

*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, June 3<sup>rd</sup>, 2024**  
Council Chambers - Community Activity Center - 100 Pionk Drive

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**OTHERS PRESENT**

**APPROVAL OF MINUTES** City Council Meeting minutes from Monday, May 20<sup>th</sup>, 2024

**APPROVAL OF AGENDA**

**COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:**

Berta Lippert 185-0160-00110: Amended Property Agreement

Ethan Berg: Cookbook Creator/Fundraising Event Appreciation

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

**\*1. COMMUNICATIONS**

A. Payroll Report

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

**\*3. COMMITTEE REPORTS**

**4. CLERK ADVISES COUNCIL**

Presented as a memo to council included in agenda packet.

**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 35-24: 2024-2025 SRO Approval**

**B. Resolution 36-24: EMR Hiring Recommendation for Proctor Fire Department**

**MEMBER CONCERNS**

**Rohweder:**

**DeWall:**

**Johnson:**

**Benson:**

**Ward:**

**Chief Gaidis:**

**BILLS FOR APPROVAL**

General: \$96,146.58

Liquor: \$45,470.14

**TOTAL BILLS FOR APPROVAL: \$141,617.16**

**ADJOURNMENT**

MINUTES OF THE PROCTOR CITY COUNCIL MEETING MAY 20, 2024

Meeting was recorded by audio in the absence of the broadcast staff.

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,

MEMBERS ABSENT: Councilor Rory Johnson

OTHERS PRESENT: Administrator Rich, Administrative Assistant Megan Mazzuco, Chief Gaidis, Matt Hanka, Matt Hanka, Chris Virta

M/S/P: JR/JB to approve the City Council minutes from Monday, May 6, 2024

M/S/P: Ward/DeWall to approve the agenda for Monday, May 6, 2024, adding item, 4B: Litigation under consent agenda.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

NONE

M/S/P: Ward/Rohweder to approve the consent agenda for Monday, pulling items 4B: Litigation and 5C for discussion with Councilor Benson requesting an update on both items 4A and 4C.

**4. Clerk Advises Council**

4C: Served with a civil law summons and complaint, submitted to LMC with an attorney assignment, Rich to provide to council for review. Councilor Benson requesting the document to be sent for his review.

**5. UNFINISHED BUSINESS**

A. City of Proctor Blight Policy

Councilor Benson asks for an update with Administrator Rich stating the blight ordinance has been drafted and submitted for attorney review.

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

C. St. Lukes Arena – Parking Improvements/Accommodations

DeWall: Requests status update on plan submittal with it being the time of year for them to finalize their budget. Chief Gaidis: Meeting with school administrator, Rich, Councilor DeWall asks for an update at the first meeting in June.

**6. NEW BUSINESS**

**A. Resolution 31-24: Lawful Gambling Premises Permit Approval – VFW 137**

**M/S/P: Rohweder/Benson to approve as submitted.**

**B. Resolution 32-24: Lawful Gambling Premises Permit Approval – Proctor Golf Course**

**M/S/P: Ward/DeWall to approve as submitted.**

**C. Resolution 33-24: Sponsoring the 2024 Annual Hoghead Festival Fireworks**

**M/S/P: Rohweder/Ward to approve as submitted with the remaining funds to city council operating budget with the chamber expressing interest in picking up the difference.**

**D. Resolution 34-24: Approving a Supplemental Letter Agreement and Funding Allocation for Professional Services Between the City of Proctor and Short Elliot Hendrickson, Inc.**

**M/S/P: Rohweder/Ward to approve resolution 34-24 as submitted, noting the total cost of \$8,150 for preliminary estimates on a pickleball facility by the Playground for EveryBody.**

Administrator Rich adds the Parks & Rec Committee has requested the location of the pickleball courts prior to final design submittal acceptance. Rich states the final design will come back to council for approval, with the committee unsure of this exact location.

MEMBER CONCERNS

Rohweder: None

DeWall: Funds available in contingency fund for the fairgrounds – request email reflecting the spendable and budgeted amount.

Benson: Attended LMC conference risk information sat in on several sessions and found them to be highly beneficial, offering books for council and acknowledge national public works week – extending appreciation for our public works staff, welcome new attorneys to the City of Proctor.

Cannabis Committee/city owned dispensary and requests an update on the formation of this committee noting a change in the legislation and allocation of dispensary locations.

Johnson: Absent

Ward: Memorial Day Celebration, May 27<sup>th</sup> 9:30 am Benson/Legion put on the celebration MIC meeting 2050 trend/travel analysis included states and 2020 census – Proctor population growth increase 16.7% and analyzes the age differences in our community. Welcomes new Attorney, Matt Hanka and Chris Virta

Chief Gaidis: He and Administrator Rich have a meeting scheduled with school administrative staff to discuss the SRO contract and parking plan/accommodations at the arena.

Administrator Rich: None

Attorney Hanka/Virta: Introduction and glad to be here to assist the city with legal needs.

**TOTAL BILLS FOR APPROVAL:**

**General: \$109,171.35**

**Liquor: \$48,768.68**

**TOTAL BILLS FOR APPROVAL: \$157,940.03**

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

M/S/P: DeWall/Ward to adjourn the meeting at 6:18 pm.

## City of Proctor Payroll Summary by Department

Check Date Range      5/24/2024                      to                      5/24/2024

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	2,200.00	-	-	-	-
City Admin	7,722.43	-	-	-	-
Finance	3,184.80	-	-	-	-
Police Department	23,160.27	43.00	2,210.12	-	-
Fire Department	-	-	-	-	-
Street Department	12,061.48	-	-	-	-
Liquor Store	6,262.72	-	-	-	-
PUC	6,702.31	4.25	170.60	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
<b>Total</b>	<b>61,294.01</b>	<b>47.25</b>	<b>2,380.72</b>	-	-



**CITY COUNCIL AGENDA DATE:** May 31, 2024

**FROM:** City Administrator, Jess Rich

**SUBJECT:** Clerk Advises Council

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:** Not applicable.

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**EOP** – Finalized version will be e-circulated with e-signature requests to city council members with a summary of the changes requested by the city council.

**Local Option Sales Tax (LOST) Study** - Councilor Benson has suggested exploring the utilization of analysis services provided by the University of Minnesota Extension Center for Community Vitality for Proctor's local sales tax option. Mr. John Bennett from the extension service will be attending the June 20, 2024 city council meeting to discuss potential options for Proctor.

**School Parking and SRO** – Chief Gaidis and I met with Proctor Schools Superintendent Kerry Juntunen Tuesday May 21<sup>st</sup>. A summary of arena parking was emailed to all city council members. The SRO Agreement is addressed on the agenda.

**5th Street and Boundary Avenue Manhole Repair** – St. Louis County Public Works reported a manhole failure at this intersection. Although the repair was the County's responsibility and required street closures and detours, their communication and coordination throughout the project far exceeded our expectations. The County's exemplary handling ensured a smooth and efficient process, minimizing disruptions for our community.

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**CITY COUNCIL AGENDA DATE:** May 30, 2024

**TO:** Proctor City Council

**FROM:** City Administrator, Jess Rich

**SUBJECT:** School Resource Officer

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:**

Consider Resolution 35-24 RESOLUTION APPROVING THE 2024-2025 SCHOOL RESOURCE OFFICER AGREEMENT BETWEEN THE CITY OF PROCTOR AND INDEPENDENT SCHOOL DISTRICT (ISD) 704

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**BACKGROUND**

Chief Gaidis, Officer Bradly, and I met with Proctor School Superintendent Juntunen to review the SRO position in the Proctor Schools. Here is a summary of our meeting:

The district would like to maintain its current contract with the City of Proctor. Superintendent Juntunen reported that the district's budget is down by \$963,000. To address this shortfall, they either need to reduce programming/staff at the school or attract additional students. Juntunen noted that Duluth has lower credit expectations for graduation than Proctor, leading many students to transfer to Duluth as graduation approaches. The school's current funding is around \$17,000 per pupil.

Officer Bradly reported that the SRO program is going well, with him spending about 12-20 hours a week at the school, primarily focusing on high school and middle school. He has established a good rapport with the students.

We recommend renewing the contract under the same terms, with the emphasis that the District SRO position is for 12 hours per week.

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**SOURCE OF FUNDS (if applicable)** NA

**ATTACHMENT(S)** Resolution 35-24 and SRO 2024-2025 Contract

Chad Ward  
Mayor

# City of Proctor

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

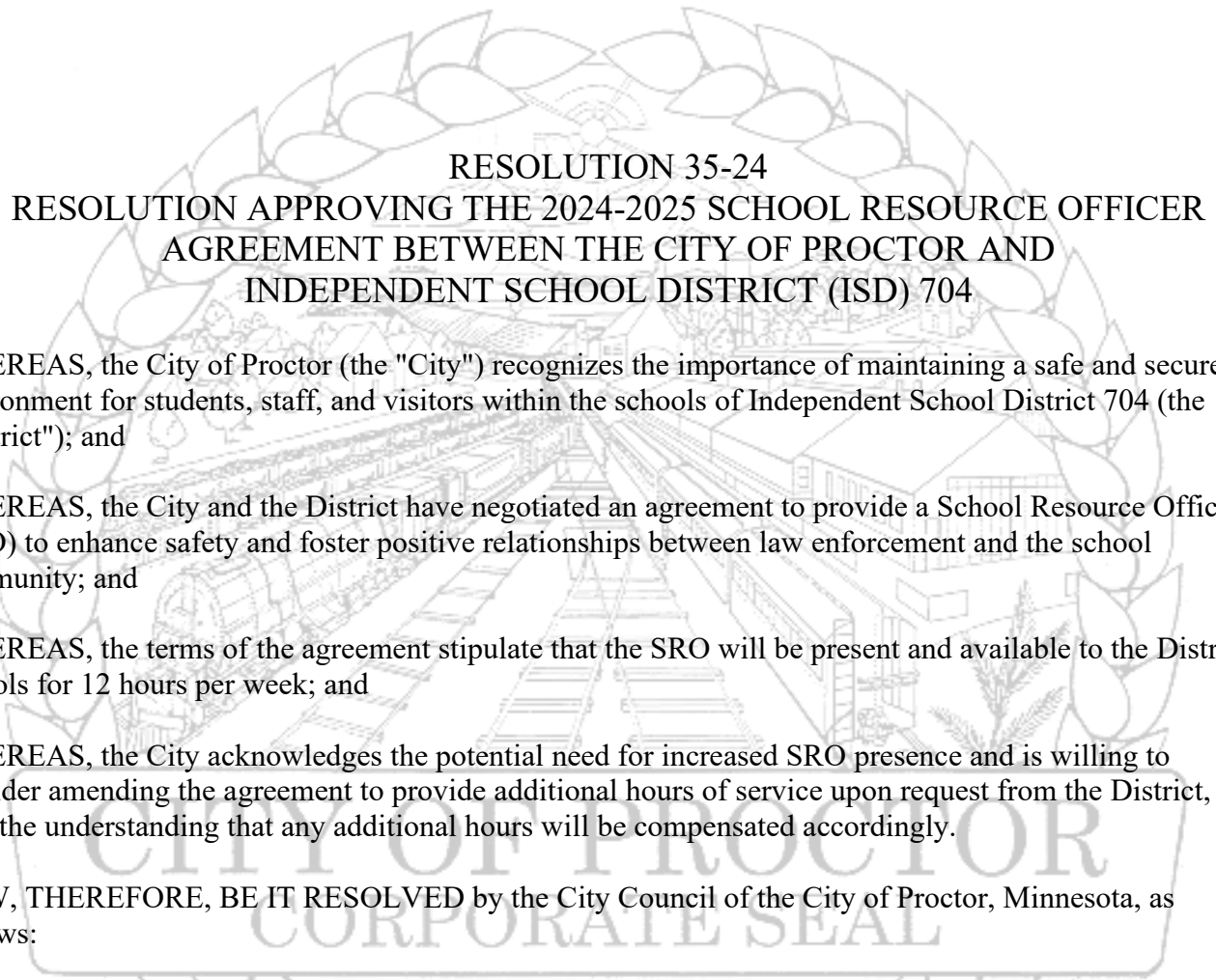
Jess Rich  
City Administrator

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RESOLUTION 35-24  
RESOLUTION APPROVING THE 2024-2025 SCHOOL RESOURCE OFFICER  
AGREEMENT BETWEEN THE CITY OF PROCTOR AND  
INDEPENDENT SCHOOL DISTRICT (ISD) 704

WHEREAS, the City of Proctor (the "City") recognizes the importance of maintaining a safe and secure environment for students, staff, and visitors within the schools of Independent School District 704 (the "District"); and

WHEREAS, the City and the District have negotiated an agreement to provide a School Resource Officer (SRO) to enhance safety and foster positive relationships between law enforcement and the school community; and

WHEREAS, the terms of the agreement stipulate that the SRO will be present and available to the District schools for 12 hours per week; and

WHEREAS, the City acknowledges the potential need for increased SRO presence and is willing to consider amending the agreement to provide additional hours of service upon request from the District, with the understanding that any additional hours will be compensated accordingly.

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

1. Approval of Agreement: The City Council hereby approves the School Resource Officer agreement between the City of Proctor and Independent School District 704, as presented.
2. Hours of Service: The agreement stipulates that the School Resource Officer will provide services for 12 hours per week.
3. Consideration for Additional Hours: Should the District determine that additional hours of service are necessary; the City Council will consider amending the agreement to accommodate such requests. Any amendment to increase the hours of service will be contingent upon agreement on additional compensation for the extra hours.
4. Authorization: The Mayor and City Administrator are hereby authorized and directed to execute the necessary documents to finalize and implement the 2024-2025 School Resource Officer agreement with Independent School District 704.



Passed by a majority of the Proctor City Council this 3<sup>rd</sup> day of June 2024.

BY:  
Chad Ward  
Mayor

ATTEST:  
Jess Rich  
City Administrator



**Agreement for law Enforcement Services Between  
Proctor Public Schools ISD #704 & The City of Proctor, Minnesota**

This agreement is for consideration by Proctor Public Schools and the City of Proctor for law enforcement services in school District buildings and grounds/property on leased or rented space to be provided by the City of Proctor to Proctor Public Schools. Hereinafter, Proctor Public Schools will be referred to as the "District" and the City of Proctor, Minnesota, will be referred to as the "City".

**Terms and Length of the Agreement**

This signed agreement is for the 2024-2025 District academic calendar year. By both the City and the District signing this agreement, the District agrees to pay \$25,000 payable January 2025, for School Resource Officer and Law Enforcement services for the 2024-2025 academic calendar year.

1. The District shall:
  - A. Report any City, State, and/or Federal ordinance or law violations by District students and/or staff to LEOs ("LEO") working within the District.
  - B. Provide appropriate and secure office space for LEOs installed by the City into schools within the District.
  - C. Provide training to any District administrators who will be working directly with LEOs installed by the City into schools within the District.
  - D. Follow the law enforcement current labor agreement for the LEOs who are placed in schools within the District.
  - E. Provide for instructional costs associated with programming led by LEOs within the District (i.e., supplies, equipment, supervision, utilities, communications, administration, maintenance, janitorial services, and library service facilities).
  - F. Fund coverage by LEOs for extra-curricular and activity needs (dances, games, etc.) for a length of time determined by agreement between District administration and the Chief of Police as well as the needs associated with coverage of such events.
  - G. Provide funds for expenses incurred during school hours and assigned school events relating to fuel for and maintenance of City-owned vehicles.
2. The City shall:
  - A. Recruit, hire, employ, and train sworn LEOs to serve the District during the school year.
  - B. Provide training for LEOs to work with schools and with school administration.
  - C. Maintain complete and accurate records of the detailed operation of the services, and submit attendance, progress, and other reports of an instructional nature as required by the District and the City after the LEOs are installed for the school year.
  - D. Provide a squad vehicle and insurance for use by LEOs when they are installed during the school year.
  - E. Follow the law enforcement services local current labor agreement for the LEOs in place during the school year.
3. LEO Services:
  - A. The City of Proctor shall furnish a sworn LEO to serve in the District.
  - B. The LEO shall meet or exceed the following qualifications:
    1. Be certified by the State of Minnesota as a LEO.
    2. Have a minimum of two years of college and two years of experience in law enforcement operations, or four years of experience in law enforcement operations (preferably, at least one year of the officer's experience in law enforcement operations occurred in St. Louis County, Minnesota).
  - C. The LEO's work year will follow that established by the District for teachers unless otherwise agreed upon by the Chief and school principal. Summer school assignments for the LEO will be arranged at the discretion of the Proctor Police Department.
  - D. The LEO is an employee of the City and shall not be an employee of the District. The officer shall abide by school District policies, when in conflict with City and police department policies and shall consult with and coordinate activities through the school principal. The officer shall be responsive to the chain of command of the law enforcement agency relating to all matters of employment.
  - E. The LEO will reaffirm his or her role as a LEO by wearing a uniform unless otherwise directed by the school principal or the officer's immediate supervisor. The uniform will also be worn at school events where it will enhance the image of the officer and his or her ability to perform applicable duties. At all times, the LEO will have his police ID, badge, radio, cell phone, and

issued weapon when occupying/driving the patrol vehicle.

- F. The primary role of the LEO is to assist the school principal in addressing school safety and security issues. The secondary role of the LEO is to serve as a “resource” instructor specializing in crime prevention programs that encourage students to become more responsible citizens. The LEO is most effective in presenting these programs as a “guest instructor” for other primary teachers within the curriculum they teach. This will allow the LEO to reach the largest number of students.
- G. The LEO will promote Law Awareness or Exploration of Public Service Occupations program which includes topics such as:
  - 1. Justification for rules and laws
  - 2. Consequences of crime
  - 3. Juvenile and adult criminal justice systems
  - 4. Career opportunities in law enforcement
  - 5. Substance abuse prevention
  - 6. Crime and fire prevention
  - 7. High school programs should focus on career opportunities within the law enforcement field.
  - 8. LEOs may also provide programs on school safety and security issues to the school faculty and community by invitation by school administration.

#### H. ADDITIONAL DUTIES AND RESPONSIBILITIES

- 1. The LEO will familiarize himself or herself with students attending their school who are at high risk for becoming involved in criminal activity by monitoring those students who are habitual truants and who have been arrested or suspected of committing criminal acts. The LEO should seek opportunities to counsel high-risk students and attempt to direct services to them that will address underlying problems for their anti-social behavior.
- 2. The LEO will, whenever possible, make himself or herself available for conferences with students, parents, and faculty members to assist them with problems of law enforcement or crime prevention nature.
- 3. The LEO may recommend or make referrals to agencies aiding juveniles and their families, such as mental health clinics, drug treatment centers, etc., when the officer deems appropriate.
- 4. Should it become necessary to conduct formal law enforcement interviews with students, the law enforcement agency’s personnel shall abide by the District’s policy concerning such interviews.
- 5. As soon as practicable, if not prohibited by confidentiality requirements of state law, the LEO will notify the principal unless that information hinders an investigation, about any law enforcement activity undertaken on the school’s campus. District personnel shall immediately report all delinquent acts and crimes occurring on campus to the LEO. If requested by the officer, the investigation will be turned over to the road patrol for follow up.
- 6. The LEO will assist other LEOs in matters relating to the school they are assigned whenever possible.
- 7. The LEO will encourage individual and small group discussion with students, faculty, and parents about matters related to law enforcement.
- 8. The LEO will coordinate activities with the principal or the appropriate staff member to seek permission, advice, or guidance prior to introducing new programs within the school.
- 9. The LEO will, whenever possible, attend meetings of the school’s parent and faculty groups to solicit their support and understanding of their role and to promote awareness of law enforcement functions.
- 10. The LEO and the school principal shall confer when appropriate to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities. This includes assisting with the planning and implementation of emergency drills and training required in schools during the year.
- 11. The LEO is not to be placed on school duty rosters for duties regularly assigned to school personnel, such as lunchroom, bus, or hall duty. The intent of this section is to keep the officer’s schedule flexible to respond to school emergencies and allow the time to address all the additional duties and responsibilities listed herein.
- 12. The LEO should not be relied upon as a primary responder for disruptive developmental and cognitive disabled (DCD) students. Should an officer be called upon to help physically restrain a disruptive DCD student, the officer shall have received the

appropriate training in the use of passive restraints for this purpose.

13. The LEO will perform on-going security checks of all school facilities and make recommendations for improvement to the school administration.
14. The LEO will provide immediate emergency response and care when needed through administration of first aid, CPR, AED, or other safety protocols.

**I. TRAINING**

1. The LEO should attend an annual Juvenile Offenders Institute (JOI) conference as well as other applicable seminars and schools to keep abreast of current curriculum and issues relevant for schools. The cost of these programs (food, lodging, registration, and travel) shall be split between the District and the City. It is the responsibility of the officer to get information on these schools or training to both the school principal and their department supervisor.
2. The LEO is required to attend the law enforcement agency's scheduled in-service training dates to meet the retraining requirements of the Minnesota Post Board and the Proctor Police Department. The officer will coordinate these dates with the school principal.

**J. PERFORMANCE EVALUATIONS**

1. The Chief of Police shall be responsible for completing performance evaluations on the officer assigned to the school on an annual basis to be coordinated with the school principal.

**K. TRANSPORTATION OF STUDENTS IN POLICE VEHICLES**

1. The LEO will only transport students in police vehicles if they are in custody for law enforcement reasons (arrest, curfew, truancy, crime victim, etc.).
2. Should an officer need to transport a student for any other reason (suspended, disruptive student, etc.), they must first obtain the permission of their police supervisor and the permission of the parent or guardian, if available. Transportation of the student in this case should be done in the company of another school faculty or staff member.

**Superintendent Kerry Juntunen - ISD #704**

**Date**

**Mayor Chad Ward - City of Proctor**

**Date**

**Chief of Police Kent Gaidis – City of Proctor**

**Date**



**CITY COUNCIL AGENDA DATE:** April 15, 2024

**TO:** Proctor City Council

**FROM:** Fire Chief Kerry Helquist

**SUBJECT:** Recommendation Hiring – EMR T.Bryant

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:**

Consider Resolution 36-24: Hiring Emergency Medical Responder (EMR) to the Proctor Fire Department

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**BACKGROUND**

Recommendation of adding Tara Bryant as an EMR medical personnel only to the Proctor Fire Department. This will bring the roster up to 18 active firefighters and 1 EMR only personnel

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**SOURCE OF FUNDS (if applicable)** None

**ATTACHMENT(S)** Resolution 36-24

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 36-24**  
**APPROVING THE HIRING OF AN EMERGENCY MEDICAL**  
**RESPONDER (EMR) TO THE PROCTOR FIRE DEPARTMENT**

WHEREAS the City of Proctor operates a Volunteer Fire Department;

WHEREAS the hiring of medical only personnel has been previously approved by the council and the relief association to join the fire department and it has been stated that EMR only personnel are to receive the same benefits as firefighters;

WHEREAS the Fire Chief and city personnel have conducted ongoing recruitment of EMR responders and have found Tara Bryant to be capable of serving in this capacity;

WHEREAS according to City of Proctor §32.16 the Proctor City Council must approve the recommendation to add active members to the Proctor Fire Department;

WHEREAS the addition of Tara Bryant as an EMR will bring the roster of the Proctor Fire Department to 18 firefighters and 1 EMR personnel.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA that the City Council hereby approves the hiring of Ms. Tara Bryant as an Emergency Medical Responder (EMR) to the Proctor Fire Department.

Passed by a majority vote of the Proctor City Council this 3<sup>rd</sup> day of June 2024

BY:

Chad Ward  
Mayor

ATTEST:

Jess Rich  
City Administrator

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 = 06/03/2024

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AMERICAN FAMILY LIFE ASSURANCE</b>				
PR0505241	AFLAC AFLAC PRE TAX Pay Period: 5/5/2024	05/10/2024	42.14	100-00-000-2175 Payroll Deductions Pa
PR0519241	AFLAC AFLAC PRE TAX Pay Period: 5/19/2024	05/24/2024	42.14	100-00-000-2175 Payroll Deductions Pa
Total AMERICAN FAMILY LIFE ASSURANCE:			84.28	
<b>ANIMAL ALLIES HUMANE SOCIETY</b>				
13361	ANIMAL BOARDING FEE	05/14/2024	258.00	100-20-210-4408 Boarding Fee
Total ANIMAL ALLIES HUMANE SOCIETY :			258.00	
<b>CENTURYLINK</b>				
5.10.24.1707	ALARM SYSTEM - WESTGATE LIFT STATION	05/29/2024	93.62	500-50-510-3021 Telephone
5.10.24.2	ALARM SYSTEM - ALMAC LIFT STATION	05/10/2024	46.56	500-50-510-3021 Telephone
Total CENTURYLINK :			140.18	
<b>CINTAS</b>				
5212127117	FIRST AID SUPPLIES	05/17/2024	41.37	100-30-300-2214 Safety Items
Total CINTAS:			41.37	
<b>EARL F. ANDERSEN INC</b>				
0136157	GARBAGE CANS FOR PARK / PLAYGROUND	05/16/2024	1,580.95	100-40-410-2210 Operating Supplies
Total EARL F. ANDERSEN INC:			1,580.95	
<b>EMERGENCY SERVICES MARKETING</b>				
24-41200	I AM RESPONDING	05/24/2024	735.00	100-20-220-4433 Dues & Subscriptions
Total EMERGENCY SERVICES MARKETING :			735.00	
<b>EMPIRE INVESTIGATION</b>				
1074	BACKGROUND INVESTIGATIONS	05/17/2024	1,852.50	100-20-210-3000 Professional Services
Total EMPIRE INVESTIGATION:			1,852.50	
<b>EQUI-VEST</b>				
PR0519241	EQUITABLE EQUITABLE Pay Period: 5/19/2024	05/24/2024	369.40	100-00-000-2175 Payroll Deductions Pa
Total EQUI-VEST:			369.40	
<b>FLASHING THUNDER FIREWORKS INC</b>				
552024	HOGHEAD FIREWORKS	05/05/2024	8,110.00	100-10-110-3093 Contigency Fund
Total FLASHING THUNDER FIREWORKS INC:			8,110.00	
<b>GREAT AMERICA FINANCIAL SERVICE</b>				
36648549	AGREEMENT 007-1813067-000 - BIZHUB C360I COPIER	05/27/2024	172.58	100-20-210-4400 Repairs & Maintenanc
36648550	AGREEMENT 009-1813070-000 - BIZHUB C360I COPIER	05/27/2024	172.58	100-10-120-4400 Repairs & Maintenanc

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total GREAT AMERICA FINANCIAL SERVICE:			345.16	
<b>HARTELS/DBJ DISPOSAL COMPANY</b>				
1101777	TRASH REMOVAL SERVICES - CITY OF PROCTOR	05/25/2024	735.78	100-10-130-3084 Refuse Disposal
1101777	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	05/25/2024	403.26	100-30-300-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY:			1,139.04	
<b>INTEGRIS LLC</b>				
546821	OFFICE 365	05/31/2024	273.50	100-10-120-3009 Computer Services
Total INTEGRIS LLC:			273.50	
<b>JOHNSON CONTROLS</b>				
1-1329184565	REPLACE MOTOR IN CEILING UNIT HEATER NEAR FRONT ENTRANCE	05/08/2024	1,598.00	100-10-130-5580 City Hall Imp - Sales t
Total JOHNSON CONTROLS :			1,598.00	
<b>LAKE EFFECT COATINGS</b>				
0000785	COAT FLOOR IN BROOM CLOSET, FORGOT ON ORIGINAL BID ADD TO PUBLIC SAFETY AID GRANT	05/21/2024	1,500.00	850-20-220-4400 Repairs & Maintenanc
Total LAKE EFFECT COATINGS :			1,500.00	
<b>LAW ENFORCEMENT LABOR SERVICES</b>				
PR0505241	LELS DUES POLICE UNION DUES Pay Period: 5/5/2024	05/10/2024	352.50	100-00-000-2177 Union Dues Payable
Total LAW ENFORCEMENT LABOR SERVICES:			352.50	
<b>LOCAL #31-IBEW</b>				
PR0505241	IBEW DUES PUC UNION DUES Pay Period: 5/5/2024	05/10/2024	118.48	100-00-000-2177 Union Dues Payable
PR0519241	IBEW DUES PUC UNION DUES Pay Period: 5/19/2024	05/24/2024	118.48	100-00-000-2177 Union Dues Payable
Total LOCAL #31-IBEW:			236.96	
<b>MEDIACOM</b>				
5-09-24	MEDIACOM FIRE HALL	05/09/2024	218.81	100-20-220-2205 Office Supplies
Total MEDIACOM:			218.81	
<b>MIDWEST COMMUNICATIONS INC</b>				
662232	FAIR MARKETING	05/31/2024	275.00	100-15-115-3040 Advertising
662235	FAIR MARKETING	05/31/2024	225.00	100-15-115-3040 Advertising
662236	FAIR MARKETING	05/31/2024	1,000.00	100-15-115-3040 Advertising
662239	RODEO MARKETING	05/31/2024	1,000.00	100-15-115-3040 Advertising
662240	RODEO MARKETING	05/31/2024	225.00	100-15-115-3040 Advertising
662241	RODEO MARKETING	05/31/2024	275.00	100-15-115-3040 Advertising
Total MIDWEST COMMUNICATIONS INC:			3,000.00	
<b>NASCAR TOWING, LLC</b>				
8292	24049224 - TOW/IMPOUND CHARGES	05/09/2024	450.00	100-20-210-3000 Professional Services
Total NASCAR TOWING, LLC:			450.00	



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>PROCTOR BUILDERS-FIRE DEPT</b>				
268848	BRAKE FLUID	05/29/2024	4.49	100-20-220-2220 Supplies - Repair & M
Total PROCTOR BUILDERS-FIRE DEPT:			4.49	
<b>PROCTOR BUILDERS-STREET DEPT</b>				
268097	PARK MISC.	04/23/2024	124.08	100-40-410-2210 Operating Supplies
268162	STREET MISC	04/25/2024	464.79	100-30-300-2210 Operating Supplies
Total PROCTOR BUILDERS-STREET DEPT:			588.87	
<b>PROCTOR JOURNAL</b>				
38639	MEMORIAL DAY	05/22/2024	117.70	100-10-110-3052 General Notices & Pub
38648	CITY COUNCIL MINUTES 4.15.24	05/22/2024	174.64	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL:			292.34	
<b>PROCTOR POLICE DEPT UNION FUND</b>				
PR0505241	POLICE DUES POLICE UNION DUES-PROCTOR FUND Pay Period: 5/5/2024	05/10/2024	50.00	100-00-000-2177 Union Dues Payable
Total PROCTOR POLICE DEPT UNION FUND:			50.00	
<b>QUADIENT</b>				
05192024	POSTAGE	05/30/2024	500.00	100-10-120-3022 Postage
Total QUADIENT:			500.00	
<b>RASMUSSEN CLEANING SERVICE LLC</b>				
001504	CLEANING SERVICES	05/30/2024	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			3,575.00	
<b>REDROCK PRECAST</b>				
POS3352	20' X 8" PLASTIC CULVERT - 2	05/16/2024	330.00	500-50-510-2210 Operating Supplies
Total REDROCK PRECAST:			330.00	
<b>SWENSON, DAVID X. PH.D</b>				
05222024	POLICE OFFICER EVALUATION	05/22/2024	800.00	100-20-210-3005 Medical & Dental Fees
Total SWENSON, DAVID X. PH.D:			800.00	
<b>TACTICAL &amp; TECHNICAL ASSESSMENT</b>				
1276	DEFENSIVE TACTICS TRAINING	05/06/2024	600.00	100-20-210-3035 Training Expense
Total TACTICAL & TECHNICAL ASSESSMENT:			600.00	
<b>TEAMSTERS JC 32</b>				
PR0505241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 5/5/2024	05/10/2024	349.90	100-00-000-2176 Health Insurance Pay
PR0505241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 5/5/2024	05/10/2024	1,982.60	100-00-000-2176 Health Insurance Pay
PR0505241	HEALTH INSURANCE HEALTH INS FAMILY - LEGACY Pay Period: 5/5/2024	05/10/2024	5,598.00	100-00-000-2176 Health Insurance Pay
PR0505241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 5/5/2024	05/10/2024	559.80	100-00-000-2176 Health Insurance Pay
PR0505241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 5/5/2024	05/10/2024	3,172.20	100-00-000-2176 Health Insurance Pay
PR0505241	HEALTH INSURANCE HEALTH INS TEAMSTER LEGACY Pay			

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
	Period: 5/5/2024	05/10/2024	2,383.50	100-00-000-2176 Health Insurance Pay
PR0505241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 5/5/2024	05/10/2024	119.18	100-00-000-2176 Health Insurance Pay
PR0505241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 5/5/2024	05/10/2024	675.32	100-00-000-2176 Health Insurance Pay
PR0505241	HEALTH INSURANCE HEALTH INS SINGLE - LEGACY Pay Period: 5/5/2024	05/10/2024	466.50	100-00-000-2176 Health Insurance Pay
PR0519241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 5/19/2024	05/24/2024	349.90	100-00-000-2176 Health Insurance Pay
PR0519241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 5/19/2024	05/24/2024	1,982.60	100-00-000-2176 Health Insurance Pay
PR0519241	HEALTH INSURANCE HEALTH INS FAMILY - LEGACY Pay Period: 5/19/2024	05/24/2024	5,598.00	100-00-000-2176 Health Insurance Pay
PR0519241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 5/19/2024	05/24/2024	559.80	100-00-000-2176 Health Insurance Pay
PR0519241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 5/19/2024	05/24/2024	3,172.20	100-00-000-2176 Health Insurance Pay
PR0519241	HEALTH INSURANCE HEALTH INS TEAMSTER LEGACY Pay Period: 5/19/2024	05/24/2024	2,383.50	100-00-000-2176 Health Insurance Pay
PR0519241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 5/19/2024	05/24/2024	119.18	100-00-000-2176 Health Insurance Pay
PR0519241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 5/19/2024	05/24/2024	675.32	100-00-000-2176 Health Insurance Pay
PR0519241	HEALTH INSURANCE HEALTH INS SINGLE - LEGACY Pay Period: 5/19/2024	05/24/2024	466.50	100-00-000-2176 Health Insurance Pay
Total TEAMSTERS JC 32:			30,614.00	
<b>TEAMSTERS LOCAL UNION #346</b>				
PR0505241	TEAMSTER DUES PW UNION DUES Pay Period: 5/5/2024	05/10/2024	497.00	100-00-000-2177 Union Dues Payable
Total TEAMSTERS LOCAL UNION #346:			497.00	
<b>TROYS SERVICE</b>				
66982	2016 DURANGO/114 - FUEL INJECTOR	05/02/2024	293.79	100-20-210-4400 Repairs & Maintenanc
67209	2018 DODGE CHARGER 181 OIL CHANGE	05/21/2024	65.69	100-20-210-4400 Repairs & Maintenanc
Total TROYS SERVICE:			359.48	
<b>TWIN PORTS COMPUTER</b>				
10071	COMPUTER/CAMERA SERVICES	04/08/2024	1,826.11	100-20-210-3009 Computer Services
Total TWIN PORTS COMPUTER:			1,826.11	
<b>UFCW LOCAL 1189</b>				
PR0505241	UFCW DUES UFCW LOCAL 1189 DUES Pay Period: 5/5/2024	05/10/2024	41.91	100-00-000-2177 Union Dues Payable
PR0519241	UFCW DUES UFCW LOCAL 1189 DUES Pay Period: 5/19/2024	05/24/2024	60.51	100-00-000-2177 Union Dues Payable
Total UFCW LOCAL 1189:			102.42	
<b>USA TOWING &amp; RECOVERY</b>				
2657	24059011 VEH TOW TO BCA	05/17/2024	845.00	100-20-210-3000 Professional Services
2659	SEARCH WARRANT TOW TO PD	05/17/2024	845.00	100-20-210-2210 Operating Supplies
2663	TOW CHARGES - PFCU INCIDENT	05/24/2024	120.00	100-20-210-3000 Professional Services
Total USA TOWING & RECOVERY:			1,810.00	
<b>VIKING INDUSTRIAL CENTER</b>				
3289073	SAFETY ITEMS	05/16/2024	205.22	100-30-300-2214 Safety Items
Total VIKING INDUSTRIAL CENTER:			205.22	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>W.L.S.S.D.</b>				
168502024053	WASTEWATER CHARGES	05/30/2024	29,409.00	500-50-510-3085 Sewer - WLSSD Billin
168502024053	2023 ADJUSTMENT	05/30/2024	693.00-	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D.:			28,716.00	
<b>WDIO-TV / WIRT-13</b>				
469333	RODES MARKETING	05/31/2024	305.00	100-15-115-3040 Advertising
469334	PROCTOR RODEO	05/31/2024	2,685.00	100-15-115-3040 Advertising
Total WDIO-TV / WIRT-13:			2,990.00	
Grand Totals:			96,146.58	

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.
- Invoice Detail.GL account (3 Characters) = {<-}&quot;600"
- [Report].Date Paid = 06/03/2024

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 = 06/03/2024

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AMERICAN BOTTLING COMPANY</b>				
4615904051	SODA	05/20/2024	548.21	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			548.21	
<b>ARTISAN BEER COMPANY</b>				
3681837	BEER	05/17/2024	288.00	600-60-600-2252 Beer Purchases
3681838	THC	05/17/2024	97.00	600-60-600-2255 THC Products
3684162	BEER	05/29/2024	1,098.75	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			1,483.75	
<b>BERNICKS PEPSI</b>				
30096608	BEER	05/17/2024	112.40	600-60-600-2252 Beer Purchases
30097075	THC	05/22/2024	144.00	600-60-600-2255 THC Products
30097076	BEER	05/22/2024	7,054.35	600-60-600-2252 Beer Purchases
30097077	BEER	05/22/2024	169.36	600-60-600-2252 Beer Purchases
30098126	THC	05/28/2024	130.00	600-60-600-2255 THC Products
30098127	BEER	05/28/2024	6,005.30	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			13,051.89	
<b>BREAKTHRU BEVERAGE</b>				
115928664	SERVICE FEE	05/23/2024	19.11	600-60-600-3033 Freight & Express
115928664	LIQUOR	05/23/2024	1,243.67	600-60-600-2251 Liquor Purchases
115928850	BEER	05/23/2024	142.50	600-60-600-2252 Beer Purchases
116033571	SERVICE FEE	05/30/2024	55.52	600-60-600-3033 Freight & Express
116033571	LIQUOR	05/30/2024	2,532.47	600-60-600-2251 Liquor Purchases
412321075	SERVICE FEE	05/29/2024	1.85	600-60-600-3033 Freight & Express
412321075	LIQUOR	05/29/2024	56.25	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			3,935.17	
<b>C&amp;L DISTRIBUTING</b>				
1905535	SHIPPING	05/21/2024	3.00	600-60-600-3033 Freight & Express
1905535	BEER	05/21/2024	4,302.47	600-60-600-2252 Beer Purchases
1909886	SHIPPING	05/28/2024	3.00	600-60-600-3033 Freight & Express
1909886	BEER	05/28/2024	3,088.05	600-60-600-2252 Beer Purchases
2752000285	BEER	05/28/2024	12.90	600-60-600-2252 Beer Purchases
2752000286	THC	05/28/2024	106.00	600-60-600-2255 THC Products
Total C&L DISTRIBUTING:			7,277.62	
<b>CINTAS</b>				
4193057420	MATS	05/20/2024	180.86	600-60-600-2210 Operating Supplies
Total CINTAS:			180.86	
<b>COCA COLA BOTTLING CO</b>				
3395685	SODA	05/21/2024	299.40	600-60-600-2254 Soft Drinks & Mix

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total COCA COLA BOTTLING CO:			299.40	
<b>GLOBAL RESERVE DISTRIBUTION</b>				
ord-9573	THC	05/28/2024	348.00	600-60-600-2255 THC Products
Total GLOBAL RESERVE DISTRIBUTION:			348.00	
<b>HARTELS/DBJ DISPOSAL COMPANY</b>				
1101777	MOUNTAIN SPIRITS LIQUOR	05/25/2024	409.48	600-60-600-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY:			409.48	
<b>JOHNSON BROTHERS INC</b>				
2542233	DELIVERY CHARGE	05/17/2024	19.62	600-60-600-3033 Freight & Express
2542233	LIQUOR	05/17/2024	792.00	600-60-600-2251 Liquor Purchases
2544599	DELIVERY CHARGE	05/22/2024	16.18	600-60-600-3033 Freight & Express
2544599	LIQUOR	05/22/2024	1,009.65	600-60-600-2251 Liquor Purchases
2544600	DELIVERY CHARGE	05/22/2024	13.08	600-60-600-3033 Freight & Express
2544600	WINE	05/22/2024	356.25	600-60-600-2253 Wine Purchases
2546946	DELIVERY CHARGE	05/24/2024	39.24	600-60-600-3033 Freight & Express
2546946	LIQUOR	05/24/2024	1,858.50	600-60-600-2251 Liquor Purchases
2549351	DELIVERY CHARGE	05/30/2024	18.46	600-60-600-3033 Freight & Express
2549351	LIQUOR	05/30/2024	633.33	600-60-600-2251 Liquor Purchases
2549352	DELIVERY CHARGE	05/30/2024	19.46	600-60-600-3033 Freight & Express
2549352	LIQUOR	05/30/2024	791.92	600-60-600-2251 Liquor Purchases
Total JOHNSON BROTHERS INC:			5,567.69	
<b>LAKESHORE ICE</b>				
03-404807	ICE	05/21/2024	87.89	600-60-600-2258 Misc Merchandise
05-404930	ICE	05/24/2024	64.14	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			152.03	
<b>MICHAUD DISTRIBUTING COMPANY</b>				
387533	FUEL SURCHARGE	05/20/2024	3.00	600-60-600-3033 Freight & Express
387533	BEER	05/20/2024	870.00	600-60-600-2252 Beer Purchases
387685	BEER	05/23/2024	160.00	600-60-600-2252 Beer Purchases
387685	FUEL SURCHARGE	05/23/2024	3.00	600-60-600-3033 Freight & Express
387782	FUEL SURCHARGE	05/28/2024	3.00	600-60-600-3033 Freight & Express
387782	BEER	05/28/2024	334.70	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY:			1,373.70	
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>				
6786599	DELIVERY	05/22/2024	1.84	600-60-600-3033 Freight & Express
6786599	LIQUOR	05/22/2024	121.72	600-60-600-2251 Liquor Purchases
6786600	DELIVERY	05/22/2024	19.62	600-60-600-3033 Freight & Express
6786600	WINE	05/22/2024	545.80	600-60-600-2253 Wine Purchases
6786601	DELIVERY	05/22/2024	4.36	600-60-600-3033 Freight & Express
6786601	MIX	05/22/2024	113.30	600-60-600-2254 Soft Drinks & Mix
6790414	DELIVERY	05/30/2024	.84	600-60-600-3033 Freight & Express
6790414	LIQUOR	05/30/2024	54.96	600-60-600-2251 Liquor Purchases
6790415	DELIVERY	05/30/2024	4.36	600-60-600-3033 Freight & Express
6790415	WINE	05/30/2024	73.00	600-60-600-2253 Wine Purchases
6790416	DELIVERY	05/30/2024	21.81	600-60-600-3033 Freight & Express

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
6790416	LIQUOR	05/30/2024	913.60	600-60-600-2251 Liquor Purchases
6790417	DELIVERY	05/30/2024	2.18	600-60-600-3033 Freight & Express
6790417	WINE	05/30/2024	66.15	600-60-600-2253 Wine Purchases
Total PHILLIPS WINE & SPIRITS CO.:			1,943.54	
<b>PROCTOR JOURNAL</b>				
38645	MEMORIAL DAY AD	05/22/2024	81.80	600-60-600-3040 Advertising
38693	NEWS STAND SALES	05/29/2024	11.43	600-60-600-2258 Misc Merchandise
Total PROCTOR JOURNAL:			93.23	
<b>RANGE PAPER</b>				
16265	SUPPLIES	05/22/2024	119.98	600-60-600-2210 Operating Supplies
Total RANGE PAPER:			119.98	
<b>RED BULL</b>				
2079360828	RED BULL	05/30/2024	222.70	600-60-600-2254 Soft Drinks & Mix
Total RED BULL:			222.70	
<b>SOUTHERN WINE &amp; SPIRITS</b>				
2481176	DELIVERY	05/17/2024	17.94	600-60-600-3033 Freight & Express
2481176	LIQUOR	05/17/2024	805.42	600-60-600-2251 Liquor Purchases
2483993	DELIVERY	05/24/2024	22.04	600-60-600-3033 Freight & Express
2483993	LIQUOR	05/24/2024	1,030.04	600-60-600-2251 Liquor Purchases
2486600	DELIVERY	05/31/2024	.34	600-60-600-3033 Freight & Express
2486600	LIQUOR	05/31/2024	41.00	600-60-600-2251 Liquor Purchases
2486601	DELIVERY	05/31/2024	133.25	600-60-600-3033 Freight & Express
2486601	LIQUOR	05/31/2024	5,744.86	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			7,794.89	
<b>URSA MINOR BREWING</b>				
e-6438	BEER	05/30/2024	424.50	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			424.50	
<b>VINOCOPIA</b>				
0351334-IN	SHIPPING	05/20/2024	5.00	600-60-600-3033 Freight & Express
0351334-IN	WINE	05/20/2024	238.50	600-60-600-2253 Wine Purchases
Total VINOCOPIA:			243.50	
Grand Totals:			45,470.14	

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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 = 06/03/2024
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