

*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, July 1st, 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, June 17th, 2024

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Mark Munger – MN House District 3B Candidate

***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. League of MN Cities – Fee Increase

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

***3. COMMITTEE REPORTS**

A. Planning & Zoning Minutes – April 22, 2024

~~B. Clerk Advises Council~~ Minutes – June 18, 2024

Presented as a memo in the council 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 42-24: Amending Ballot Language

B. Resolution 43-24: Authorizing the Use of up to \$10,000 from the 10% Gambling Tax Fund for Food Shelf Improvements

MEMBER CONCERNS

Rohweder:

DeWall:

Johnson:

Benson:

Ward:

Chief Gaidis:

BILLS FOR APPROVAL

General: \$54,886.95

Liquor: \$39,544.05

TOTAL BILLS FOR APPROVAL: \$94,431.00

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING JUNE 17, 2024

Meeting was live streamed 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 Rory Johnson

MEMBERS ABSENT: Councilor Rohweder

OTHERS PRESENT: Administrator Rich, Administrative Assistant Megan Mazzuco, Chief Gaidis, Ted Kiefat, Senator Hauschild, John Bennett – University of MN, City Attorney – Chris Virta

M/S/P: Ward/Johnson to approve the City Council minutes from Monday, June 3rd, 2024, noting the following corrections:

Item 6A: ~~Additional,~~

Item 6B: Resolution number correction: ~~35-24~~ 36-24

M/S/P: DeWall/Benson to approve the agenda for Monday, June 17th, 2024 with the addition of item 6G: Resolution 42-24: SEH Supplemental Letter Agreement

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Senator Hauschild - 4918 Whitetail Dr, Hermantown

Gives a summary of the completed legislative session. Northland Strong: Safe communities, strong families, MN works, outdoor heritage, MN works

Largest and most rural communities within the state of Minnesota. Key priorities advances, EMD crisis, launched bipartisan EMS taskforce, served with Rep. Zeleznikar, carried aide to communities to continuing to provide EMS services, showing the rural communities are operating in deficits.

Permit reform: permitting process hasn't been working, coordinated project plan – allowing agencies and project development

Environmental standards need to be met and be met permitting reform in 14 years.

Disappointment: lack of bonding bill passage

M/S/P: Ward/DeWall to approve the consent agenda for Monday, June 17th, 2024.

4. Clerk Advises Council

A. Presented as a written memo to council and added to the 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. Local Sales Tax Option Information – John Bennett U of M Extension

John Bennett from the U of M Extension office provides the city with an option to complete a sales tax analysis utilizing cell data to project an estimate of sales tax proceeds. He states the fee for completion of this study is \$1500.00 and would provide information regarding how much tax revenue would be generated by residents versus non-residents if a sales tax increase is implemented. Mr. Bennett also provides the council with additional options and strategies the city could utilize once the study has been completed.

M/S/P: DeWall/Johnson to direct and authorize Administrator Rich to continue working with John Bennett to complete the suggested tax analysis for the City of Proctor.

B. Resolution 37-24: Authorizing Grant Application

M/S/P: Benson/Ward to authorize Administrator Rich to complete and submit a grant proposal to the MN Department of Public Safety, committing to a 5% match for the 2024-2026 Allied Radio Matrix for Emergency Response (ARMER) Equipment Grant Program as submitted.

C. Resolution 38-24: Approval of Firefighter Hiring – D. Elmore

M/S/P: Johnson/Benson to approve the hiring of Devin Elmore to the Proctor Fire Department as submitted.

D. Resolution 39-24: Approval of Firefighter Hiring – S. Elmore

M/S/P: Benson/Ward to approve the hiring of Samantha Elmore to the Proctor Fire Department as submitted.

E. Resolution 40-24: Approval of Firefighter Hiring – P. Pavlatos

M/S/P: Johnson/DeWall to approve the hiring of Paul Pavlatos to the Proctor Fire Department as submitted.

F. Resolution 41-24: Declaring Hoghead Festival

M/S/P: Ward/DeWall to approve, declaring the Hoghead Car Show to be held on Wednesday, August 14th, and Hoghead Festival on Saturday, August 17th in the City of Proctor as submitted. Mayor Ward notes the Public Safety Committee met prior to the council meeting, and states the end time for the festival is currently “to be determined” as the event has not finalized. Mayor Ward notes the Public Safety Committee is awaiting additional information to be submitted from the Lions Club and The Powerhouse Bar. Logistics and final determination of holding a street dance at the festival has not yet been determined.

G. Resolution 42-24: SEH Supplemental Letter Agreement

M/S/P: Benson/Johnson to approve the supplemental letter agreement as submitted to aid in the development of the Proctor Pickleball Courts project, using ARPA funds for completion.

MEMBER CONCERNS

Rohweder: None

DeWall: None

Benson: Trap

Johnson:

Ward: City offices closed Wednesday, June 19th, public announcement regarding lead service line inventory completion

Chief Gaidis: Officer Roering started today

Administrator Rich: None

City Attorney - Chris Virta: Attorney Hanka will have comments to council on the blight ordinance within the next week.

TOTAL BILLS FOR APPROVAL:

General: \$96,146.58

Liquor: \$45,470.14

TOTAL BILLS FOR APPROVAL: \$141,617.16

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

Councilor Benson: Will get in contact with Administrator Rich regarding questions on the submittal of the bills.

M/S/P: DeWall/Ward to adjourn the meeting at 6:51 pm.

June 13, 2024

CITY OF Proctor
Attn: Administrator
100 Pionk Dr
Proctor, MN, 55810-1705

Dear Jess,

Greetings from all of us at the League of Minnesota Cities! First and foremost, I want to thank you for your ongoing commitment to our organization and your community. It is through our members' dedication and collaboration that we were able to accomplish a great deal over the past year, including:

- Continuing to help city leaders navigate a dizzying array of new laws.
- Provided numerous learning opportunities through conferences, events, webinars, online courses, and meetings.
- Advocated for cities' interests at the State Capitol and in Washington, D.C.
- Assisted cities in their quest for state and federal funding opportunities.
- Responded to more than 6,000 inquiries from members.

As we reflect on our accomplishments, we also recognize the importance of keeping you informed and engaged. With that in mind, we want to make you aware of some upcoming changes that will further shape our collective efforts and continue to drive progress.

Notification of preliminary maximum dues increase

This letter serves as your official notice regarding the preliminary maximum membership dues increase.

At its May meeting, the League Board of Directors approved a preliminary maximum dues schedule increase of 6% for a 16-month budget period that runs from Sept. 1, 2024 through Dec. 31, 2025 as the League seeks to adjust its fiscal year to align with the calendar year (read below for more information on proposed fiscal year changes). Dues are used to support the League's mission to promote excellence in local government through effective advocacy, expert analysis, and trusted guidance for all Minnesota cities.

Setting the maximum dues schedule increase is similar to a city setting its preliminary levy increase, in that the final dues schedule increase to be approved by the League Board cannot exceed the preliminary approved increase. The Board will formally discuss and approve a final dues schedule increase along with the League's fiscal year 2025 budget at its August 2024 meeting.

Proposed fiscal year changes and timing of dues notices

At a recent meeting, the League Board recommended changing the League's fiscal year to align with the calendar year. Currently, the League's fiscal year is Sept. 1-Aug. 31. If approved by League members, the fiscal year (FY) will change to Jan. 1-Dec. 31, starting in 2026.

To account for the change in timing, FY 2025 would be spread over 16 months instead of 12 months. Members would receive two dues invoices: one in August 2024 in an amount equal to four months of

Jess Rich
June 13, 2024
Page 2

expenses, and a second invoice in January 2025 to cover the next 12 months. Starting in 2026, members would receive one annual invoice each January.

Additional changes to League Constitution and bylaws

In addition to the fiscal year change, the League Board recommended amending the League's Constitution and bylaws to provide changes, including:

- Limiting membership eligibility to cities going forward.
- Clarifying permissible methods of written Board communications related to dues and meeting notices; as well as processes for Board meetings, elections and membership.
- Simple clean-up of some of the language.

Amendments to the League Constitution, including the fiscal year changes, will be voted on by the membership at the 2024 Annual Business Meeting, which will be held in conjunction with the LMC Annual Conference on June 27 in Rochester. Each member may designate one representative to vote on its behalf at the meeting.

A copy of the proposed changes will be provided at the meeting; if you would like to see them beforehand, please contact League Associate General Counsel Ed Cadman at ecadman@lmc.org or 651-281-1229.

Join us at the Annual Conference

We hope you will join us at LMC Annual Conference in Rochester June 26-28. In addition to the Annual Business Meeting, the conference will feature a variety of engaging speakers, educational sessions, tours, networking opportunities, and much more. To learn about the conference and register, visit lmc.org/ac24.

Questions?

If you have questions or want additional information on the League's dues or budget, please contact me at (651) 281-1279 or lfischer@lmc.org.

Thank you for being a valued member of the League. We are grateful for your support and look forward to continuing to work together to strengthen and empower cities across Minnesota.

Sincerely,



Luke Fischer
Executive Director

*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"

**MINUTES
PLANNING & ZONING COMMISSION**

***3A**

Monday, April 22, 2024, 5:00 P.M.

Council Chambers Proctor Community Center - 100 Pionk Drive

Chair Aldridge calls the meeting to order at 5:00 pm

MEMBERS PRESENT:

Commissioner Tuomi, Chair Aldridge, Commissioner Harnell, Commissioner Boysen, Commissioner Inman.

OTHERS PRESENT: City Administrator Jess Rich.

APPROVAL OF AGENDA

Motion by Boysen, seconded by Harnell and carried (5-0) to approve the agenda for Monday, April 22, 2024.

APPROVAL OF MINUTES

Motion by Boysen, seconded by Harnell and carried (5-0) to approve the minutes for February 26, 2024.

1. COMMUNICATIONS

Letter of resignation from Attorney John Bray presented.

Re-zoning agreement presented

2. BUILDING PERMITS (C-1 AND ABOVE)

3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

4. UNFINISHED BUSINESS

5. NEW BUSINESS

Commissioner Boysen inquires whether a section of a building, although under the same roof, yet open on three sides, should be included in the overall square footage calculation of the structure. The commission collectively agrees that the area with three open sides should not be factored into the total square footage of the structure, but setbacks still apply.

The owner of 185-0160-00160 (Suburban) has acquired 185-160-00150 (R-1). They wish to merge these parcels. Commissioner Boyson inquires about the procedure for merging parcels with differing zoning. The commission agrees that the owner needs to seek a rezoning of R-1 to Suburban before combining the lots.

MEMBER CONCERNS

Tuomi: Commissioner Tuomi asked for clarification on commissioner seat expirations. 818 5th Street has a shed. 840 2nd Street is building a shed in the front yard and close to the home.

Harnell: 105 Grove Street blight.

Aldridge: None

Boysen: None

Inman: None

Motion by Boysen, seconded by Harnell and carried (5-0) to adjourn the Planning and Zoning Commission meeting at 5:51 pm.

**CITY OF PROCTOR CANNABIS COMMITTEE MEETING
June 18, 2024 9:00 AM - PACC 100 Pionk Drive Proctor, MN
MEETING MINUTES**

Present: City Councilor Jake Benson, City Councilor Rory Johnson, Chief Kent Gaidis, Mounting Spirits Manager Andy Brunner, City Administrator Jess Rich

City Administrator Jess Rich opened the meeting by encouraging everyone to visit the Office of Cannabis Management (OCM) website and to subscribe to updates and newsletters.

Jess Rich shared information from the OCM website and highlighted the League of Minnesota Cities (LMC) resource, which includes a comprehensive and regularly updated FAQ section.

Rulemaking and Permitting:

Rich reported that the OCM is becoming fully staffed and is making progress on rulemaking and the permit process. According to the LMC and OCM, all permits and licensing will be handled by the state. Before issuing a permit or license, the OCM will require cannabis businesses to register with their local government. Local governments will be notified and required to confirm that zoning requirements are met. Local governments can set registration fees and will be required to conduct compliance checks. Retail businesses are only allowed as a permitted use in C1 and C2 zones in Proctor. Cities can restrict cannabis business locations through zoning ordinances and can adopt a cannabis moratorium, but only until January 2025. The committee agreed that a moratorium is not necessary.

Municipal Dispensary:

Cities will be allowed to operate municipal dispensaries, but they cannot be exclusive dispensaries. The committee will consider the feasibility of a municipal dispensary once retail dispensary requirements are finalized. It is currently unknown whether a separate building with additional staff would be needed. Mountain Spirits is already registered with the OCM to sell THC beverages and edibles. Manager Brunner reported that industry vendors are aggressive and that he proceeds with caution to ensure they are reputable. Brunner sees huge potential in cannabis revenues for the City of Proctor. The OCM announced it will soon be accepting cannabis retail pre-applications. The committee decided that Mountain Spirits should pre-register as a precaution. Chief Gaidis warned that any city employee covered under federal grants will need to be tested and drug-free.

Clean Air Act/Public Use:

The City of Proctor passed an ordinance in 2023 regulating cannabis use on public property and in public places.

The meeting was adjourned at 10:00 AM.



CITY COUNCIL AGENDA DATE: July 1, 2024

FROM: City Administrator, Jess Rich

SUBJECT: Clerk Advises Council

4A

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION: Not applicable.

Budget Meeting - Scheduled for Thursday July 11, 2024 11:00 AM PACC.

2024 Financial Statements – Statements will be presented to council at the July 15, 2024, city council meeting.

Grant Writing – Completed an application to the Minnesota Department of Public Safety ARMER Equipment Grant for \$40,000 for Police Department Radios and \$40,000 for Fire Department Radios.

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

6A

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

RESOLUTION NO. 42-24

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

WHEREAS, on April 15, 2024, pursuant to Minnesota Laws 2023, Chapter 64, Article 10, Section 42 and Minnesota Statutes, Sections 297A.99 (collectively, the “Sales Tax Law”), the City Council (the “City Council”) of the City of Proctor, Minnesota (the “City”) adopted Resolution No. 17-24, adopting title and ballot language pertaining to the local option sales tax authorized by the Sales Tax Law (the “Ballot Resolution”); and

WHEREAS, it is proposed that the ballot language adopted in the Ballot Resolution be revised to account for bond financing and the costs associated therewith, as authorized under the Sales Tax Law (the “Revision”); and

WHEREAS, the Revision requires the City Council of the City to consider amending the Ballot Resolution, as contemplated by this resolution; and

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

Section 1. Amendment. The Ballot Resolution is hereby amended as described in this Section. The title and language of the ballot question is hereby deleted in their entirety and replaced with the following title and language:

“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 up to 20 years or until \$6,900,000.00 plus an amount equal to interest costs and the costs associated with the issuance of any bonds is raised to finance the design and construction of a new regional and statewide trail spur that would connect the City of Proctor’s trails with the Munger Trail and Hermantown Trail systems?”

Section 2. Effect on Ballot Resolution. Other than the amendment made to the Ballot Resolution by Section 1 of this Resolution, there are no other changes made to the Ballot Resolution. The Ballot Resolution remains in full force and effect, as amended by this Resolution.

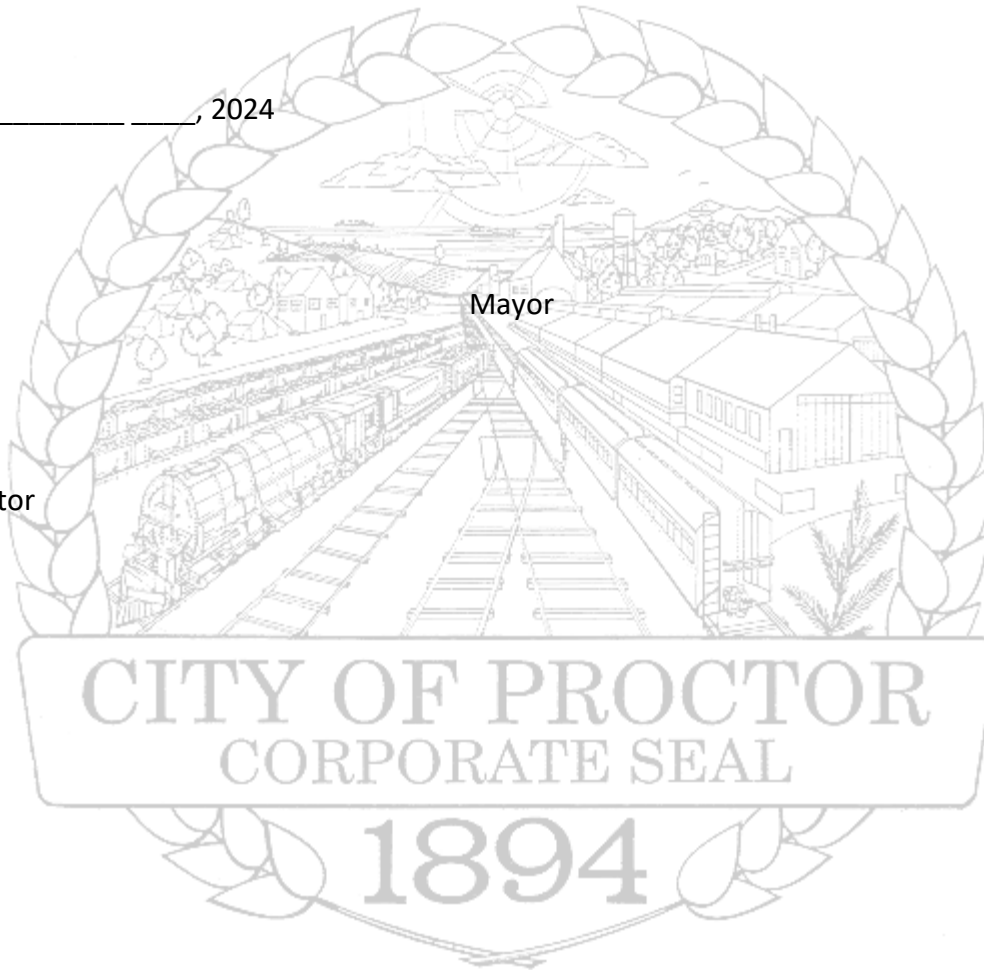
Section 3. Submission of Revision. The City Administrator is hereby authorized and directed to submit the revised title and language of the ballot question to the Elections Division of the Office of the St. Louis County Auditor.

Section 4. Effective Date. This Resolution is effective upon adoption.

Adopted _____, 2024

ATTEST:

City Administrator





CITY COUNCIL AGENDA DATE: July 1, 2024

FROM: City Administrator, Jess Rich

SUBJECT: Use of 10% Gambling Funds

6B

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION: Approve Resolution 43-24 Authorizing Use of up to \$10,000 of 10% Gambling Proceeds for Food Shelf Improvements.

BACKGROUND

Although we were not awarded the Minnesota Department of Health grant for a large-scale food shelf remodeling project, the process generated valuable ideas to improve the efficiency of the food shelf. I have been collaborating with food shelf officials and University of Minnesota Extension representatives, and we believe that adding an interior door in the hallway across from the breakroom will enhance flow and privacy while minimizing disruption to city operations. I have obtained two quotes from contractors for this project, both of which are under \$10,000, though some clarifications are still needed. Therefore, I am seeking council approval to use up to \$10,000 from the 10% Charitable Gambling Tax Fund to implement this food shelf improvement.

SOURCE OF FUNDS (if applicable) 10% Gambling Funds

ATTACHMENT(S) Resolution 43-24, 2023 Gambling Fund Report with Balance

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 = 07/01/2024

General Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ACME TOOLS				
12923993	MISC SHOP TOOLS	06/18/2024	73.58	100-30-300-2210 Operating Supplies
Total ACME TOOLS:			73.58	
AMERICAN FAMILY LIFE ASSURANCE				
PR0602241	AFLAC AFLAC PRE TAX Pay Period: 6/2/2024	06/07/2024	42.14	100-00-000-2175 Payroll Deductions Pa
PR0616241	AFLAC AFLAC PRE TAX Pay Period: 6/16/2024	06/21/2024	42.14	100-00-000-2175 Payroll Deductions Pa
Total AMERICAN FAMILY LIFE ASSURANCE:			84.28	
ANIMAL ALLIES HUMANE SOCIETY				
13364	ANIMAL BOARDING FEE730 3RD ST/COSTLEY - STRAY SERVICE	05/24/2024	48.00	100-20-210-4408 Boarding Fee
Total ANIMAL ALLIES HUMANE SOCIETY :			48.00	
ARROWHEAD PAINT PRODUCTS INC				
51014	TRAFFIC MARKING PAINT	06/24/2024	312.00	100-10-130-4400 Repairs & Maintenanc
Total ARROWHEAD PAINT PRODUCTS INC:			312.00	
ASPEN MILLS				
334801	CUSTOM EMBROIDERED PATCH	06/18/2024	349.00	100-20-220-2217 Clothing
Total ASPEN MILLS:			349.00	
BRENT'S BIFFIES				
29014	BIFFIES FOR PLAYGROUND	06/06/2024	115.50	100-40-410-3000 Professional Services
29015	BIFFIES FOR PLAYGROUND	06/06/2024	315.50	100-40-410-3000 Professional Services
Total BRENT'S BIFFIES:			431.00	
CINTAS				
5216408674	FIRST AID SUPPLIES	06/17/2024	42.57	100-30-300-2214 Safety Items
Total CINTAS:			42.57	
CONSOLIDATED COMMUNICATIONS				
06012024	MONTHLY TELEPHONE	06/28/2024	440.70	100-10-120-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			440.70	
DSC COMMUNICATIONS				
DSC-EH00442	PORTABLE BATTERIES	06/18/2024	392.00	100-20-210-2210 Operating Supplies
Total DSC COMMUNICATIONS:			392.00	
EQUI-VEST				
PR0616241	EQUITABLE EQUITABLE Pay Period: 6/16/2024	06/21/2024	369.40	100-00-000-2175 Payroll Deductions Pa

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total EQUI-VEST:			369.40	
ESC SYSTEMS				
79410	KEYFOB - ACCESS CONTROL - CITY HALL	06/10/2024	250.00	100-10-130-4443 Security Systems
Total ESC SYSTEMS:			250.00	
ESSENTIA HEALTH				
890000516	PHYSICAL ROERING/HOPPS	06/05/2024	1,172.00	100-20-210-3005 Medical & Dental Fees
Total ESSENTIA HEALTH :			1,172.00	
FRYBERGER LAW FIRM				
06690.000056.	BUTENHOFF-HAMSMITH LITIGATION	06/12/2024	606.00	100-10-160-3004 Legal Fees
06690.000058.	ACACIA AVE EASEMENT	06/12/2024	667.50	100-10-160-3004 Legal Fees
Total FRYBERGER LAW FIRM:			1,273.50	
GREAT AMERICA FINANCIAL SERVICE				
36866960	AGREEMENT 007-1813067-000 - BIZHUB C360I COPIER	06/25/2024	172.58	100-20-210-4400 Repairs & Maintenanc
36866961	AGREEMENT 009-1813070-000 - BIZHUB C360I COPIER	06/25/2024	172.58	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVICE:			345.16	
JOHNSON CONTROLS				
1-1334710843	REPLACED AHU MOTORS	06/27/2024	8,143.00	100-10-130-5580 City Hall Imp - Sales t
Total JOHNSON CONTROLS :			8,143.00	
LAW ENFORCEMENT LABOR SERVICES				
PR0602241	LELS DUES POLICE UNION DUES Pay Period: 6/2/2024	06/07/2024	352.50	100-00-000-2177 Union Dues Payable
Total LAW ENFORCEMENT LABOR SERVICES:			352.50	
LOCAL #31-IBEW				
PR0602241	IBEW DUES PUC UNION DUES Pay Period: 6/2/2024	06/07/2024	118.48	100-00-000-2177 Union Dues Payable
PR0616241	IBEW DUES PUC UNION DUES Pay Period: 6/16/2024	06/21/2024	118.48	100-00-000-2177 Union Dues Payable
Total LOCAL #31-IBEW:			236.96	
NORTHLAND CONSTRUCTORS OF DULUTH				
21549	HOT MIX ASPHALT FOR PATCHING	06/13/2024	199.92	100-30-330-2224 Street Maintenance M
Total NORTHLAND CONSTRUCTORS OF DULUTH:			199.92	
NORTHSPAN GROUP INC				
1942	ECONOMIC IMPACT STUDY	05/31/2024	1,442.50	830-80-800-3000 Professional Services
Total NORTHSPAN GROUP INC:			1,442.50	
PROCTOR BUILDERS-STREET DEPT				
268767	MISC SUPPLIES	05/25/2024	301.60	500-50-510-2210 Operating Supplies
Total PROCTOR BUILDERS-STREET DEPT:			301.60	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
PROCTOR POLICE DEPT UNION FUND				
PR0602241	POLICE DUES POLICE UNION DUES-PROCTOR FUND Pay Period: 6/2/2024	06/07/2024	50.00	100-00-000-2177 Union Dues Payable
Total PROCTOR POLICE DEPT UNION FUND:			50.00	
RASMUSSEN CLEANING SERVICE LLC				
001574	CLEANING SERVICES	06/24/2024	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			3,575.00	
SHRED N GO INC _446138				
168848	SHREDDING SERVICES	06/30/2024	405.08	100-10-120-3000 Professional Services
Total SHRED N GO INC _446138:			405.08	
TEAMSTERS JC 32				
6-24C-HRA	HRA - 6/24	06/24/2024	160.00	100-10-120-1131 Employer Paid Health
6-24C-HRA	HRA - 6/24	06/24/2024	160.00	100-10-150-1131 Employer Paid Health
6-24C-HRA	HRA - 6/24	06/24/2024	160.00	100-10-120-1131 Employer Paid Health
6-24C-HRA	HRA - 6/24	06/24/2024	960.00	100-20-210-1131 Employer Paid Health
6-24C-HRA	HRA - 6/24	06/24/2024	800.00	100-30-300-1131 Employer Paid Health
6-24C-HRA	HRA - 6/24	06/24/2024	160.00	100-15-115-1131 Employer Paid Health
PR0602241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 6/2/2024	06/07/2024	349.90	100-00-000-2176 Health Insurance Pay
PR0602241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 6/2/2024	06/07/2024	1,982.60	100-00-000-2176 Health Insurance Pay
PR0602241	HEALTH INSURANCE HEALTH INS FAMILY - LEGACY Pay Period: 6/2/2024	06/07/2024	5,598.00	100-00-000-2176 Health Insurance Pay
PR0602241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 6/2/2024	06/07/2024	559.80	100-00-000-2176 Health Insurance Pay
PR0602241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 6/2/2024	06/07/2024	3,172.20	100-00-000-2176 Health Insurance Pay
PR0602241	HEALTH INSURANCE HEALTH INS TEAMSTER LEGACY Pay Period: 6/2/2024	06/07/2024	2,383.50	100-00-000-2176 Health Insurance Pay
PR0602241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 6/2/2024	06/07/2024	119.18	100-00-000-2176 Health Insurance Pay
PR0602241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 6/2/2024	06/07/2024	675.32	100-00-000-2176 Health Insurance Pay
PR0602241	HEALTH INSURANCE HEALTH INS SINGLE - LEGACY Pay Period: 6/2/2024	06/07/2024	466.50	100-00-000-2176 Health Insurance Pay
PR0616241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 6/16/2024	06/21/2024	349.90	100-00-000-2176 Health Insurance Pay
PR0616241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 6/16/2024	06/21/2024	1,982.60	100-00-000-2176 Health Insurance Pay
PR0616241	HEALTH INSURANCE HEALTH INS FAMILY - LEGACY Pay Period: 6/16/2024	06/21/2024	5,598.00	100-00-000-2176 Health Insurance Pay
PR0616241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 6/16/2024	06/21/2024	559.80	100-00-000-2176 Health Insurance Pay
PR0616241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 6/16/2024	06/21/2024	3,172.20	100-00-000-2176 Health Insurance Pay
PR0616241	HEALTH INSURANCE HEALTH INS TEAMSTER LEGACY Pay Period: 6/16/2024	06/21/2024	2,383.50	100-00-000-2176 Health Insurance Pay
PR0616241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 6/16/2024	06/21/2024	119.18	100-00-000-2176 Health Insurance Pay
PR0616241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 6/16/2024	06/21/2024	675.32	100-00-000-2176 Health Insurance Pay
PR0616241	HEALTH INSURANCE HEALTH INS SINGLE - LEGACY Pay Period: 6/16/2024	06/21/2024	466.50	100-00-000-2176 Health Insurance Pay
Total TEAMSTERS JC 32:			33,014.00	
TEAMSTERS LOCAL UNION #346				
PR0602241	TEAMSTER DUES PW UNION DUES Pay Period: 6/2/2024	06/07/2024	497.00	100-00-000-2177 Union Dues Payable

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total TEAMSTERS LOCAL UNION #346:			497.00	
UFCW LOCAL 1189				
PR0602241	UFCW DUES UFCW LOCAL 1189 DUES Pay Period: 6/2/2024	06/07/2024	60.51	100-00-000-2177 Union Dues Payable
PR0616241	UFCW DUES UFCW LOCAL 1189 DUES Pay Period: 6/16/2024	06/21/2024	60.51	100-00-000-2177 Union Dues Payable
Total UFCW LOCAL 1189:			121.02	
VOYAGEUR BUS COMPANY INC				
98991	GRANDMA'S SHUTTLE	06/22/2024	965.18	100-15-115-3000 Professional Services
Total VOYAGEUR BUS COMPANY INC:			965.18	
Grand Totals:			54,886.95	

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 = 07/01/2024

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 = 07/01/2024

Liquor Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
4615904401	SODA	06/17/2024	303.09	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			303.09	
ARTISAN BEER COMPANY				
3690452	BEER	06/21/2024	921.80	600-60-600-2252 Beer Purchases
3690453	THC	06/21/2024	253.80	600-60-600-2255 THC Products
Total ARTISAN BEER COMPANY:			1,175.60	
BERNICKS PEPSI				
30102148	THC	06/19/2024	290.00	600-60-600-2255 THC Products
30102150	BEER	06/19/2024	8,839.40	600-60-600-2252 Beer Purchases
30102160	BEER	06/19/2024	50.99	600-60-600-2252 Beer Purchases
30102739	BEER	06/20/2024	392.25	600-60-600-2252 Beer Purchases
30103495	BEER	06/26/2024	4,845.10	600-60-600-2252 Beer Purchases
30103507	CREDIT	06/26/2024	12.00	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			14,303.76	
BREAKTHRU BEVERAGE				
116271287	BEER	06/13/2024	171.00	600-60-600-2252 Beer Purchases
116274683	LIQUOR	06/13/2024	488.94	600-60-600-2251 Liquor Purchases
116274683	SERVICE FEE	06/13/2024	15.11	600-60-600-3033 Freight & Express
116375317	SERVICE FEE	06/20/2024	11.25	600-60-600-3033 Freight & Express
116375317	LIQUOR	06/20/2024	1,113.23	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			1,799.53	
C&L DISTRIBUTING				
1922886	SHIPPING	06/18/2024	3.00	600-60-600-3033 Freight & Express
1922886	BEER	06/18/2024	3,370.79	600-60-600-2252 Beer Purchases
1927086	SHIPPING	06/25/2024	3.00	600-60-600-3033 Freight & Express
1927086	BEER	06/25/2024	1,986.60	600-60-600-2252 Beer Purchases
1927256	BEER	06/25/2024	30.25	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			5,333.14	
CINTAS				
4195956019	MATS	06/17/2024	180.86	600-60-600-2210 Operating Supplies
Total CINTAS:			180.86	
COCA COLA BOTTLING CO				
3419456	SODA	06/25/2024	236.95	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO:			236.95	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
GUARDIAN PEST CONTROL INC				
2566173	PEST CONTROL	05/15/2024	47.01	600-60-600-4406 Pest Control
Total GUARDIAN PEST CONTROL INC:			47.01	
JOHNSON BROTHERS INC				
2560950	DELIVERY CHARGE	06/14/2024	17.02	600-60-600-3033 Freight & Express
2560950	LIQUOR	06/14/2024	431.42	600-60-600-2251 Liquor Purchases
2563679	DELIVERY CHARGE	06/19/2024	3.20	600-60-600-3033 Freight & Express
2563679	LIQUOR	06/19/2024	157.64	600-60-600-2251 Liquor Purchases
2563680	DELIVERY CHARGE	06/19/2024	33.43	600-60-600-3033 Freight & Express
2563680	LIQUOR	06/19/2024	1,022.71	600-60-600-2251 Liquor Purchases
2563681	MIX	06/19/2024	96.00	600-60-600-2254 Soft Drinks & Mix
2563681	DELIVERY CHARGE	06/19/2024	8.72	600-60-600-3033 Freight & Express
2566414	DELIVERY CHARGE	06/21/2024	24.81	600-60-600-3033 Freight & Express
2566414	LIQUOR	06/21/2024	2,606.78	600-60-600-2251 Liquor Purchases
2569486	DELIVERY CHARGE	06/26/2024	14.17	600-60-600-3033 Freight & Express
2569486	LIQUOR	06/26/2024	579.40	600-60-600-2251 Liquor Purchases
2569487	DELIVERY CHARGE	06/26/2024	13.67	600-60-600-3033 Freight & Express
2569487	WINE	06/26/2024	541.88	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC:			5,550.85	
LAKESHORE ICE				
03-404938	ICE	06/14/2024	98.90	600-60-600-2258 Misc Merchandise
03-404964	ICE	06/18/2024	25.92	600-60-600-2258 Misc Merchandise
04-404093	ICE	06/21/2024	89.62	600-60-600-2258 Misc Merchandise
04-404124	ICE	06/28/2024	60.68	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			275.12	
MICHAUD DISTRIBUTING COMPANY				
388397	FUEL SURCHARGE	06/17/2024	3.00	600-60-600-3033 Freight & Express
388397	BEER	06/17/2024	456.20	600-60-600-2252 Beer Purchases
388630	FUEL SURCHARGE	06/24/2024	3.00	600-60-600-3033 Freight & Express
388630	BEER	06/24/2024	444.65	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY:			906.85	
PAUSTIS & SONS				
203264	WINE	06/26/2024	112.00	600-60-600-2253 Wine Purchases
Total PAUSTIS & SONS:			112.00	
PHILLIPS WINE & SPIRITS CO.				
6801036	DELIVERY	06/19/2024	3.27	600-60-600-3033 Freight & Express
6801036	LIQUOR	06/19/2024	242.70	600-60-600-2251 Liquor Purchases
6801037	DELIVERY	06/19/2024	15.26	600-60-600-3033 Freight & Express
6801037	WINE	06/19/2024	439.30	600-60-600-2253 Wine Purchases
6803010	LIQUOR	06/21/2024	521.75	600-60-600-2251 Liquor Purchases
6803010	DELIVERY	06/21/2024	21.80	600-60-600-3033 Freight & Express
Total PHILLIPS WINE & SPIRITS CO.:			1,244.08	
RANGE PAPER				
30847	SUPPLIES	06/21/2024	373.01	600-60-600-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total RANGE PAPER:			373.01	
RED BULL				
2017890745	RED BULL	06/24/2024	96.70	600-60-600-2254 Soft Drinks & Mix
Total RED BULL:			96.70	
SOUTHERN WINE & SPIRITS				
2492335	DELIVERY	06/14/2024	21.35	600-60-600-3033 Freight & Express
2492335	LIQUOR	06/14/2024	1,388.14	600-60-600-2251 Liquor Purchases
2495377	DELIVERY	06/21/2024	34.25	600-60-600-3033 Freight & Express
2495377	LIQUOR	06/21/2024	1,365.38	600-60-600-2251 Liquor Purchases
2498584	DELIVERY	06/28/2024	70.71	600-60-600-3033 Freight & Express
2498584	LIQUOR	06/28/2024	3,079.44	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			5,959.27	
TEAMSTERS JC 32				
6-24C-HRA	HRA - 6/24	06/24/2024	160.00	600-60-600-1131 Employer Paid Health
Total TEAMSTERS JC 32:			160.00	
URSA MINOR BREWING				
e-6570	BEER	06/18/2024	539.80	600-60-600-2252 Beer Purchases
e-6590	BEER	06/20/2024	147.60	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			687.40	
VINOCOPIA				
0353376-in	MIX	06/24/2024	104.00	600-60-600-2254 Soft Drinks & Mix
0353376-in	SHIPPING	06/24/2024	5.00	600-60-600-3033 Freight & Express
0353377-in	WINE	06/26/2024	144.00	600-60-600-2253 Wine Purchases
0353377-in	SHIPPING	06/26/2024	2.50	600-60-600-3033 Freight & Express
Total VINOCOPIA:			255.50	
WINE MERCHANTS				
7476980	WINE	06/19/2024	533.50	600-60-600-2253 Wine Purchases
7476980	FREIGHT	06/19/2024	9.83	600-60-600-3033 Freight & Express
Total WINE MERCHANTS :			543.33	
Grand Totals:			39,544.05	

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 = 07/01/2024

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 43-24
Resolution Authorizing the Use
of up to \$10,000 from the 10% Gambling Tax Fund for
Improvements to the Proctor Area Food Shelf

WHEREAS, the City of Proctor recognizes the importance of the Proctor Area Food Shelf in providing essential services to residents in need; and

WHEREAS, improvements to the Proctor Area Food Shelf are necessary to ensure the continued efficient delivery of these services; and

WHEREAS, the City of Proctor collects a 10% gambling tax, the proceeds of which are designated for use in accordance with Minnesota Statute section 349.12, subdivision 7a which allows for the use of gambling tax funds for lawful purposes, including food shelf.

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

1. Authorization of Funds: The City of Proctor hereby authorizes the use of up to \$10,000 from the 10% Gambling Tax Fund for the purpose of making necessary improvements to the Proctor Area Food Shelf.
2. Purpose of Funds: The funds shall be used specifically for improvements which may include, but are not limited to facility enhancements to support the operations of the Proctor Area Food Shelf.

Passed by a majority vote of the Proctor City Council, this 1st day of July, 2024

BY:
Chad Ward
Mayor

ATTEST:
Jess Rich
City Administrator