Proctor Trac 7 room are not useful the City of Proctor and its Trac 7 video productions; and

WHEREAS the Proctor High School RailsTV is a program designed to give students an opportunity to learn about and experiment with the tools and resources associated with TV and Music production.

NOW THEREFORE BE IT RESOLVED the City of Proctor City Council declares the items in the Trac 7 rooms as surplus; and

BE IT FURTHER RESOLVED the City of Proctor City Council wishes to donate any useful Trac 7 equipment and supplies to the Proctor High School RailsTV program; and

BE IT FURTHER RESOLVED Thumbman Productions, LLC and City Administrator Rich will supervise the donation of equipment and supplies to RailsTV; and

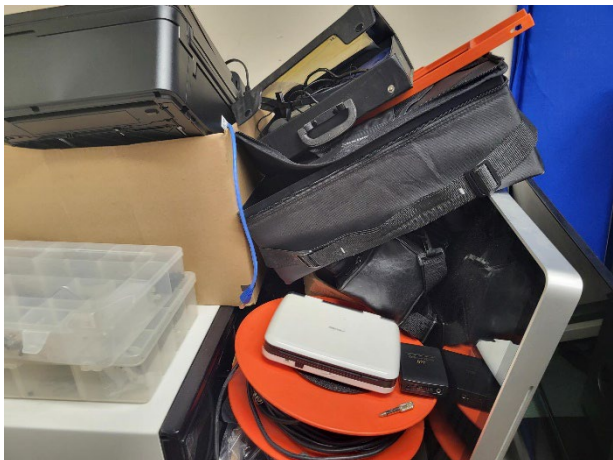
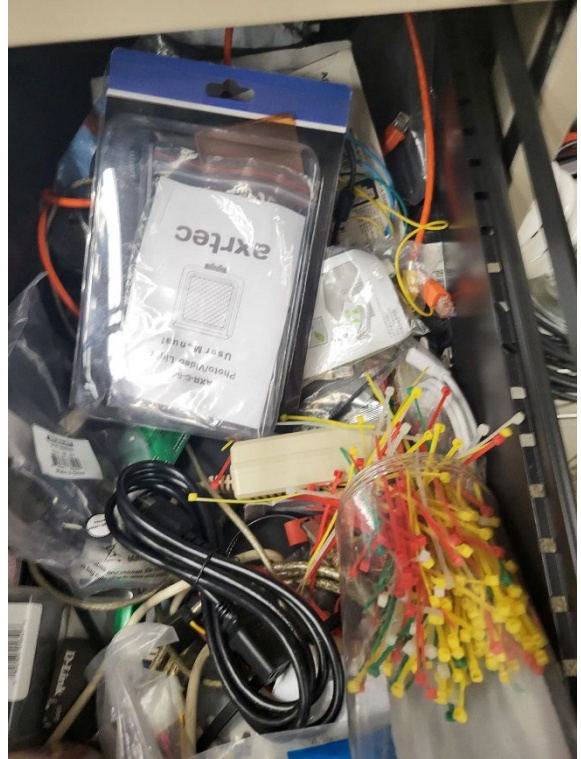
BE IT FURTHER RESOLVED City Administrator Rich will be see to the proper dispositive of remaining equipment and supplies.

Adopted by the City Council of the City of Proctor on the 15th day of April 2024.

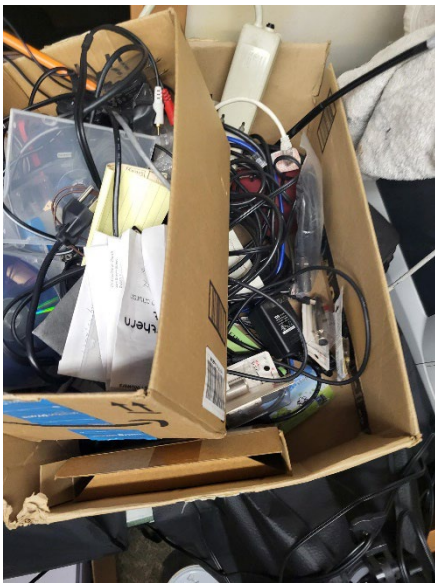
BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator

Resolution 18-24
Exhibit A (Page 1)



Resolution 18-24
Exhibit A (Page 2)





CITY COUNCIL AGENDA DATE: April 8th, 2024

TO: City Council

FROM: Admin. Assistant - Megan Jordan

SUBJECT: Raffle Resolution

OTHER:

RESOLUTION:

ORDINANCE:

Resolution 19-24 Gambling Permit

REQUESTED ACTION:

Approval for St. Rose Church to conduct a bingo event on November 21st, 2024.

BACKGROUND

St. Rose holds an annual bingo event at the church.

SOURCE OF FUNDS (if applicable)

N/A

ATTACHMENT

Resolution 17-24 and MN application LG240B - to Conduct Excluded Bingo

Chad Ward
Mayor

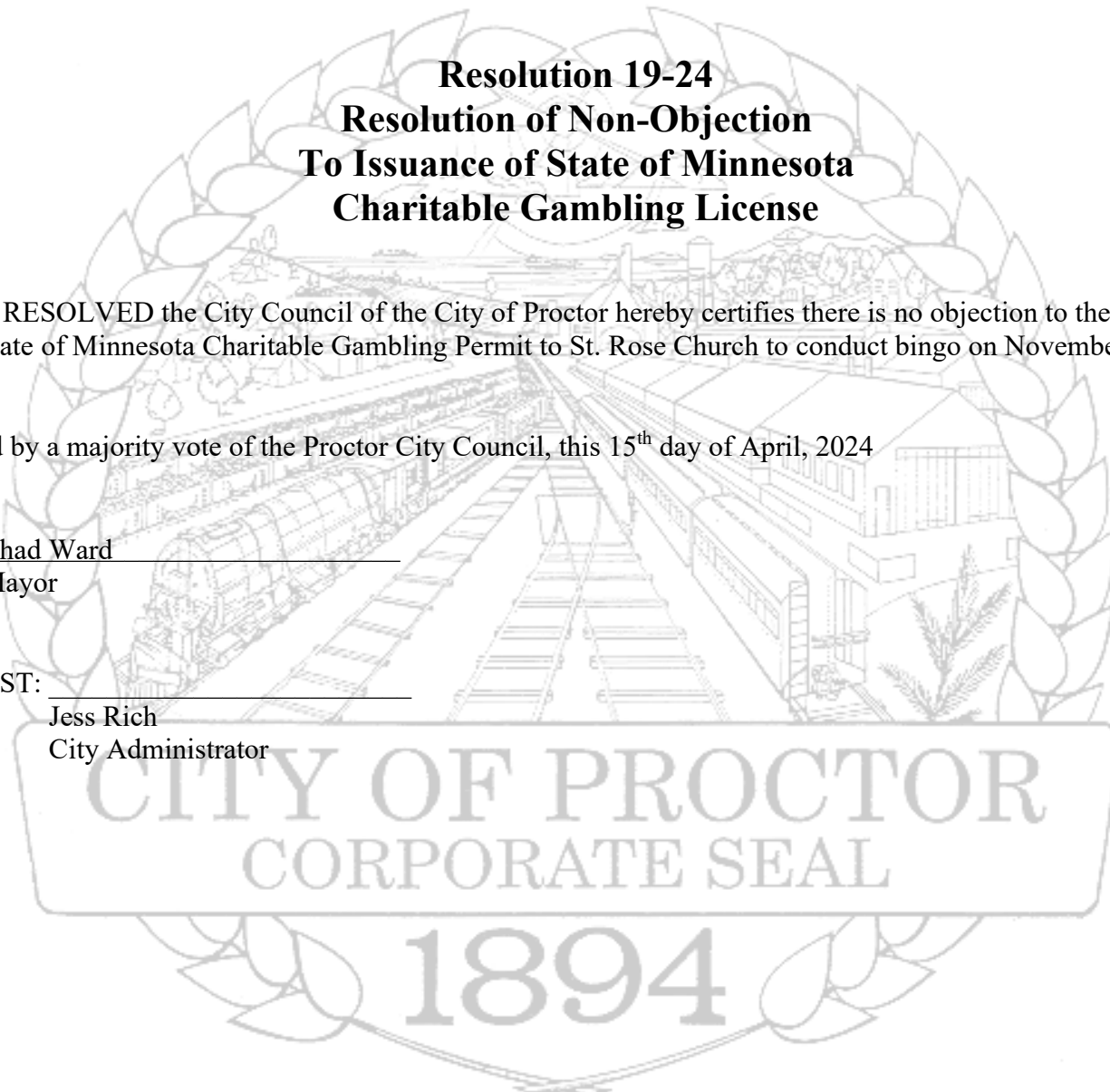
City of Proctor

COUNCILORS
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Jess Rich
City Administrator

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**Resolution 19-24
Resolution of Non-Objection
To Issuance of State of Minnesota
Charitable Gambling License**

BE IT RESOLVED the City Council of the City of Proctor hereby certifies there is no objection to the issuance of a State of Minnesota Charitable Gambling Permit to St. Rose Church to conduct bingo on November 21st, 2024

Passed by a majority vote of the Proctor City Council, this 15th day of April, 2024

BY: Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator

CITY OF PROCTOR
CORPORATE SEAL

1894

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: St. Rose Church Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: 7426181 Federal Employer ID Number (FEIN), if any: 41-0777924

Mailing Address: 5779 Seville Rd

City: Duluth State: MN Zip: 55811 County: St. Louis

Name of Chief Executive Officer (CEO): Fr. James Bissonette

CEO Daytime Phone: 218-591-3973 CEO Email: fr.james.bissonette@duluthcatholic.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

Current calendar year Certificate of Good Standing
Don't have a copy? This certificate must be obtained each year from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? Yes No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

one of four or fewer bingo events held this year. Dates: 11/21/2024
-OR-

conducted on up to 12 consecutive days in connection with a:

county fair Dates: _____

civic celebration Dates: _____

Minnesota State Fair Dates: _____

Person in charge of bingo event: Carl Provost Daytime Phone: 218-624-4400

Name of premises where bingo will be conducted: St. Rose Church

Premises street address: 2 6th Ave

City: Proctor If township, township name: _____ County: St. Louis

LG240B Application to Conduct Excluded Bingo

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
---	--

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: J. James B. Bissone Date: 3/20/24
(Signature must be CEO's signature; designee may not sign)

Print Name: FR. JAMES B. BISSONETE, PASTOR

MAIL OR FAX APPLICATION & ATTACHMENTS

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 20px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the LIST OF LICENSEES tab, or call 651-539-1900.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
--	--

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



CITY COUNCIL AGENDA DATE: April 15, 2024

TO: Proctor City Council

FROM: City Administrator, Jess Rich

SUBJECT: Utility Rate Study Request for Proposals

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Consider Resolution 20-24 RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR A UTILITY RATE STUDY

BACKGROUND

The Proctor Public Utility Commission (PUC) recommends the City Council authorize the issuance of a Request for Proposals (RFP) for a comprehensive utility rate study. This recommendation comes considering the recent 9.25% increase in wholesale water rates, which necessitates a thorough review of our utility rates to ensure they remain fair and sustainable for our residents and businesses. PUC approved a 9.25% water rate increase for the City of Proctor at their April 2024 meeting. Conducting a utility rate study will allow us to assess the current financial health of our utilities, evaluate the impact of the wholesale water rate increase, and determine the necessary adjustments to our utility rates to maintain financial stability. The study would examine water, sewer, electrical and stormwater rates. By issuing an RFP for a utility rate study, we can engage qualified consulting firms with expertise in utility rate analysis to provide objective insights and recommendations tailored to our specific needs and circumstances. This will enable us to make informed decisions regarding potential rate adjustments and ensure that our utility rates are equitable, transparent, and sufficient to support the ongoing operation and maintenance of our utility infrastructure. The last rate study was conducted in 2016, recommended rates through 2027, analyzed water, electric and sewer rates, and cost \$16,500. The study was put in the 2024 budget.

SOURCE OF FUNDS (if applicable) Sewer Fund \$10,000, Stormwater Account, Water Fund, Electric Fund 2024 Budget

ATTACHMENT(S) Resolution 20-24

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 20-24
RESOLUTION AUTHORIZING THE ISSUANCE OF A
REQUEST FOR PROPOSALS (RFP) FOR A UTILITY RATE STUDY**

WHEREAS the City of Proctor, Minnesota, (City) is responsible for providing essential utility services to its residents and businesses; and

WHEREAS it is crucial for the City to periodically assess and adjust utility rates to ensure rates remain fair, equitable, and sufficient to support the operation, maintenance, and improvement of the city's utility infrastructure; and

WHEREAS the City Council recognizes the importance of seeking professional expertise and guidance to conduct a comprehensive utility rate stud.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA, THAT:

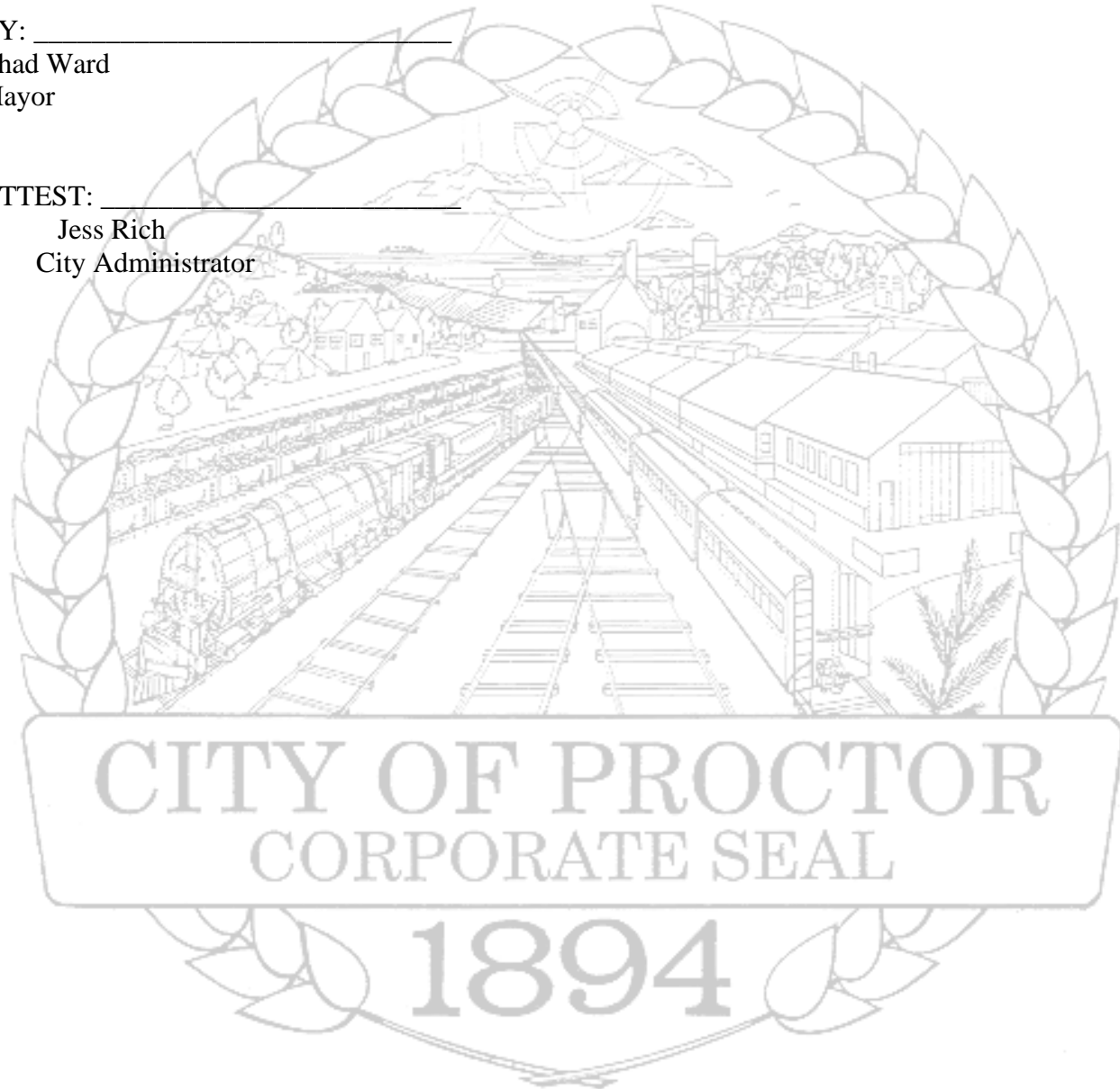
1. The City hereby authorizes the issuance of a Request for Proposals (RFP) for a utility rate study.
2. The RFP shall solicit proposals from qualified consulting firms experienced in conducting utility rate studies for municipal governments.
3. The City Administrator, or her designee, is directed to oversee the preparation and issuance of the RFP in accordance with the City's procurement policies and procedures.
4. The RFP shall specify the scope of work, objectives, timeline, evaluation criteria, and any other requirements deemed necessary by the City for the successful completion of the utility rate study.
5. The City Administrator is authorized to advertise the RFP through appropriate channels, including but not limited to the City's website, local newspapers, and professional associations.
6. The City Administrator, or her designee, is authorized to receive and evaluate proposals submitted in response to the RFP, and to negotiate contracts with the selected consulting firm, subject to approval by the City Council.

- 7. The City Administrator shall present the recommended consulting firm and proposed contract terms to the City Council for approval prior to finalizing the agreement.
- 8. This resolution shall take effect immediately upon passage.

Adopted by the City Council of the City of Proctor on the 15th day of April 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator





CITY COUNCIL AGENDA DATE: April 15, 2024

TO: Proctor City Council

FROM: City Administrator, Jess Rich

SUBJECT: Resolution 21-24 Policy for Donation of Surplus Equipment to Organization

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Consider Resolution 21-24 Adopting a Policy for Donation of Surplus Equipment to a Nonprofit Organization.

BACKGROUND

In accordance with state statute 471.3459, the City of Proctor possesses the authority to donate surplus equipment to non-profit organizations. However, to ensure transparency and efficiency, a policy delineating the donation process must be in place. The attached policy has been crafted based on guidelines provided by the League of Minnesota Cities and tailored to suit the specific needs and circumstances of the City of Proctor.

This policy serves as a framework for the responsible allocation of surplus equipment to eligible non-profit organizations.

SOURCE OF FUNDS: NA

ATTACHMENT(S)

Resolution 21-24

Minnesota State Statute 471.3459

City of Proctor, Minnesota

Policy for Donation of Surplus Equipment to a Nonprofit Organization

Purpose

The purpose of this Policy is to establish procedures for the Donation of Surplus Equipment by the City to a Nonprofit Organization as required by Minnesota Statute § 471.3459.

Scope

This policy applies to all City departments that generate Surplus Equipment and governs the actions of all City employees and officials.

Definitions

“City” means the City of Proctor, Minnesota.

“City Council” means the governing body of the City.

“Donation” means to contribute, donate or give Surplus Equipment at no cost to a Nonprofit Organization that serves a public purpose and benefits its community as a whole.

“Eligible Organization” means a Nonprofit Organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

“Fair Market Value” means the price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all relevant facts.

“Nonprofit Organization” means an organization formed under Section 501(c)(3) of the Internal Revenue Code.

“Policy” means this Policy adopted by the City Council.

“Surplus Equipment” means equipment used by the City’s public works department, and cellular phones and emergency medical and firefighting equipment that is no longer needed by the City because it does not meet industry standards for emergency medical services, police, or fire departments or has minimal or no resale value.

“Surplus Equipment Form” means the form attached as Exhibit I to this Policy that must be filled out by a Nonprofit Organization requesting a Donation of Surplus Equipment.

Procedure

The City shall determine all Surplus Equipment and may offer it for Donation in conformance with the following guidelines:

1. Identify Surplus Equipment. Department supervisors are responsible for monitoring their equipment and shall identify and report all Surplus Equipment to the City Administrator on at least an annual basis.

2. Determine the Fair Market Value of Surplus Equipment. The Finance Director shall work with City staff to determine the Fair Market Value of the Surplus Equipment.

3. City Council Declaration. The City Administrator will forward a list of the Surplus Equipment with each item's Fair Market Value to the City Council who shall approve or deny the Surplus Equipment as eligible for Donation. The City has no obligation to make a Donation of Surplus Equipment. Surplus Equipment that is not donated may be sold, recycled or discarded in the discretion of the City Administrator.

4. Donation. After the City Council has determined the Surplus Equipment is eligible for Donation, the City Administrator is responsible for coordinating the Donation of the Surplus Equipment in accordance with the terms of this Policy.

5. Transfer between Departments. All Surplus Equipment must first be considered for transfer between departments for the benefit of the City.

6. Advertisement. Surplus Equipment shall be posted as eligible for Donation on the City's website. The City may also use other reasonable means to notify Eligible Organizations about the availability of Surplus Equipment. The City shall wait at least 30 days after advertising Surplus Equipment before approving any Donation.

7. Surplus Equipment Form. Eligible Organizations interested in Surplus Equipment shall fill out a Surplus Equipment Form and submit the form to the City Administrator.

8. Approval of Donation. If the Surplus Equipment has a Fair Market Value less than \$_____, the City Administrator shall approve the Donation to an Eligible Organization, subject to review by the City Council. If the Surplus Equipment has a Fair Market Value greater than \$_____, the City Council must approve the donation by a majority vote of the City Council.

9. Prioritization of Donations. If more than one Eligible Organizations requests a Donation for the same Surplus Equipment, the City shall consider factors it deems relevant including how the Surplus Equipment will be used, the benefit to the Eligible Organization, the impact on the City, how the Donation will accomplish goals of the City Council, and any previous Donation to the Eligible Organization.

10. Conflict of Interest. All City employees and officials are prohibited from taking possession of any Surplus Equipment on behalf of an Eligible Organization.

11. As Is. A Donation of Surplus Equipment is made "as is" with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the Surplus Equipment offered. The Surplus Equipment may be defective and cannot be relied upon for safety purposes.

12. Title. The City Administrator shall cause any title or other ownership documents to be transferred to the Eligible Organization at the time of transfer. Any fees required to transfer the Surplus Equipment are the responsibility of the Eligible Organization.

13. Transportation. In the Surplus Equipment Form, the Eligible Organization must provide a detailed plan for transporting the Surplus Equipment from the City to the Eligible Organization. The Eligible Organization must pay all expenses associated with the transportation of the Surplus Equipment.

14. Delegation. The City Administrator may delegate specific responsibilities for implementing this Policy.

15. Documentation. The City Administrator shall document the Donation of all Surplus Equipment and shall keep such records in accordance with the City's Records Retention Schedule.

16. Review of Policy. The City Administrator is responsible for maintaining and reviewing this Policy. Any changes to this Policy must be approved by the City Council.

Exhibit I
Surplus Equipment Form

Organization Name: _____

Organization Address:

Organization Website: _____

(Attach proof of status as a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code.)

Organization Purpose: _____

Point of Contact

Name: _____

Address: _____

Email: _____

Phone: _____

City Surplus Equipment of Interest: _____

How will the requested Surplus Equipment benefit your organization?

How do you plan to transport the surplus property from the City to your location?

DISCLAIMER OF WARRANTIES. The City makes no agreement, warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for any particular purpose or use of the Surplus Equipment by the recipient or any other user.

The recipient acknowledges the Surplus Equipment may be defective and that it cannot be relied upon for safety purposes. The recipient has a duty to inspect the Surplus Equipment before it is used for any purpose.

The recipient acknowledges that the City is not a manufacturer of the Surplus Equipment or a dealer therein; that the Surplus Equipment is being provided “as-is” and “with all faults,” it being agreed and understood that all of the aforementioned risks are to be borne by the recipient or user of the Surplus Equipment.

In no event shall the City be liable for any damages in connection with or arising out of the recipient’s or any other person’s or entity’s use of the Surplus Equipment.

I acknowledge that the Donation of any Surplus Equipment to my organization is subject to the City’s Policy for Donation of Surplus Equipment to a Nonprofit Organization.

I have authority to request a Donation from the City and to bind my organization to the terms of this form.

Signature of Applicant _____

Date _____



CITY COUNCIL AGENDA DATE: April 15, 2024

TO: Proctor City Council

FROM: City Administrator, Jess Rich

SUBJECT: Resolution 22-24

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Consider Resolution 22-24 RESOLUTION DECLARING AND DONATING SURPLUS EQUIPMENT TO NON-PROFIT ORGANIZATIONS

BACKGROUND

The City of Proctor once operated an active cable TV production service known as Trac 7. Staff members believe that if the City were to revive Trac 7 services, it would primarily involve streaming rather than traditional cable TV broadcasting. The room designated as the Trac 7 Room still houses equipment and supplies specific to Trac 7 operations, which are not applicable to the City's current video streaming services. Ted Kiefat, Trac 7 Coordinator, has reserved any necessary equipment for current and future streaming service needs.

It is likely that the purchase of the existing equipment was authorized by the City of Proctor Cable TV Commission, utilizing cable TV funds. However, without conducting extensive research, it is challenging to determine the specifics of the equipment purchased by the Cable TV Committee. This request to declare the surplus items was not brought before the Cable TV Commission because, as per the City of Proctor Code, the Cable TV Commission's authority is primarily related to negotiating cable TV rates. Nonetheless, it should be noted that historically, the Cable TV Commission has assumed other roles over the years. Ted Kiefat also serves as the Chair of the Proctor Cable TV Committee. Staff recommends the items be declared surplus and donated to non-profit organizations according to City of Proctor Policy for Donation of Surplus Equipment to a Nonprofit Organization.

SOURCE OF FUNDS: NA

ATTACHMENT(S)

Resolution 22-24

Exhibit A (photos), City Code 32.01

Minnesota State Statute 471.3459

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 22-24

RESOLUTION DECLARING AND DONATING SURPLUS EQUIPMENT TO NON-PROFIT ORGANIZATIONS

WHEREAS, the City of Proctor, Minnesota, (City) recognizes the importance of efficient management of its resources, including surplus equipment; and

WHEREAS, the City possesses surplus equipment that is no longer needed for its operations and maintenance; and

WHEREAS, it is the desire of the City to support the endeavors of non-profit organizations within the community by providing them with surplus equipment that may be of value to their missions;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PROCTOR, MINNESOTA, THAT:

1. The City hereby declares the following equipment as surplus: Trac 7 Cable TV Miscellaneous Supplies and Equipment
2. The surplus equipment listed above is deemed to be in good condition and suitable for donation to non-profit organizations.
3. The City Administrator, or her designee, is authorized to use the process identified in the Policy for Donation of Surplus Equipment to a Nonprofit Organization to identify non-profit organizations within the community to determine their interest in receiving the surplus equipment.
4. This resolution shall take effect immediately upon passage.

Adopted by the City Council of the City of Proctor on the 15th day of April 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator



CITY COUNCIL AGENDA DATE: April 15, 2024

TO: Proctor City Council

FROM: City Administrator, Jess Rich

SUBJECT: Arbor Day Proclamation

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Consider Arbor Day Proclamation

BACKGROUND

The City of Proctor, having established a tree ordinance and proudly bearing the designation of Tree City USA for over 30 years, stands as a testament to its enduring dedication to environmental stewardship. Initiated in 1976, Tree City USA stands as one of the Arbor Day Foundation's earliest endeavors. Envisioned as a catalyst for a greener, healthier America, this program was conceived to catalyze widespread change across the nation. Its inaugural cohort comprised 42 communities across 16 states. Today, the program included over 3,600 communities from all 50 states, Washington D.C., and Puerto Rico.

Through the proclamation of Arbor Day 2024, the City of Proctor renews its commitment to the vitality and aesthetic enhancement of our community. This proclamation symbolizes the City of Proctor's dedication to the Tree City USA principles.

SOURCE OF FUNDS (if applicable) NA

ATTACHMENT(S) Arbor Day Proclamation

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



PROCLAMATION ARBOR DAY IN THE CITY OF PROCTOR, MINNESOTA

WHEREAS, Arbor Day is a day dedicated to celebrating trees and the vital role they play in our environment, communities, and quality of life; and

WHEREAS, trees contribute to the health and well-being of our citizens by providing oxygen, improving air quality, reducing erosion, enhancing property values, and providing habitat for wildlife; and

WHEREAS, the City of Proctor recognizes the importance of preserving and enhancing our urban forest for the benefit of present and future generations; and

WHEREAS, Arbor Day serves as a reminder of the ongoing need to plant and care for trees, promoting environmental stewardship and sustainability; and

WHEREAS, the City of Proctor encourages all citizens to participate in Arbor Day activities and to take action to plant and care for trees in their community;

NOW, THEREFORE, the Mayor and the City Council of the City of Proctor that April 26, 2024, be proclaimed as Arbor Day in the City of Proctor and urges all residents, schools, businesses, and community organizations to observe Arbor Day through tree planting, tree care, and educational activities.

Chad Ward, Mayor

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 = 04/15/2024

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ADMAX DISPLAYS INC.				
36139	DULUTH CHAMBER MAP AD	04/08/2024	800.00	100-15-115-3040 Advertising
Total ADMAX DISPLAYS INC.:			800.00	
AIRFIBER				
55209	INTERNET SERVICE - 5 STATIC IPS	04/01/2024	257.70	100-10-120-3009 Computer Services
Total AIRFIBER:			257.70	
ANIMAL ALLIES HUMANE SOCIETY				
13355	STRAY PICK UP SERVICE	02/17/2024	60.00	100-20-210-4408 Boarding Fee
Total ANIMAL ALLIES HUMANE SOCIETY :			60.00	
AT&T MOBILITY				
287291128817	FIRSTNET CELL PHONES/ HOTSPOTS	03/25/2024	698.30	100-20-210-3021 Telephone
Total AT&T MOBILITY:			698.30	
BRAY&REED				
2633	CITY OF PROCTOR GENERAL	03/13/2024	3,400.00	100-10-160-3004 Legal Fees
2635	NUISANCE MATTERS - P. BIANCHINI	03/13/2024	150.00	100-10-160-3004 Legal Fees
2636	SAND SALT BUILDING	03/13/2024	825.00	100-10-160-3004 Legal Fees
2637	NUISANCE MATTERS - ENGELBRECHT	03/13/2024	590.00	100-10-160-3004 Legal Fees
2743	PROSECUTION MATTERS	04/01/2024	2,500.00	100-10-160-3004 Legal Fees
Total BRAY&REED:			7,465.00	
BRENT'S BIFFIES				
13166	BIFFIES FOR PLAYGROUND	03/14/2024	253.65	100-40-410-3000 Professional Services
Total BRENT'S BIFFIES:			253.65	
CINTAS				
4186357585	STREET DEPT COVERALLS	03/14/2024	70.21	100-30-300-2217 Clothing
4186357585	CITY HALL MATS, TOWELS, MOPS	03/14/2024	138.28	100-10-130-3000 Professional Services
4187081487	POLICE DEPT MATS	03/21/2024	103.69	100-10-130-3000 Professional Services
4187081533	STREET DEPT COVERALLS	03/21/2024	22.92	100-30-300-2217 Clothing
4187081533	POLICE DEPT MATS	03/21/2024	37.66	100-10-130-3000 Professional Services
4187802659	STREET DEPT COVERALLS	03/28/2024	22.92	100-30-300-2217 Clothing
4187802659	CITY HALL MATS, TOWELS, MOPS	03/28/2024	138.28	100-10-130-3000 Professional Services
4188516802	STREET DEPT COVERALLS	04/04/2024	22.92	100-30-300-2217 Clothing
4188516802	POLICE DEPT MATS	04/04/2024	37.66	100-10-130-3000 Professional Services
Total CINTAS:			594.54	
ELAN CORPORATE PAYMENT SYSTEMS				
012370	ALEX - SAFETY BOOTS 2024 - ALEX TO REIMBURSE CITY	03/18/2024	42.60	100-30-300-2217 Clothing
012370	ALEX - SAFETY BOOTS 2024	03/18/2024	200.00	100-30-300-2217 Clothing

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
03012024FD	SUPPLIES	03/01/2024	41.88	100-20-220-2210 Operating Supplies
03052024 ELE	ELECTION DINNER	03/05/2024	87.34	100-10-140-2210 Operating Supplies
03052024 elect	LUNCH FOR ELECTION	03/05/2024	159.39	100-10-140-2210 Operating Supplies
03082024 DAM	CITY HALL COFFEE	03/08/2024	27.35	100-10-130-2210 Operating Supplies
111-3847604-1	BRADLEY UNIFORM ALLOWANCE	03/21/2024	467.50	100-20-210-2217 Clothing
111-3969820-4	SEARCH EARPIECE	03/21/2024	99.99	100-20-210-2217 Clothing
112428039573	AMAZON/OFFICE SUPPLIES	03/06/2024	8.49	100-20-210-2205 Office Supplies
112-6438012-6	DARKENING TAPE	03/19/2024	11.99	100-20-210-2205 Office Supplies
317871	SKID STEER FUEL HOLIDAY	03/28/2024	68.17	100-30-300-2212 Fuels & Lubricants
332151	DIESEL EXHAUST FLUID	03/08/2024	23.83	100-30-300-2212 Fuels & Lubricants
3467552	SKID STEER FUEL	02/29/2024	60.91	100-30-300-2212 Fuels & Lubricants
3515696	SKIDSTEER FUEL KWIK TRIP	03/22/2024	64.40	100-30-300-2212 Fuels & Lubricants
372068	DUMP LOAD OF DEBRIS FROM STREET GARAGE	03/08/2024	133.41	100-30-330-2224 Street Maintenance M
372089	DUMP LOAD OF DEBRIS FROM STREET GARAGE	03/11/2024	140.00	100-30-330-2224 Street Maintenance M
372091	DUMP LOAD OF DEBRIS FROM STREET GARAGE	03/11/2024	140.00	100-30-330-2224 Street Maintenance M
372093	DUMP LOAD OF DEBRIS FROM STREET GARAGE	03/11/2024	140.00	100-30-330-2224 Street Maintenance M
372102	DUMP LOAD OF DEBRIS FORM STREET GARAGE	03/11/2024	140.00	100-30-330-2224 Street Maintenance M
372105	DUMP LOAD OF DEBRIS FROM STREET GARAGE	03/11/2024	140.00	100-30-330-2224 Street Maintenance M
372106	DUMP LOAD OF DEBRIS FROM STREET GARAGE	03/11/2024	140.00	100-30-330-2224 Street Maintenance M
4922203434	GOOGLE WORKSPACE	02/29/2024	126.00	100-20-210-3009 Computer Services
72134072551	MENARDS/SUPPLIES	03/04/2024	40.99	100-20-210-2220 Supplies - Repair & M
D01-5106145-9	AMAZON PRIME	03/10/2024	139.00	100-10-120-4433 Dues & Subscriptions
DLIMN200107	TRAINING	03/29/2024	85.00	100-10-180-3035 Training Expense
IMS3986467	TRAINING	03/11/2024	45.00	100-10-180-3035 Training Expense
Total ELAN CORPORATE PAYMENT SYSTEMS:			2,773.24	
EMERGENCY AUTOMOTIVE TECH INC				
DUL23114	2017 FORD LIGHT REPAIR	03/22/2024	893.52	100-20-210-4400 Repairs & Maintenanc
MP032724-60	BOLTS FOR SQUAD	04/04/2024	68.24	100-20-210-4400 Repairs & Maintenanc
Total EMERGENCY AUTOMOTIVE TECH INC:			961.76	
ESC SYSTEMS				
78631	SERVICE ON SECURITY SYSTEM	03/20/2024	275.00	100-10-130-4443 Security Systems
Total ESC SYSTEMS:			275.00	
FASTER SOLUTIONS				
130595	TOURISM WEBSITE UPDATES	04/01/2024	175.00	100-15-115-3000 Professional Services
Total FASTER SOLUTIONS:			175.00	
INTEGRIS LLC				
535808	OFFICE 365	03/29/2024	273.50	100-10-120-3009 Computer Services
538445	MONTHLY BILLING	04/10/2024	3,303.50	100-10-120-3009 Computer Services
Total INTEGRIS LLC:			3,577.00	
MEDIACOM				
3.17.24	MEDIACOM STREET GARAGE	03/17/2024	150.00	100-30-300-3021 Telephone
4.16.24	MEDIACOM STREET GARAGE	03/27/2024	210.01	100-30-300-3021 Telephone
Total MEDIACOM:			360.01	
PROCTOR BUILDERS-STREET DEPT				
265017C	SUPPLIES - DUPLICATE PAYMENT	02/07/2024	101.49	100-30-300-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
266712	SHOP SUPPLIES	01/30/2024	20.16	100-30-300-2210 Operating Supplies
266789	SHELVING	02/02/2024	22.56	100-30-300-2210 Operating Supplies
267075	NUTS AND BOLTS	02/23/2024	1.46	100-30-300-2210 Operating Supplies
267125, 26756	STREET MISC	02/26/2024	163.11	100-30-300-2210 Operating Supplies
Total PROCTOR BUILDERS-STREET DEPT:			105.80	
PROCTOR JOURNAL				
38443	ORDINACE NO 01-24 AMENDING SECTION 71.08	04/03/2024	71.23	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL:			71.23	
QUADIENT LEASING				
Q1269116	POSTAGE MACHINE LEASING	03/28/2024	212.90	100-10-120-3022 Postage
Total QUADIENT LEASING:			212.90	
RASMUSSON CLEANING SERVICE LLC				
001416	CLEANING SERVICES	04/09/2024	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSON CLEANING SERVICE LLC:			3,575.00	
SATHERS				
12600	CLASS 5 FOR STOCK PILE	03/22/2024	336.00	100-30-330-2224 Street Maintenance M
Total SATHERS :			336.00	
SEH				
461527	161800 2ND STREET PROJECT CONST ADMIN	02/13/2024	6,372.50	301-30-330-3003 Engineering Fees
463662	177695 UGSTAD ROAD UTILITY EXT	03/15/2024	8,655.00	300-30-330-3003 Engineering Fees
464869	177695 UGSTAD ROAD UTILITY EXT - PROJ MNGMT	04/10/2024	290.00	300-30-330-3003 Engineering Fees
464869	177695 UGSTAD ROAD UTILITY EXT - 2PROJ MNGMT	04/10/2024	4,780.00	300-30-330-3003 Engineering Fees
Total SEH:			20,097.50	
SHRED N GO INC				
165255	SHREDDING SERVICES	04/05/2024	93.93	100-10-120-3000 Professional Services
Total SHRED N GO INC:			93.93	
SOUTH ST LOUIS SOIL AND WATER				
Proctor_WCA_	WETLAND CONSERVATION ACT	02/05/2024	1,500.00	100-10-110-3000 Professional Services
Total SOUTH ST LOUIS SOIL AND WATER:			1,500.00	
SYMBOL ARTS				
0487412	RENUMBER BADGES	03/14/2024	140.00	100-20-210-2217 Clothing
Total SYMBOL ARTS :			140.00	
THOMSON REUTERS-WEST				
849980049	THOMPSON REUTERS CLEAR	04/01/2024	151.54	100-20-210-4433 Dues & Subscriptions
Total THOMSON REUTERS-WEST:			151.54	
TROYS SERVICE				
66404	2016 DURANGO/114 - TIRE	03/11/2024	182.50	100-20-210-4400 Repairs & Maintenanc

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
66580	2016 DURANGO/114 - BRAKES	03/22/2024	535.15	100-20-210-4400 Repairs & Maintenanc
66597	2021 DURANGO 121 COOLANT LEAK	03/26/2024	217.75	100-20-210-4400 Repairs & Maintenanc
66622	2018 DODGE CHARGER 181 OIL CHANGE	03/27/2024	49.44	100-20-210-4400 Repairs & Maintenanc
66709	2018 DODGE CHARGER 181 TIRE REPAIR	04/04/2024	24.50	100-20-210-4400 Repairs & Maintenanc
Total TROYS SERVICE:			1,009.34	
US BANK VOYAGER				
869217786241	FUEL	04/08/2024	2,185.54	100-20-210-2212 Fuels & Lubricants
Total US BANK VOYAGER:			2,185.54	
VC3 INC.				
144058	ANNUAL COMMITMENT, WORKSTATION MANAGEMENT	03/30/2024	506.07	100-20-210-3009 Computer Services
144168	AGREEMENT MITEL PHONE SUPPORT	03/30/2024	255.00	100-10-120-3021 Telephone
Total VC3 INC.:			761.07	
VOLUNTEER FIREFIGHTERS BENEFIT ASSOC				
03312024	ANNUAL DUES	04/11/2024	180.00	100-20-220-4433 Dues & Subscriptions
Total VOLUNTEER FIREFIGHTERS BENEFIT ASSOC:			180.00	
VOSS SIGNS				
272860	TEMPORARY ORANGE NO PARKING SIGNS	04/01/2024	278.00	100-30-300-2210 Operating Supplies
Total VOSS SIGNS:			278.00	
W.L.S.S.D.				
168502024033	WASTEWATER CHARGES	03/31/2024	29,409.00	500-50-510-3085 Sewer - WLSSD Billin
168502024033	2023 ADJUSTMENT	03/31/2024	693.00	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D.:			28,716.00	
WEX BANK				
96317699	FUEL - FIRE DEPT	04/07/2024	55.51	100-20-220-2212 Fuels & Lubricants
96317699	FUEL - PUC	04/07/2024	356.13	700-71-720-2212 Fuels & Lubricants
96317699	FUEL - STREET DEPT	04/07/2024	1,899.06	100-30-300-2212 Fuels & Lubricants
Total WEX BANK:			2,310.70	
WIPFLI				
2457569	PROGRESSS BILLING ON AUDIT 2023	03/29/2024	20,000.00	100-10-110-3001 Auditing & Accounting
Total WIPFLI :			20,000.00	
Grand Totals:			99,975.75	

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"
 - [Report].Date Paid = 04/15/2024
-

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 = 04/15/2024

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
4615903427	SODA	04/08/2024	96.67	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			96.67	
ARTISAN BEER COMPANY				
3671741	BEER	04/05/2024	957.25	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			957.25	
BERNICKS PEPSI				
30088773	THC	04/10/2024	1,159.60	600-60-600-2255 THC Products
30088774	BEER	04/03/2024	4,533.01	600-60-600-2252 Beer Purchases
30088776	BEER	04/03/2024	28.50	600-60-600-2252 Beer Purchases
30089891	THC	04/10/2024	130.00	600-60-600-2255 THC Products
30089892	BEER	04/10/2024	4,392.00	600-60-600-2252 Beer Purchases
30089893	BEER	04/10/2024	25.76	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			10,160.35	
BREAKTHRU BEVERAGE				
115144662	SERVICE FEE	04/04/2024	100.28	600-60-600-3033 Freight & Express
115144662	LIQUOR	04/04/2024	4,657.87	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			4,758.15	
C&L DISTRIBUTING				
1878095	BEER	04/02/2024	2,860.90	600-60-600-2252 Beer Purchases
1878095	SHIPPING	04/02/2024	3.00	600-60-600-3033 Freight & Express
1881709	SHIPPING	04/09/2024	3.00	600-60-600-3033 Freight & Express
1881709	BEER	04/09/2024	4,678.35	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			7,545.25	
CINTAS				
4188747857	MATS	04/08/2024	180.86	600-60-600-2210 Operating Supplies
Total CINTAS:			180.86	
COCA COLA BOTTLING CO				
3364731	SODA	04/02/2024	240.70	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO:			240.70	
GUARDIAN PEST CONTROL INC				
2550374	PEST CONTROL	03/13/2024	47.01	600-60-600-4406 Pest Control
Total GUARDIAN PEST CONTROL INC:			47.01	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
JOHNSON BROTHERS INC				
2510643	DELIVERY CHARGE	03/29/2024	12.19	600-60-600-3033 Freight & Express
2510643	LIQUOR	03/29/2024	730.65	600-60-600-2251 Liquor Purchases
2510644	DELIVERY CHARGE	03/29/2024	50.87	600-60-600-3033 Freight & Express
2510644	WINE	03/29/2024	1,449.75	600-60-600-2253 Wine Purchases
2513041	DELIVERY CHARGE	04/03/2024	7.05	600-60-600-3033 Freight & Express
2513041	LIQUOR	04/03/2024	434.00	600-60-600-2251 Liquor Purchases
2513042	DELIVERY CHARGE	04/03/2024	13.45	600-60-600-3033 Freight & Express
2513042	WINE	04/03/2024	616.85	600-60-600-2253 Wine Purchases
2515137	DELIVERY CHARGE	04/05/2024	23.33	600-60-600-3033 Freight & Express
2515137	LIQUOR	04/05/2024	1,328.75	600-60-600-2251 Liquor Purchases
2517288	DELIVERY CHARGE	04/10/2024	28.63	600-60-600-3033 Freight & Express
2517288	LIQUOR	04/10/2024	1,092.57	600-60-600-2251 Liquor Purchases
2517289	DELIVERY CHARGE	04/10/2024	8.90	600-60-600-3033 Freight & Express
2517289	WINE	04/10/2024	274.50	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC:			6,071.49	
LAKESHORE ICE				
05-404818	ICE	04/01/2024	98.56	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			98.56	
MEDIACOM				
3-26-24	TELEPHONE & INTERNET	03/26/2024	761.30	600-60-600-3080 Utilities
Total MEDIACOM:			761.30	
MICHAUD DISTRIBUTING COMPANY				
386087	FUEL SURCHARGE	04/01/2024	3.00	600-60-600-3033 Freight & Express
386087	BEER	04/01/2024	789.65	600-60-600-2252 Beer Purchases
386183	BEER	04/03/2024	152.50	600-60-600-2252 Beer Purchases
386265	BEER	04/08/2024	600.80	600-60-600-2252 Beer Purchases
386265	FUEL SURCHARGE	04/08/2024	3.00	600-60-600-3033 Freight & Express
Total MICHAUD DISTRIBUTING COMPANY:			1,548.95	
PHILLIPS WINE & SPIRITS CO.				
6759926	DELIVERY CHARGE	03/29/2024	33.06	600-60-600-3033 Freight & Express
6759926	LIQUOR	03/29/2024	1,329.90	600-60-600-2251 Liquor Purchases
6759927	DELIVERY	03/29/2024	6.54	600-60-600-3033 Freight & Express
6759927	WINE	03/29/2024	195.60	600-60-600-2253 Wine Purchases
6761664	DELIVERY	04/03/2024	9.09	600-60-600-3033 Freight & Express
6761664	LIQUOR	04/03/2024	267.66	600-60-600-2251 Liquor Purchases
6761665	DELIVERY	04/03/2024	26.16	600-60-600-3033 Freight & Express
6761665	WINE	04/03/2024	567.45	600-60-600-2253 Wine Purchases
6765067	DELIVERY	04/10/2024	13.76	600-60-600-3033 Freight & Express
6765067	LIQUOR	04/10/2024	488.99	600-60-600-2251 Liquor Purchases
6765068	DELIVERY	04/10/2024	6.54	600-60-600-3033 Freight & Express
6765068	WINE	04/10/2024	150.00	600-60-600-2253 Wine Purchases
Total PHILLIPS WINE & SPIRITS CO.:			3,094.75	
RANGE PAPER				
64362	BAGS	03/27/2024	104.11	600-60-600-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total RANGE PAPER:			104.11	
RED BULL				
2016821202	RED BULL	04/01/2024	258.81	600-60-600-2254 Soft Drinks & Mix
Total RED BULL:			258.81	
SOUTHERN WINE & SPIRITS				
2462322	DELIVERY	03/29/2024	33.30	600-60-600-3033 Freight & Express
2462322	LIQUOR	03/29/2024	1,234.21	600-60-600-2251 Liquor Purchases
2464976	DELIVERY	04/05/2024	40.62	600-60-600-3033 Freight & Express
2464976	LIQUOR	04/05/2024	2,264.41	600-60-600-2251 Liquor Purchases
5109808	DELIVERY	03/29/2024	26.65	600-60-600-3033 Freight & Express
5109808	LIQUOR	03/29/2024	1,752.52	600-60-600-2251 Liquor Purchases
5109809	DELIVERY	03/29/2024	4.27	600-60-600-3033 Freight & Express
5109809	LIQUOR	03/29/2024	320.00	600-60-600-2251 Liquor Purchases
5109810	DELIVERY	03/29/2024	2.05	600-60-600-3033 Freight & Express
Total SOUTHERN WINE & SPIRITS:			5,678.03	
URSA MINOR BREWING				
e-6117	BEER	04/04/2024	60.00	600-60-600-2252 Beer Purchases
e-6174	BEER	04/11/2024	313.40	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			373.40	
VINOCOPIA				
0348530-in	DELIVERY	04/03/2024	7.50	600-60-600-3033 Freight & Express
0348530-in	WINE	04/03/2024	112.00	600-60-600-2253 Wine Purchases
0348530-in	THC	04/03/2024	80.00	600-60-600-2255 THC Products
0348530-in	MIX	04/03/2024	24.00	600-60-600-2254 Soft Drinks & Mix
Total VINOCOPIA:			223.50	
WINE MERCHANTS				
7467162	FREIGHT	03/29/2024	4.36	600-60-600-3033 Freight & Express
7467162	WINE	03/29/2024	216.00	600-60-600-2253 Wine Purchases
Total WINE MERCHANTS :			220.36	
Grand Totals:			42,419.50	

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