

*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, August 19, 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, August 5, 2024

**APPROVAL OF AGENDA**

**COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

**\*APPROVAL OF CONSENT AGENDA** One motion accepts all items listed under this agenda. Councilmembers 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. Hauschild – LMC**

**B. Sen. Amy Klobuchar Congressionally Directed Spending**

**C. Sen. Tina Smith Congressionally Directed Spending**

**D. 2024 PERA SVF Report – City of Proctor Volunteer Fire  
Department**

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

**\*3. COMMITTEE REPORTS**

**A. SEH Meeting Minutes – August 8, 2024**

**\*4. CLERK ADVISES COUNCIL**

**A. Budget Working Session – August 26<sup>th</sup>, 2024, at 6:00 pm**

**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 48-24: Accepting a Donation – McHero Night**

**B. Resolution 49-24: General Election Judges**

**7. Closed Session** - A portion of the meeting will be closed as permitted by section 13D.05, subdivision 3(C) to consider offers relating to the City's potential acquisition of portions of the following parcels of land: 185-0240-00607 and 185-0240-00750.

**MEMBER CONCERNS**

Rohweder:

DeWall:

Johnson:

Benson:

Ward:

Chief Gaidis:

**BILLS FOR APPROVAL**

General: \$

Liquor: \$

TOTAL BILLS FOR APPROVAL: \$

**ADJOURNMENT**

MINUTES OF THE PROCTOR CITY COUNCIL MEETING AUGUST 5, 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, Councilor Rohweder

OTHERS PRESENT: Administrator Rich, Ted Kiefat, City Attorney Chris Virta, Finance Director Brunfelt

M/S/P: Rohweder/Johnson to approve the City Council minutes from Monday, July 15, 2024.

M/S/P: Ward/DeWall to approve the agenda for Monday, August 5, 2024.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

M/S/P: Ward/Benson to approve the consent agenda for Monday, August 5, 2024, pulling items 4A and 4B for discussion.

**4. Clerk Advises Council**

A. Special Events/Public Safety

M/S/P: Ward/Rohweder to approve the Lakehead Racing Association XR Storm Challenge for Friday, August 19<sup>th</sup>, 2024, as submitted. Councilor Benson confirms protocol was followed and insurance corrections have been made.

M/S/P: Benson/Ward to approve the Proctor Pizza/Keyboard Lounge Hoghead Pet Parade event on Thursday, August 15<sup>th</sup>, 2024, approving amplified outdoor music as submitted.

M/S/P: Rohweder/Johnson to approve the Hoghead Parade event on Saturday, August 17<sup>th</sup> as submitted.

M/S/P: Benson/Ward to approve the Keyboard Lounge Hoghead Block Party on Saturday, August 17<sup>th</sup>, also approving amplified outdoor music as submitted.

MS/P: Rohweder/Johnson to approve the Lakehead Racing Monster Truck Nitro Tour on Saturday, September 14<sup>th</sup>, 2024 as submitted.

M/S/P: Johnson/Ward to approve the street closures as recommended by the Public Safety Committee. Approved vendors will be granted access with approved peddler's permitting and insurance.

B. Fire department Member's Resignation

M/S/P: Rohweder/DeWall to accept the resignation with gratitude of 19 years of service from Derek Parendo of the Proctor Fire Department.

**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. M/S/P: Johnson/Rohweder to accept Resolution 45-24 Support for the CSAH 13 (Midway Road) Railroad Crossings Planning and Preliminary Engineering Project as submitted.**

**B. M/S/P: Ward/Rohweder to accept Resolution 46-24 Approving a Conditional Use Permit to operate a Short-Term Rental as submitted.**

**C. M/S/P: Benson/Johnson to accept Resolution 47-24 Accepting a Donation to the City of Proctor – Golf Course as submitted.**

**D. M/S/P: Rohweder/DeWall to accept Proclamation 01-24: Rail Safety Week – September 23-29 as submitted.**

**E. Mid-Term Market Rate Adjustment – Task Force Minutes and Recommendation  
5% mid contract market rate adjustment**

**M/S Ward/DeWall for discussion:**

**Mayor Ward would like this brought to the next budget working session with detailed numbers and increases for the department. He notes the wage study completion pertains solely to the police department and would like to discuss an increase for all departments within the city. Councilor DeWall is in agreement with discussing the recommendation from the task force at the budget working session. Wage study completion by an outside firm averages a cost of about \$20,000, noting confidence and agreement with city staff completing a departmental wage study.**

**M/S amended to table agenda item for further discussion at the next budget working session meeting.**

**M/S/P: Ward/DeWall to discuss departmental wage study at a budget working session meeting.**

**Discussion follows regarding scheduling another budget working session during the week of August 26<sup>th</sup>, 2024. Councilor Benson extends completion of the quarterly budget summary provided by Finance Director Brunfelt.**

**M/S/P: DeWall/Rohweder to suspend the regular council meeting and enter into a closed session as permitted by section 13D.05, subdivision 3(C) to consider offers relating to the City's potential acquisition of portions of the following parcels of land: 185-0240-00607 and 185-0240-00750 at 6:23 pm.**

**M/S/P: Johnson/DeWall to resume the regularly scheduled council meeting resumes at 7:03 pm.**

**M/S/P: Ward/DeWall to direct Administrator Rich to work with PEDDA on the recommended counteroffer.**

MEMBER CONCERNS

Rohweder: Parking accommodations update at St. Lukes arena, extends gratitude to St. Louis County for the addition of curbs along Lavaque Rd by the Proctor welcome sign.

DeWall: None

Benson:

Johnson: Extends gratitude to community members for stepping up and organizing Hoghead Festival. Wishes everyone a, "Happy and Safe Hoghead!"

Chief Gaidis:

Mayor Ward: Promotions of National Night Out festivities, extends gratitude to the Proctor Lions for historically sponsoring Hoghead Festivities, welcomes and extends appreciation and gratitude to the new members of the Hoghead Committee.

Provides an update from St. Louis County Commissioner Musolf on reimbursement for towing of vehicles during the chip/crack seal project, noting all towing charges will be reimbursed if affected residents contact St. Louis County.

Administrator Rich: None

City Attorney – Chris Virta: None

**TOTAL BILLS FOR APPROVAL:**

**General: \$175,813.56**

**Liquor: \$93,310.66**

**TOTAL BILLS FOR APPROVAL: \$269,124.22**

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

M/S/P: DeWall/Ward to adjourn the meeting at 7:12 pm.



July 24, 2024

Mayor Chad Ward  
100 Pionk Dr  
Proctor, MN 55810-1705

Senator Grant Hauschild, who represents your city at the state legislature, has been selected as a League of Minnesota Cities Legislator of Distinction for 2024. The League's Board of Directors recognized a total of 25 legislators this year, including 16 House members and 9 Senate members, for their actions and leadership on a wide variety of legislative issues of importance to cities across our state. **The enclosed letter describes the specific reasons your legislator was chosen for this recognition.** A copy of this letter, and printed certificate, has been sent to your legislator as well.

Please share this recognition with your city council and the public at your next council meeting. We also encourage you to share this information with your local newspaper. Publicly acknowledging legislators for their support of city-friendly legislation helps to continue strengthening the partnership between state and local government officials in Minnesota.

If you have any questions, please feel free to contact Ted Bengtson, IGR Coordinator at the League of Minnesota Cities at [tbengtson@lmc.org](mailto:tbengtson@lmc.org), (651) 281-1242. To read the complete list of all 25 legislators who received this designation, see the *Cities Bulletin* article online at [www.lmc.org/lod](http://www.lmc.org/lod).

Thank you, in advance, for your consideration and your support of the League's Legislators of Distinction recognition program.

Enclosure

**From:** [Jessica Rich](#)  
**To:** [Megan Mazzucco](#)  
**Subject:** FW: Congressionally Directed Spending FY25 Update  
**Date:** Thursday, August 15, 2024 3:30:52 PM

---

Greetings Jess Rich,

I am reaching out to provide an update on your Fiscal Year 2025 congressionally directed spending (CDS) request, City of Proctor for extending water, sewer, and electric utilities, that Senator Klobuchar submitted to the Senate Appropriations Committee for funding consideration.

The Senate Appropriations Chair has released preliminary bill language for the Senate appropriations bills. Unfortunately, your project was not included in that language. The congressionally directed spending request process is extremely competitive. Projects are submitted by local governments and organizations from all across the country. Our office will inform you of the next opportunity to submit a congressionally directed spending request should you wish to reapply.

On behalf of the Senator and her staff, we look forward to staying in touch.

Sincerely,  
Erika

Erika Nelson  
State Director  
U.S. Senator Amy Klobuchar

## Jessica Rich

---

**From:** McCloskey, Anna (Smith) <Anna\_McCloskey@smith.senate.gov>  
**Sent:** Tuesday, August 6, 2024 4:23 PM  
**To:** McCloskey, Anna (Smith)  
**Cc:** Johnson Korba, Amy (Smith)  
**Subject:** RE: Update: FY25 Congressionally Directed Spending

Hello,

I write with an update regarding Congressionally Directed Spending. The Senate Appropriations Committee recently passed 11 of 12 appropriations bills out of the Committee. Unfortunately, your project was not selected to move forward by the Committee. If you are receiving this email and received a similar email from me that your project was not in the House Appropriations Committee bills, your project will no longer be considered this cycle. If your project was included in the preliminary House list, you are still in the running and will continue to receive updates from me.

Thank you for bringing your project to us and for your patience with this process. We look forward to working with you on future funding opportunities through CDS or otherwise.

**Anna McCloskey**  
Senior Policy Advisor  
Office of Senator Tina Smith

---

**From:** McCloskey, Anna (Smith)  
**Sent:** Wednesday, July 10, 2024 5:11 PM  
**To:** McCloskey, Anna (Smith) <Anna\_McCloskey@smith.senate.gov>  
**Cc:** Johnson Korba, Amy (Smith) <amy@smith.senate.gov>  
**Subject:** RE: Update: FY25 Congressionally Directed Spending

Hello,

I write with a short update regarding Congressionally Directed Spending. Recently, the House Appropriations Committee released its preliminary list of projects to move forward. Unfortunately, your project was not on that list. However, your project is still under consideration in the Senate Appropriations Committee. I hope to have an update for you later this month on the Senate's preliminary list.

As a reminder, once both lists are published, projects will not be added, though they may be removed or dollar amounts may change, so if at that time your project is on neither list, it will no longer be considered for funding.

Please let me know if you have any questions, and I'll be in touch soon.

**Anna McCloskey**  
Senior Policy Advisor  
Office of Senator Tina Smith

---

**From:** McCloskey, Anna (Smith)  
**Sent:** Friday, June 7, 2024 1:15 PM  
**To:** McCloskey, Anna (Smith) <[Anna\\_McCloskey@smith.senate.gov](mailto:Anna_McCloskey@smith.senate.gov)>  
**Cc:** Johnson Korba, Amy (Smith) <[amy@smith.senate.gov](mailto:amy@smith.senate.gov)>  
**Subject:** Update: FY25 Congressionally Directed Spending



Hello,

I am writing to confirm that the project or projects you submitted to Senator Smith for Congressionally Directed Spending have been submitted to the Senate Appropriations Committee and publicly disclosed on our [website](#). Thank you for taking the time to apply.

I will keep everyone updated on the process via email, but in the meantime, a few notes on next steps. Right now the Appropriations Committee and federal agencies are reviewing requests for eligibility. This process happens concurrently in both the House and Senate. Hopefully sometime this summer the House and Senate Appropriations Subcommittees will release draft bills that include a preliminary list of selected CDS requests. House and Senate lists are kept separate until final passage, so projects may appear on one, both, or neither lists. Once those lists are published, projects will not be added, though dollar amounts may change, so if your project does not make it onto one of those lists, it's unfortunately no longer under consideration for funding.

CDS funding is not considered final until Congress passes a bill into law that includes the project. Government funding expires September 30, 2024, but we expect that Congress would not pass funding bills until at least November if not into 2025. Once a bill is passed, all CDS recipients will be required to complete an agency application and review process to ensure projects comply with all relevant statutory and regulatory requirements.

I realize the uncertain timing is difficult for CDS applicants, and I appreciate your patience as we await next steps. I will keep you all updated as best I can, and please feel free to reach out to me or anyone from our Outreach Team in Minnesota with questions.

Thanks,

**Anna McCloskey**  
Senior Policy Advisor  
Office of Senator Tina Smith

Public Employees Retirement Association of Minnesota  
Statewide Volunteer Firefighter Plan  
Actuarial Valuation Report as of December 31, 2024 for  
the City of Proctor Volunteer Fire Department



# Table of Contents

<b>Cover Letter</b>	<b>-</b>
<b>Executive Summary</b>	<b>1</b>
Summary of Results.....	1
<b>Valuation Results</b>	<b>2</b>
Financial Requirement for Following Calendar Year.....	2
Benefit Level Analysis.....	2
Projection of Accrued Liability .....	3
Projection of Assets.....	3
(Gain) / Loss.....	3
Cost Impact of Increase in Benefit Level.....	4
<b>Summary of Participant Data.....</b>	<b>5</b>
<b>Assessment of Risk.....</b>	<b>6</b>
<b>Low-Default-Risk Obligation Measure .....</b>	<b>7</b>
<b>Methods and Assumptions .....</b>	<b>8</b>
<b>Summary of Plan Provisions .....</b>	<b>9</b>
<b>Plan Member Detail .....</b>	<b>10</b>





July 15, 2024

Public Employees Retirement Association of Minnesota  
St. Paul, Minnesota

**Re: City of Proctor Volunteer Fire Department Actuarial Valuation as of December 31, 2024**

Dear PERA Trustees:

The results of the December 31, 2024 Actuarial Valuation of the City of Proctor Volunteer Fire Department (the Plan) are presented in this report.

This report was prepared at the request of the Board and is intended for use by the Public Employees Retirement Association (PERA) and the Plan and those designated or approved by the Board or the Plan. This report may be provided to parties other than PERA and the Plan only in its entirety and only with the permission of the Board or the Plan. GRS is not responsible for unauthorized use of this report.

The purposes of the valuation are to measure the Plan's funding progress and to determine the **required contribution for the fiscal year ending December 31, 2025**. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

The contribution in this report is determined using the actuarial assumptions and methods disclosed on page 8 of this report. This report includes risk metrics on page 6 but does not include a more robust assessment of the risks of future experience not meeting the actuarial assumptions. Additional assessment of risks was outside the scope of this assignment.

This valuation assumed the continuing ability of the governing body to make the contributions necessary to fund this plan. A determination regarding whether or not the governing body is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2023. The valuation was based upon information furnished by PERA concerning the Plan, financial transactions, plan provisions, and active and terminated members. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by PERA.

Actuarial assumptions, including discount rates, and others identified in this report, are prescribed by Minnesota Statutes Section 353G.08, the Legislative Commission on Pensions and Retirement (LCPR), and the Trustees. These parties are responsible for selecting the plan's funding policy, actuarial valuation methods, asset valuation methods and assumptions. The policies, methods and assumptions used in this valuation are those that have been so prescribed and are described in the Methods and Assumptions section of this report. PERA is solely responsible for communicating to GRS any changes required thereto.

All actuarial assumptions used in this report are reasonable for the purposes of this valuation. The combined effect of the assumptions is expected to have no significant bias (i.e. not significantly optimistic or pessimistic). All actuarial assumptions and methods used in the valuation follow the guidance in the applicable Actuarial Standards of Practice. Additional information about the actuarial assumptions is included in the section of this report entitled Methods and Assumptions. We have assessed that the contribution allocation procedure calculated under the current funding policy is a reasonable Actuarially Determined Employer Contribution (ADEC) and is not significantly inconsistent with the plan accumulating adequate assets to make benefit payments when due.

This report was prepared using our proprietary valuation model and related software which, in our professional judgment, has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of the Plan as of the valuation date and was performed in accordance with the requirements of Minnesota Statutes Section 353G.08, and the requirements of the Standards for Actuarial Work established by the LCPR. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and with applicable statutes.

Bonita J. Wurst and Sheryl L. Christensen are Members of the American Academy of Actuaries (MAAA) and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein. In addition, GRS meets the requirements of "approved actuary" under Minnesota Statutes Section 356.215, Subdivision 1, Paragraph (c).

The signing actuaries are independent of the plan sponsor.

Respectfully submitted,  
Gabriel, Roeder, Smith & Company



Bonita J. Wurst, ASA, EA, FCA, MAAA



Sheryl L. Christensen, FSA, EA, FCA, MAAA



# Executive Summary

The Required Contributions for 2024 and 2025 are summarized in the following table:

## Summary of Results

Plan Data	2024	2023*
1. Current Benefit Level	\$ 2,400	\$ 2,400
2. Number of Participants		
a. Active members	18	
b. Deferred members	3	
c. Total	21	
Funded Status	2024	2023*
1. Projected Assets at End of Year	\$ 952,659	\$ 842,849
2. Accrued Liability at End of Year	479,204	635,579
3. Surplus / (Deficit)	\$ 473,455	\$ 207,270
4. Funded Ratio	198.80%	132.61%
5. Account Status	Surplus Over Full Funding	Surplus Over Full Funding
Contributions	2024	2023*
1. Financial Requirement		
a. Total Financial Requirement	\$ 0	\$ 27,962
b. Reduction to the Financial Requirement	(89,769)	(80,810)
c. <b>Required Contribution</b>	<b>\$ 0</b>	<b>\$ 0</b>
2. Contribution Due Date	12/31/2025	12/31/2024

\* 2023 results calculated and provided by PERA.

# Valuation Results

## Financial Requirement for Following Calendar Year

	2024	2023*
1. Determination of Surplus / (Deficit)		
a. Projected Assets	\$ 952,659	\$ 842,849
b. Accrued Liability	479,204	635,579
2. Surplus / (Deficit) [1a-1b]	\$ 473,455	\$ 207,270
3. Financial Requirement Charges		
a. Increase/(Decrease) in liability	\$ 40,443	\$ 47,879
b. Administrative Fees	1,260	810
c. One-Tenth of Deficit / (Surplus)^	(47,346)	(20,727)
d. <b>Net Financial Requirement Charge</b> <b>[3a+3b+3c, not less than zero]</b>	\$ 0	\$ 27,962
4. Financial Requirement Credits		
a. Fire State Aid Current Year x 1.035	\$ (27,877)	\$ (25,445)
b. Supplemental State Aid Current Year	(4,732)	(4,794)
c. 6% interest on Projected Present Assets	(57,160)	(50,571)
d. <b>Net Financial Requirement Credit</b> <b>[4a+4b+4c]</b>	\$ (89,769)	\$ (80,810)
5. <b>Required Contribution</b> <b>[3d+4d, not less than zero]</b>	\$ 0	\$ 0
6. Contribution Due Date	12/31/2025	12/31/2024

## Benefit Level Analysis

	2024	2023*
1. Current Benefit Level	\$ 2,400	\$ 2,400
2. Financial Requirement Charges	0	27,962
3. Fire State Aid (including supplemental aid)	32,609	30,239
4. Fire State Aid Use Ratio	0%	92%

\* 2023 results calculated and provided by PERA.

^ Zero if the plan has had a surplus for only one year.

Your organization uses only a portion of Fire State Aid towards its financial requirement.



## Projection of Accrued Liability

	2024	2023*
1. Active Member Liability	\$ 440,112	\$
2. Deferred Member Liability	39,092	
3. Total Accrued Liability at year-end (1+2)	\$ 479,204	\$ 635,579
4. Projected Accrued Liability at next year-end	519,647	683,458
5. Increase/(Decrease) in Liability (4-3)	\$ 40,443	\$ 47,879

## Projection of Assets

	2024	2023*
1. Actual Assets at Beginning of Year	\$ 869,456	\$
2. Projected Change in Asset Value		
a. Fire State Aid	26,934	
b. Fire Supplemental Aid	4,732	
c. Required Contribution	0	
d. Net Investment Income	52,167	
e. PERA Administrative Fee	(630)	
f. Net Change in Present Assets	\$ 83,203	\$
3. Projected Assets at End of Year	\$ 952,659	\$ 842,849

## (Gain)/Loss

	Assets	Accrued Liability^
1. Expected Value*	\$ 842,849	\$ (683,458)
2. Actual Value	869,456	(479,204)
3. (Gain)/Loss [1-2]	\$ (26,607)	\$ (204,254)

\* 2023 results calculated and provided by PERA.

^ Includes the change in benefit level, if applicable.



## Cost Impact of Increase in Benefit Level

Benefit Level	2024			
	\$2,400	\$2,500	\$2,600	\$3,400
1. Determination of Surplus / (Deficit)				
a. Projected Assets	\$ 952,659	\$ 952,659	\$ 952,659	\$ 952,659
b. Accrued Liability	479,204	497,542	515,880	662,584
2. Surplus / (Deficit) [1a-1b]	\$ 473,455	\$ 455,117	\$ 436,779	\$ 290,075
3. Financial Requirement Charges				
a. Increase/(Decrease) in liability	\$ 40,443	\$ 42,076	\$ 43,710	\$ 56,782
b. Administrative Fees	1,260	1,260	1,260	1,260
c. One-Tenth of Deficit / (Surplus)^	(47,346)	(45,512)	(43,678)	(29,008)
d. <b>Net Financial Requirement Charge</b> [3a+3b+3c, not less than zero]	\$ 0	\$ 0	\$ 1,292	\$ 29,034
4. Financial Requirement Credits				
a. Fire State Aid Current Year x 1.035	\$ (27,877)	\$ (27,877)	\$ (27,877)	\$ (27,877)
b. Supplemental State Aid Current Year	(4,732)	(4,732)	(4,732)	(4,732)
c. 6% interest on Projected Present Assets	(57,160)	(57,160)	(57,160)	(57,160)
d. <b>Net Financial Requirement Credit</b> [4a+4b+4c]	\$ (89,769)	\$ (89,769)	\$ (89,769)	\$ (89,769)
5. <b>Required Contribution</b> [3d+4d, not less than zero]	\$ 0	\$ 0	\$ 0	\$ 0

^ Zero if the plan has had a surplus for only one year.

## Summary of Participant Data

	December 31, 2024	December 31, 2023*
Active Members		
Number	18	
Average Age	45.3	
Average Service	11.5	
Deferred Vested Members		
Number	3	
Average Age	46.0	
Total Benefits	\$ 47,853	

\* 2023 results calculated and provided by PERA.

# Risks Associated with Measuring the Accrued Liability and Actuarially Determined Contribution

The determination of the accrued liability and the actuarially determined contribution requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability and the actuarially determined contribution that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

1. **Investment Risk** – actual investment returns may differ from the expected returns;
2. **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, and are highly dependent on the timing of lump sum payments, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
3. **Contribution Risk** – actual contributions may differ from expected future contributions. For example, actual contributions may not be made in accordance with the plan's funding policy or material changes may occur in the anticipated number of covered employees or other relevant contribution base;
4. **Other Demographic Risks** – members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease).

The required contribution shown on page 1 may be considered as a minimum contribution that complies with Minnesota Statutes. The timely receipt of the actuarially determined contributions is critical to support the financial health of the plan. Users of this report should be aware that contributions made at the actuarially determined rate do not necessarily guarantee benefit security.

## Additional Risk Assessment

Additional risk assessment is outside the scope of the annual actuarial valuation. Additional assessment may include scenario tests, sensitivity tests, stochastic modeling, stress tests, and a comparison of the present value of accrued benefits at low-risk discount rates with the actuarial accrued liability.



## Low-Default-Risk Obligation Measure

Actuarial Standards of Practice No. 4 (ASOP No. 4) was revised and reissued in December 2021 by the Actuarial Standards Board (ASB). It includes a new calculation called a Low-Default-Risk Obligation Measure (LDROM) to be prepared and issued annually for defined benefit pension plans. The transmittal memorandum for ASOP No. 4 includes the following explanation:

“The ASB believes that the calculation and disclosure of this measure provides appropriate, useful information for the intended user regarding the funded status of a pension plan. The calculation and disclosure of this additional measure is not intended to suggest that this is the “right” liability measure for a pension plan. However, the ASB does believe that this additional disclosure provides a more complete assessment of a plan’s funded status and provides additional information regarding the security of benefits that members have earned as of the measurement date.”

The following information has been prepared in compliance with this new requirement. Unless otherwise noted, the measurement date, actuarial cost methods, and assumptions used are the same as for the funding valuation covered in this actuarial valuation report.

- A. Low-Default-Risk Obligation Measure of benefits earned as of the measurement date: \$490,326
- B. Discount rate used to calculate the LDROM: 4.83%
- C. Other significant assumptions that differ from those used for the funding valuation: none
- D. Actuarial cost method used to calculate the LDROM: Entry Age Actuarial Cost Method
- E. Valuation procedures to value any significant plan provisions that are difficult to measure using traditional valuation procedures, and that differ from the procedures used in the funding valuation: none
- F. The LDROM is a market-based measurement of the pension obligation. It estimates the amount the plan would need to invest in low risk securities to provide the benefits with greater certainty. This measure may not be appropriate for assessing the need for or amount of future contributions. This measure may not be appropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan’s benefit obligation.

**The difference between the two measures (Valuation and LDROM) is one illustration of the savings the sponsor anticipates by taking on the risk in a diversified portfolio.**

## Methods and Assumptions

Actuarial Methods	
Valuation Date	December 31, 2024, projected from data as of December 31, 2023
Funding Method	Entry age normal level dollar with no pre-retirement decrements per MN Statutes 353G.08
Market Assets	Trustee value plus any receivable income and less any payables
Actuarial Assets	Market assets projected to the end of the valuation year, per MN Statutes 353G.08

Economic Assumptions	
Valuation Rate	6.00%, net of investment expenses
Increases to Fire State Aid	3.50% per year
Future Benefit Level Increases	None
Interest on Deferred Benefits	As indicated in member data

Other Assumptions	
Mortality (pre-retirement)	None
Mortality (post-retirement)	Not Applicable
Disability	None
Withdrawal	None
Retirement Age	Later of Age 50 or 20 years of service
Form of Payment	Lump Sum
Administrative Expenses	\$30 per participant; increasing to \$60 per participant for plan year 2025

Assumption Changes: None

## Summary of Plan Provisions

Following is a summary of the major plan provisions used to determine the plan's financial position. It should not be used in determining plan benefits.

City of Proctor Volunteer Fire Department	
Fire Department	City of Proctor Volunteer Fire Department
Plan Year	Calendar year
Vesting Schedule	Members are 40% vested upon completion of 5 years of service. The vesting percentage increases by 4% for each complete year of service above 5 years until the member is 100% vested with 20 years of service.
Normal Form of Payment	Lump sum
Deferred Vested Benefit	Eligible upon termination, after completion of at least 5 years of service. Lump sum of \$2,400 per year of service, subject to the vesting schedule, payable at age 50. The benefit may be subject to an interest rate credit during the time that a member is deferred.
Normal Retirement Benefit	Eligible upon attainment of age 50 and completion of 20 years of service. Lump sum of \$2,400 per year of service.

## Plan Member Detail\*

Member Name	Status	Date of Entry	As of 12/31/2024				Projected Ben at Ret
			Total Service Years	Vesting %	Vested Benefit	Accrued Benefit	
Annala, Jesse R	Active	9/3/2003	21	100%	\$50,400	\$50,400	\$50,400
Bryant, James H	Active	3/24/2022	3	0%	\$0	\$7,200	\$67,200
Bryant, Kristopher L	Active	9/5/2003	21	100%	\$50,400	\$50,400	\$50,400
Desmarais, Phillip R	Active	12/18/2017	7	48%	\$8,064	\$16,800	\$48,000
Field, Kevin S	Active	12/1/1996	28	100%	\$67,200	\$67,200	\$67,200
Halverson, Kennedy H	Active	3/24/2022	3	0%	\$0	\$7,200	\$67,200
Helquist, Kerry T	Active	12/1/1996	28	100%	\$67,200	\$67,200	\$67,200
Lalone, Benjamin A	Active	12/3/2012	12	68%	\$19,584	\$28,800	\$48,000
Leedom, Raymond W	Active	4/17/2017	7	48%	\$8,064	\$16,800	\$48,000
Meyers, Stephen	Active	12/9/2021	3	0%	\$0	\$7,200	\$48,000
Parendo, Derek	Active	8/16/2005	19	96%	\$43,776	\$45,600	\$48,000
Paszak, Andrew	Active	6/1/2009	17	88%	\$35,904	\$40,800	\$48,000
Pogatchnik, Jamie J	Active	8/26/2005	19	96%	\$43,776	\$45,600	\$48,000
Vogel, Colin	Active	5/27/2021	4	0%	\$0	\$9,600	\$60,000
Vogel, Kyle	Active	5/27/2021	4	0%	\$0	\$9,600	\$52,800
Vogel, Lisa	Active	5/27/2021	4	0%	\$0	\$9,600	\$48,000
Vogel, Mark	Active	5/27/2021	4	0%	\$0	\$9,600	\$48,000
Wood, Anthony W	Active	3/24/2022	3	0%	\$0	\$7,200	\$48,000
Bergland, Bart	Deferred	12/1/1996				\$18,638	\$18,638
Dardis, Joseph	Deferred	6/1/2007				\$12,900	\$12,900
Schultz, Terrance E	Deferred	6/1/2009				\$16,315	\$16,315

*\*Information was provided by PERA for valuation purposes and should not be relied upon. Any changes in the data provided would produce different valuation results and estimated benefit amounts.*



Building a Better World  
for All of Us®

## MEETING MINUTES

### Proctor Monthly Meeting

August 8, 2024

9:00 a.m.

City Hall

**Attendees:** Jess Rich – City of Proctor  
Megan Mazzuco – City of Proctor  
~~Rick LaLonde – City of Proctor~~  
Jay Boysen – City of Proctor  
Matt Bolf, Tyler Yngsdal – SEH  
Char Jones – PUC

**SEH No.:** PROCT 166073

**Project Manager:** Matt Bolf, PE

#### I. **Second Street LRIP**

##### A. Project Construction Updates

1. Concrete punchlist
  1. 619 handrail – Subcontractor was on site this week to measure for fabrication. Installation is 2 to 3 weeks out.
  2. 726 2<sup>nd</sup> Street – Concrete panel has been replaced.
2. Non-Concrete punchlist items
  1. Bad lighting unit has been replaced.
  2. Misc. lighting items have been addressed. SEH will complete a field check of the fixes.
  3. 840 driveway & Alley low spot off of 9<sup>th</sup> Ave. – Waiting on an update from USA.
  4. Hydrants – any updates? FD stated that the nozzle threading is a Duluth standard. FD is working internally for a workaround. SEH is going to check with supplier for details about what was ordered to try and prevent this issue with future projects.
  5. Sod – Recent rains and watering has turned the grass green again. City staff sent out reminders on new sod maintenance to homeowners.
  6. Sinking pavement in front of 835 2<sup>nd</sup> Street. SEH and City staff met on site this morning to look at the issue. SEH will send information to USA to determine a fix. The Contractor will likely need to dig to find what the issue is and recompact the subgrade and base material and patch the roadway.

##### B. Contractor Payments

1. Pay application #9 7/18/2024 - \$42,104.88 (97.56% Complete)
2. Pay application #10 7/31/2024 (reduced retainage to 1%) - \$78,728.29 (97.56% Complete)
3. Change Order #7 Approved 6/7/2024 to extend contract completion date to 6/15/2024 and extend the sod maintenance and final clean-up to 8/14/2024.
4. Next pay application will be the final pay application after project acceptance and all closeout documentation is received.

##### C. Project Closeout

1. Finalize remaining construction
2. Collect closeout documents from Contractor



3. City acceptance
4. Calculate special assessments based on final pay application quantities and order assessment hearing. [SEH has started preparing assessment worksheets.](#)
  1. Intersections will not be assessed.
  2. Homeowners will not be assessed for utilities if they are serviced off another street.
  3. Homeowners are being assessed for water on 2<sup>nd</sup> Street. This was communicated to homeowners at the 12/8/2022 public meeting.
  4. PUC is paying for all water improvements on 9<sup>th</sup> (no water assessments on 9<sup>th</sup>)? [Char confirmed this at the meeting.](#)
  5. Review preliminary assessment calculations and compare with feasibility study. [SEH will work with City staff to start setting up the assessment spreadsheets to calculate individual property assessments.](#)
  6. [SEH will look into steps required by the City for final assessments.](#)
5. Assessment Hearing
6. Assessments levied to County – [Assessments need to be final by the end of November.](#)

## II. Ugstad Utility Extension

- A. Project limits – Extension of water and sewer from Westgate Blvd. under I-35 to SW corner of Thompson Hill Rd. intersection.
- B. SEH is addressing internal review comments and reviewing existing right-of-way.
- C. Permitting – SEH will hold off on permitting until the City has approved the budget for the project.
  1. MnDOT utility accommodation permit
  2. St. Louis County Right-of-Way (utility) permit
  3. Wetland Impact permitting
  4. MDH watermain extension permit
  5. WLSSD/MPCA Sewer extension permit
- D. [Jess is going to check into the potential need to extend water and sewer east towards the Spirit Mountain Apartments.](#)

## III. PUC Items

- A. Water Tower
  1. [The project was bid and the low bidder was awarded the project.](#)
  2. [The pre-construction meeting has been completed.](#)
  3. [SEH is working on specs for adding a tank mixer as a Change Order item.](#)
    1. [PUC plans to purchase a mixer from SWLP and have the Contractor install the mixer.](#)
  4. [Contractor showed up on site today to mobilize. Char notified the Contractor that the City needs a 3 day notification prior to a shutdown of the water tower.](#)
  5. [SEH will revisit shutdown procedures now that the booster station is up and running.](#)

## IV. Proctor GIS

- A. Public Works Updates – SEH will make updates to the GIS system in the Spring
- B. SEH received MN Power GIS files for out next GIS update which will occur fall of 2023.
- C. Updates will include 2<sup>nd</sup> Street reconstruction project and Sand/Salt storage project.
- D. [Jay has reviewed the existing sanitary system and will provide Tyler with notes for GIS updates.](#)
- E. [PUC has map markups for watermain which will be included in the update.](#)
- F. [SEH will include wetland boundaries from NWI database as a layer in the GIS system.](#)

## V. School District Plan Review - No updates.

- A. The School District hired NCE to assist with stormwater treatment design needs for the hockey arena.
- B. Hockey Arena – There are still improvements needed to make the site compliant including:

1. School Correspondence – SEH memo from July 2020 was sent to the School District which included assumptions that ice rinks would be filled with sand and vegetation being planted around the rinks.
2. School is planning to add additional parking stalls as part of the stormwater improvements. This is currently on hold.

**VI. Lead Service Line (LSL) Inventory - No updates.**

- A. Inventory EPA due date – 10/16/2024
  1. Inventory mailer sent on 4/10/2024
- B. MDH GIS map files and excel file will be submitted to MDH next Monday, July 15<sup>th</sup>.
- C. Residential Survey – SEH and PUC plan to resend the survey link to homeowners to hopefully retrieve additional responses. [Surveys have been resent.](#)
- D. The City has also been completing scratch testing of the services within buildings with meter visits.

**VII. Munger Trail Spur**

- A. The most current route option runs through Duluth to Boundary Avenue near Hwy 2. Jess shared the proposed route with the City of Hermantown.
  1. Preliminary routing review. [Several sections of this route will be difficult to achieve required grades. SEH will run a quick design profile and corridor to identify areas of conflict. Jess will set up trail committee meeting with Hermantown and St. Louis County to review preliminary route and design challenges.](#)
  2. [SEH provided exhibits identifying areas of steep grades which will not comply with current ADA standards for state-aid and federal-aid trails. SEH will make a few minor updates to the exhibits and Matt will send them out to the multi-city group for further discussion on proposed routing.](#)
- B. Funding Opportunities
  1. LCCMR – Due March 27th
  2. DNR Local Trail - Max grant is \$250k. (75/25) Typical due in March.
  3. DNR Regional Trail - Max grant is \$300k. (75/25) Typical due in March.
  4. DNR Federal Trail - Max grant is \$200k. (75/25) Typical due in February.
  5. Greater MN Regional Parks and Trails - GMRPTC submits directly to legislature
  6. LPP MnDOT grant – for trails within MnDOT R/W.

**VIII. Miscellaneous**

- A. Pickleball Courts
  1. OneCall and field topo is complete.
  2. Review 2 Layout options – [The existing restroom facility currently sits at a much higher elevation than the existing parking lot and ball field. SEH will modify the proposed layout to provide new ADA parking near the restroom facility with an ADA access route to the pickleball courts from the proposed parking area. SEH will also update the cost estimate with the new layout.](#)
  3. Potential \$50k of Covid funding to be used on the project. Plans will need to be completed this calendar year if the funding is to go towards the project. [The City will need to use a portion of the funding in 2024, the group discussed potentially purchasing some of the supplies to retain the funding.](#)
  4. Jess received a response from the DNR that this project is allowed on the City Park land and will forward the response to Tyler and Matt.
- B. Playground Parking – [The parking lot is currently paved.](#)
  1. [Warranty work will begin later this year to replace the playground surface which was found to be defective.](#)

- C. Storm Water Utility –[No updates.](#)
  - 1. The City plans to include water, sanitary sewer, storm sewer, and electrical in the rate study.
- D. Water & Wastewater 2023-2024 PPL – [No updates.](#)
  - 1. 2024 PPL
    - 1. Wastewater PPL – project on 2024 PPL with a rank of 40 and score of 71.  
DWRP PPL Application - City is on 2024 PPL with rank of 620 and 10 points.
- E. USACE Section 569 Grant – [569 grant did not receive funding for FY 2023. SEH will check to see if funding is anticipated for future years.](#)
- F. Pionk Drive Utility Extensions – [No updates.](#)
  - 1. Bonding Bill – No bonding bill was approved this year.
  - 2. Tina Smith & Amy Klobuchar Application – Applications were submitted. The City received confirmation that the applications were received.
- G. Trails – 40 acre parcel
  - 1. Wetland field work is complete. Delineation report and Joint Application was sent to Jess.
  - 2. Boardwalks will likely be required for the second phase to minimize wetland impacts and for crossing very wet areas.
  - 3. [Rick and Jay will start looking at a proposed layout now that the field delineations have been completed.](#)
- H. Kingsbury Creek Restoration – The City met with South St. Louis SWCD for a project kickoff.
  - 1. MPCA received \$885k grant for a restoration project from City hall to Boundary Avenue.
  - 2. [No update or assistance needed.](#)
- I. Acacia Ave. Storm Drain Repairs
  - 1. Permanent drainage/utility easement –[City Attorney will be reviewing.](#)
  - 2. [Property is currently in probate, the City will check in on the status in the next few months.](#)
    - 1. [Megan plans to call the homeowner in November for an update.](#)
- J. County Crack/Chip Seal – City Council agreed to the following improvements in conjunction with St. Louis County's 2024 projects:
  - 1. Crack/Chip Seal Bee Street, Almac Drive, 6<sup>th</sup> Street - Complete
  - 2. Chip Seal 2<sup>nd</sup> Street, 9<sup>th</sup> Ave, 3<sup>rd</sup> Street (including repainting the striping) - Complete
  - 3. 2025 City needs – [SEH will send the City needs to the County.](#)
    - 1. Crack Seal - Kirkus Street, Waterview Drive, Kingsbury development
    - 2. Striping – Westgate, Kirkus, 2<sup>nd</sup> Street (from 5<sup>th</sup> Ave. to 9<sup>th</sup> Ave)
- K. Westgate Boulevard – [Project is currently on hold until funding opportunities arise.](#)
  - 1. City budgeted monies for a portion of work in 2024. This might include drainage improvements prior to future road surface improvements.
    - 1. SEH and the City are going to look into funding opportunities for MnDOT frontage roads.
      - (1) The City likely won't complete the phase 1 work until funding is known for the phase to paving work.
- L. New potable water Mercury Limits – [No updates.](#)

Char, Jess, and Matt met with the City of Duluth. Duluth is going to follow up with another meeting in August.

- M. St. Louis County Bridge Inspection – [No updates.](#)
  - 1. Ownership – SLC records show that the City owns the bridges.
  - 2. For population under 5,000, the County is responsible for bridge inspections.
    - 1. Kirkus Street Bridge (inspected every 24 months)
    - 2. Pionk Drive Bridge (inspected every 48 months)
  - 3. Report findings: No immediate concerns.
  - 4. [Matt checked old files and emails but didn't find any ownership documentation.](#)
  
- N. MS4 Update
  - 1. SEH was notified that the MPCA is no longer requiring annual updates to be submitted and that the EPA is starting to complete auditing for MN cities. [SEH recommends that the City continues to make annual reports for future audits.](#)
  - 2. SEH is currently working on the updated report.
  - 3. [SEH questions for Rick – Tyler will reach out to Rick directly.](#)
  
- O. WLSSD
  - 1. LOS Exceedances (1 in May and 5 in June) – [Jess sent over the notification from WLSSD yesterday, SEH will prepare a letter response by Friday of next week.](#)
  
- P. CIP Review - [SEH will update the top 5 priority projects as listed in the CIP document along with updated pricing for construction estimates.](#)
  - 1. [These updates will assist with future funding applications for future street and utility projects.](#)
  
- Q. 6<sup>th</sup> Street/2<sup>nd</sup> Avenue Seawall – Homeowner recently experienced major flooding impacts to their basement.
  - 1. SEH and City met on site with homeowner on 7/25 to review the proposed improvements.
  - 2. No issues identified from the City's point of view.
  - 3. [SEH will check in with NCE to ensure design won't affect City R/W or adjacent property owners.](#)
  
- R. 2025 Alley Paving Project.
  - 1. Project location
    - 1. Alley between 1<sup>st</sup> Ave/2<sup>nd</sup> Ave and 2<sup>nd</sup> St/3<sup>rd</sup> St.
    - 2. Alley between 1<sup>st</sup> Ave/Boundary Ave and 4<sup>th</sup> St/5<sup>th</sup> St.
  - 2. Review of Cost and Exhibit
  - 3. [SEH will meet with street department staff to review the alleys closer for any drainage needs or potential issues.](#)
  
- IX. **Next Meeting** – [September 12<sup>th</sup> @ 10:00 a.m.](#)

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 48-24

### RESOLUTION ACCEPTING DONATIONS FOR THE PURCHASE OF PERSONAL PROTECTION EQUIPMENT FOR THE PROCTOR POLICE DEPARTMENT

WHEREAS; The City of Proctor provides police protection services to the residents of Proctor; and

WHEREAS; the Proctor Police Department has continuous need for personal protection equipment for the safety of its police officers; and

WHEREAS; PDI Foods, LLC and its owner Predrag Dostanic held a fundraising event on July 22, 2024 at the Proctor McDonald's where 20% of sales between 4:00 pm and 7:00 pm would be designated to the Proctor Police Department.

NOW THEREFORE, BE IT RESOLVED by the City Council of Proctor, Minnesota to accept a donation in the amount of \$411.00 from PDI Foods, LLC and its owner Predrag Dostanic for the purchase of personal protection equipment for the Proctor Police Department.

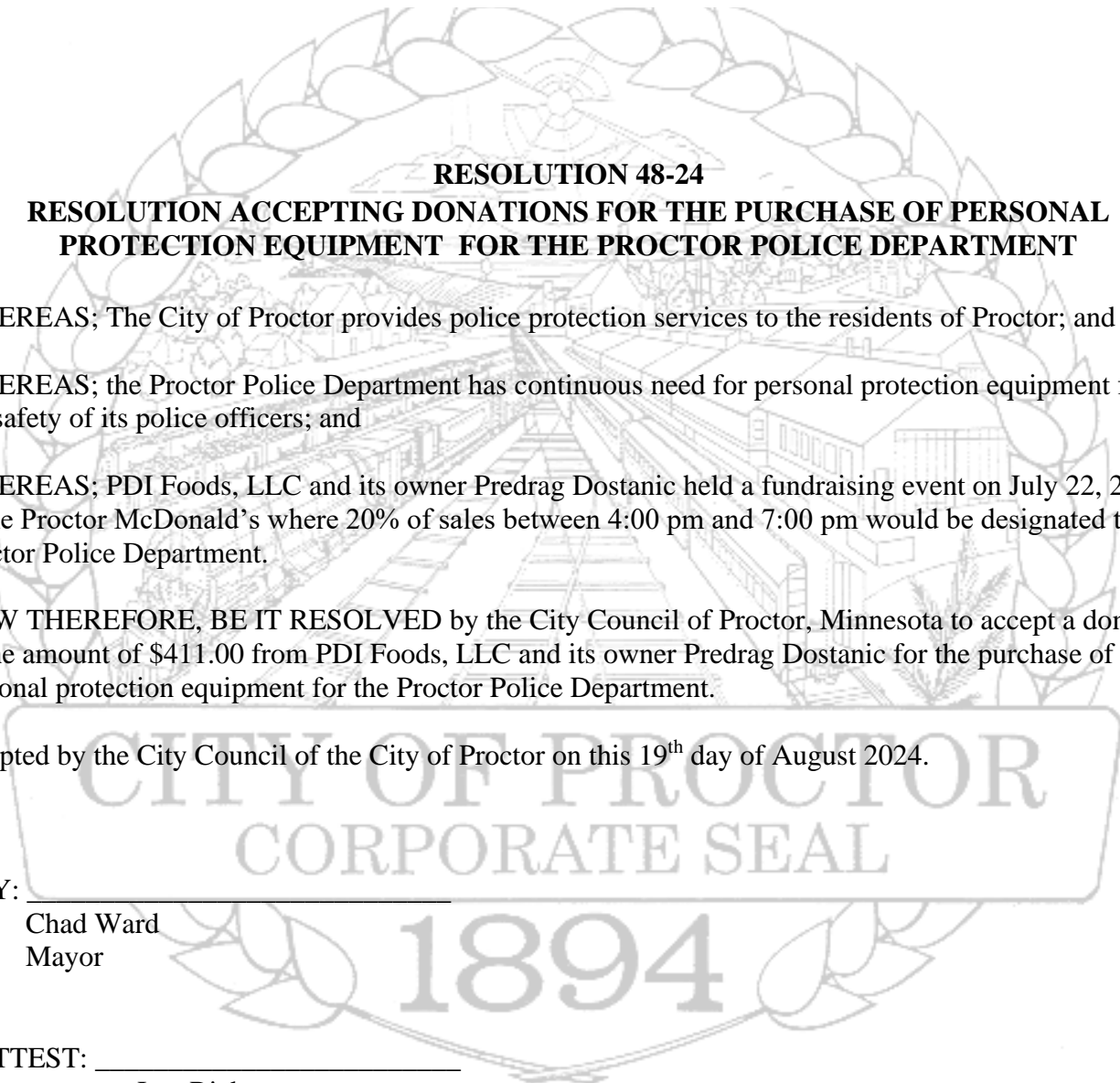
Adopted by the City Council of the City of Proctor on this 19<sup>th</sup> day of August 2024.

BY: \_\_\_\_\_

Chad Ward  
Mayor

ATTEST: \_\_\_\_\_

Jess Rich  
Administrator



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 49-24 APPOINTING ELECTION JUDGES FOR THE 2024 GENERAL ELECTION

WHEREAS, the regulations regarding election judges are set by Minnesota Statute §204B.21, Subd.2; and

WHEREAS, election judges for precincts in a municipality shall be appointed by the governing body of the municipality at least twenty-five (25) days before the election at which the election judge will serve; and

WHEREAS, the General Election is to be held on Tuesday November 5, 2024; and

WHEREAS, election judges are required to perform the election duties for these elections; and

WHEREAS, election judges are to attend the necessary training provided by St. Louis County and the City of Proctor in order to hold the position of election judge.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA, the following officials and judges are appointed to serve at the discretion of the City Clerk for Tuesday November 5, 2024 General Election should they meet the requirements.

### OFFICIALS

Jessica Rich and Megan Mazzuco

### JUDGES

Sharen Van Den Heuvel  
Mary Jo White  
Joanne Hammerlund  
Arlene Thygeson  
Steve Jonlon

Charlse Hathaway  
Ardyth Graves  
James Anderson  
Howard Simula

Richard Jazdzewski  
Kathleen Jazdzewski  
Heather Sweetland  
Bruce Bennett  
Jean Taran

Adopted by the City Council of the City of Proctor on the day of 19<sup>th</sup> day of August 2024.

BY:

Chad Ward  
Mayor

ATTEST:

Jess Rich  
City Administrator