

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

**AGENDA**  
**PROCTOR CITY COUNCIL MEETING**  
Tuesday, September 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, August 19, 2024

City Council Budget Working Session Minutes from Thursday, July 11, 2024

City Council Special Meeting Minutes from Monday, July 15, 2024.

City Council Budget Working Session Minutes from Monday, August 26, 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. St. Louis County – Rice Lake Project

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

**\*3. COMMITTEE REPORTS**

A. Tourism Committee Meeting Minutes 8/26/2024

**\*4. CLERK ADVISES COUNCIL**

A. CAC - Memo

**\*5. UNFINISHED BUSINESS**

A. City of Proctor Blight Policy

**B. Legislative Agenda – Memo**

C. St. Lukes Arena – Parking Improvements/Accommodations

**6. NEW BUSINESS**

**A. Resolution – 50-24 Approving the Preliminary Levy**

**B. Resolution – 51-24 Market Rate Adjustment**

**C. Resolution – 52-24 2024 Budget Amendment**

**D. Resolution – 53-24 ARPA Designation**

- E. Resolution – 54-24 Tourism Grants**
- F. St. Louis County Easement Agreement**
- G. Resolution – 55-24 SVF Benefit Increase**

**MEMBER CONCERNS**

Rohweder:  
DeWall:  
Johnson:  
Benson:  
Ward:  
Chief Gaidis:

**BILLS FOR APPROVAL**

General: \$302,227.11  
Liquor: \$50,687.38  
TOTAL BILLS FOR APPROVAL: \$352,914.49

**ADJOURNMENT**

MINUTES OF THE PROCTOR CITY COUNCIL MEETING AUGUST 19, 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, Administrative Assistant Megan Mazzuco and Chief Gaidis, Derek Pederson, Kay Anderson

M/S/P: DeWall/Rohweder to approve the City Council minutes from Monday, August 5, 2024

M/S/P: Johnson/Rohweder to approve the agenda for Monday, August 19, 2024, with the following amendments:

Addition: 6C: Hoghead Discussion

Removal: Item 7 – Closed Session

Discussion: 5B – Legislative Agenda

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

NONE

M/S/P: Rohweder/Johnson to approve the consent agenda for Monday, August 19, 2024, pulling items 1A and 1D, adding item 5B.

**\*1A: Hauschild – LMC**

Mayor Ward acknowledges Senator Hauschild for his recognition as a League of Minnesota Cities Legislator of Distinction for 2024 and extends gratitude for his representation on behalf of the City of Proctor.

M/S/P: Ward/Benson accepting the letter of recognition from the League of MN Cities as submitted.

1D: Councilor DeWall requests additional information and clarification of the submitted report, annual contributions, and would like to further discuss at the next budget working session.

M/S/P: Rohweder/Benson to accept the 2024 PERA SVF report as submitted.

Roll Call Vote Follows: Johnson Y, Benson Y, Rohweder Y, Ward Y, DeWall N

5B: Legislative Agenda

Councilor Benson suggests discussing as an agenda item at the next meeting. He notes possible requests and prioritization of city items, specifically noting utility and bridge maintenance funding responsibilities.

**4. Clerk Advises Council**

A. Budget Working Session – August 26<sup>th</sup>, 2024

## **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

M/S/P: DeWall/Johnson to accept Resolution 48-24 – McHero Night as sponsored by PDI Foods, Inc in the amount of \$411.00 as submitted.

- B. Resolution 49-24: General Election Judges

M/S/P: Rohweder/Ward to accept Resolution 49-24 designating election judges on November 5<sup>th</sup>, 2024, as submitted.

- C. Hoghead Discussion

Councilor Johnson presents the option of the city organizing a committee of businesses and residents for the planning and organization of Hoghead festivities.

Discussion follows regarding staffing, liability insurance, overall logistics, and support services. The council agrees with having city staff available to members of the committee to provide information but would rather not have Hoghead become an event held and hosted by city staff. Chief Gaidis suggests scheduling a meeting this September or October to brainstorm strategies for improvement. Mayor Ward requests Administrator Rich to schedule a meeting with city staff to discuss the 2025 festival. Mayor Ward and Councilor Johnson extends gratitude to past and present volunteers and organizations for their time and energy each year, ensuring a well-received and attended annual event. Kay Anderson of the Moose Lodge is present and suggests a meeting within the month of the event to recap the festival and discuss activities for Hoghead 2025.

M/S/P: Ward/DeWall to direct Administrator Rich to schedule a Hoghead Steering Committee meeting and discuss the festival for 2025.

## **MEMBER CONCERNS**

Rohweder: Great Hoghead parade and fireworks.

DeWall: Extends gratitude to members of the Lions Club, Dick and Cookie Kari for collaborating and putting on the festival in past years. Acknowledges the numerous community members and volunteers who stepped up to continue the Hoghead Festival tradition.

Benson: Extends gratitude to those who served as election judges.

Johnson: None

Chief Gaidis: None

Mayor Ward: Extends appreciation and gratitude to all of the volunteers of Hoghead Festival, reminder of the budget working session scheduled on August 26th at 6:00 pm. Wishes everyone a happy and safe Labor Day weekend, with a reminder the next council meeting will be held on Tuesday, September 3<sup>rd</sup>. Extends gratitude to election judges for the primary, and sends good luck to candidates who have filed to run for the open council seats.

Administrator Rich: None

City Attorney – Chris Virta: None

**TOTAL BILLS FOR APPROVAL:**

**General: \$51,367.51**

**Liquor: \$50,127.50**

**TOTAL BILLS FOR APPROVAL: \$101,495.01**

M/S/P: Rohweder/Johnson to pay the bills as submitted, check #2947 civil or normal, prosecution matters.

M/S/P: DeWall/Ward to adjourn the meeting at 6:32 pm.

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**MINUTES**  
**SPECIAL BUDGET WORKING SESSION**  
**Thursday, July 11, 2024 – 11:00 AM**  
**Proctor Community Activity Center, 100 Pionk Dr**

**CALL TO ORDER**

Mayor Ward called the meeting to order at 11:00 AM. All members are present.

**OTHERS PRESENT**

City Administrator Jess Rich, Finance Director Brunfelt, and Administrative Assistant Megan Mazzuco

Prior to the meeting, Finance Director Brunfelt provided members of the council with a written memo and detailed departmental summary of the proposed budget. Finance Director Brunfelt presented a summary listing five action items council will need to approve at a future meeting. In addition to setting the preliminary levy, the funding of the previously ordered plow truck and fire truck, along with funding a grader, loader, and police squads, equipment bond purchases and strategic planning for these equipment purchases becomes the top priority of discussion. Finance Director Brunfelt also discussed completion of the wage study, the open position of an eighth officer, and the operating budget of the Proctor Police Department. Prior to the budget working session, Finance Director Brunfelt and Administrator Rich determined discussion of the wage study and those findings will be brought to the newly formed committee to bring forth a recommendation to council.

Finance Director Brunfelt presented departmental budget summaries, noting changes and potential operating increases for 2025. Specifically noted and discussed are new MN Family Medical Leave requirements, interest rates, and estimated health insurance increases. As of this meeting, the updated LGA amount has not been received.

Councilor DeWall discussed departmental needs, specifically noting the plow truck ordered from Nuss Trucking three years ago hasn't been delivered, nor has a VIN number received. Prices for both purchasing and outfitting have increased significantly, resulting in discussion to include funding equipment purchases. The funding options discussed for large equipment purchases including bonding, leasing, and using cash reserves. The council requests Finance Director Brunfelt to research options utilizing sales tax proceeds as that fund has a significant balance and replenishes approximately \$500,000 annually. Discussion followed and included strategic planning for new bonding options, payments of bonds the city currently holds, bond rating, and future development.

Administrator Rich adds the PEDa commission also discussed their budget and is looking at a potential land purchase of about \$150,000.00. She also adds a recommendation has come from PEDa to propose a land swap with the school, the council encouraged the addition of this as an agenda item for discussion and potential approval at the City Council meeting on July 15, 2024. Councilor Rohweder and Councilor Benson add to the discussion and provided background information on the implementation of the sales tax, the intended use of the proceeds, and discussed shifting these proceeds to the general fund on a one-time basis for reallocation. Finance Director Brunfelt notes she will research and reach out to legal to this as a funding option.

Mayor Ward and Councilor DeWall discussed the operating budget of the Proctor Police Department in more

detail, specifically the financial impact with the addition of an eighth officer. It is estimated the addition of an eighth officer is between \$91,000 and \$121,000. This position is currently open until filled. It is noted officers in the department have brought forth their support of an additional officer

Preliminary discussion followed, with the temporary increase of the levy to 7% prior to the September 30<sup>th</sup> deadline. The budget summary provided by Finance Director Brunfelt reflected a levy of 3%, resulting in an undesignated General Fund surplus of \$123,000, noting this is before the consideration of large equipment purchases.

Additional discussion followed pertaining to future development, road projects, and bridge maintenance. The next budget working session has not been scheduled, the budget working session adjourned at 12:50 PM

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MINUTES  
SPECIAL CITY COUNCIL MEETING  
Monday, July 15, 2024, 5:30 PM  
Proctor Community Activity Center, 100 Pionk Drive

**CALL TO ORDER**

Mayor Ward called the meeting to order at 5:30 pm. All members are present.

**OTHERS PRESENT**

Administrator Jess Rich, Attorney Peter Mikhail (remote.)

Closed session pursuant to Minnesota Statutes 13D.05, Subdivision 3(b), for an attorney-client discussion that requires absolute confidentiality concerning pending litigation in *Nordic Underwater Services, Inc. v. City of Proctor*, Saint Louis County Court File No. 69DU-CV-23-990.

M/S/P: DeWall/Rohweder to adjourn the scheduled special meeting at 5:47



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**MINUTES**  
**SPECIAL BUDGET WORKING SESSION**  
**Monday, August 26, 2024, 6:00 PM**  
**Proctor Community Activity Center - 100 Pionk Drive Proctor MN**

**CALL TO ORDER**

Mayor Ward called the meeting to order at 6:01 PM. All members are present.

**OTHERS PRESENT**

City Administrator Jess Rich, Finance Director Brunfelt, Fire Chief Kerry Helquist, Assistant Fire Chief Kris Bryant.

M/S/P: Rohweder/Johnson to the approve the agenda for Monday, August 26, 32024

Prior to the meeting, Finance Director Brunfelt provided members of the council with a written memo and detailed departmental summary of proposed budgets.

The proposed budget requires a 7% preliminary levy certification. The council presents questions and discussion on department budgets. Finance Director Brunfelt presents a plan for funding capital purchases. The City Council discusses the 5% market rate adjustment, use of remaining ARPA funds, PERA SVF benefit increase request, City of Proctor's \$10,000 contribution to PERA SVF, and a contingency budget line item.

By consensus, the council requests the following items be placed on the Tuesday, September 3, 2024, City Council Meeting Agenda: 5% Market Rate Adjustment, ARPA Funds Designation, PERA SVR Benefit Adjustment, 2024 Preliminary Budget, and the 2024 Payable 2025 Preliminary Levy Certification.

M/S/P: DeWall/Rohweder to adjourn the meeting at 8:27 pm.



# Saint Louis County

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Sixth District Commissioner • 300 S. 5th Avenue • Virginia, MN 55792  
Phone: (218) 749-7108 • Email: nelsonk@stlouiscountymn.gov

**Keith Nelson**  
County Commissioner

Dear Jess Rich,

St. Louis County was awarded \$25 million from the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program for the Rice Lake Rd (CSAH 4) Corridor Project. This project will reconstruct a portion of Rice Lake Rd, Martin Rd (CSAH 9) and West Calvary Rd (CR 234), improve key intersections on the Rice Lake Rd corridor, construct a new city street, and construct a new multi-use path for pedestrians and bicyclists. This project will be transformational to the community of Rice Lake but also for the Twin Ports and east Iron Range communities.

The City of Proctor provided a resolution of support for this project's funding application. On behalf of the St. Louis County Board of Commissioners, I want to thank you for your support. It is your support that contributed to this successful outcome.

In appreciation, I have enclosed a copy of the St. Louis County Proclamation that acknowledges and thanks your city as well as a copy of your original resolution of support.

Sincerely,

Commissioner Keith Nelson  
Chair of St. Louis County  
Board of Commissioners

Commissioner Keith Musolf  
Chair of Public Works &  
Transportation Committee

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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## CITY OF PROCTOR

02-24

### Resolution of Support for the Rice Lake Road Corridor Project

WHEREAS, St. Louis County is working on the development of the Rice Lake Road Corridor Project, located within the cities of Duluth and Rice Lake; and

WHEREAS, the goals of this project are to improve traffic operations and traffic safety while supporting future residential and business development along the Rice Lake Road corridor; and

WHEREAS, Rice Lake Road, also known as County State Aid Highway No. 4, is a significant regional route that serves the Twin Ports metropolitan area which includes the cities of Duluth, Hermantown, Rice Lake and Proctor and the townships of Midway, Solway, Grand Lake, Canosia, Lakewood and Duluth; and

WHEREAS, the future success of Rice Lake Road is expected to benefit the residents and businesses located within the Twin Ports metropolitan area; and

WHEREAS, St. Louis County is seeking funding for the Rice Lake Road Corridor Project through the RAISE Grant (Rebuilding American Infrastructure with Sustainability and Equity) which is a grant program included in the Infrastructure Investment and Jobs Act (IIJA).

THEREFORE, BE IT RESOLVED, that the CITY OF PROCTOR supports St. Louis County's vision for the Rice Lake Road Corridor Project; and

RESOLVED FURTHER, that the CITY OF PROCTOR supports St. Louis County's funding application to the RAISE Grant for the Rice Lake Road Corridor Project.

Passed by the majority this 16<sup>th</sup> day of January, 2024.



Chad Ward, Mayor



Attest: Jess Rich  
City Administrator



S A I N T  
**LOUIS** ♦  
**COUNTY**  
M I N N E S O T A

## **-Proclamation-**

August 13, 2024

### **Acknowledge and Thank Supporters of the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant for the Rice Lake Rd Corridor Project**

**WHEREAS**, The RAISE Grant Program provides federal funding grant opportunities for surface transportation projects that will improve safety, environmental sustainability, quality of life, mobility and community connectivity and economic competitiveness; and

**WHEREAS**, The St. Louis County Public Works Department submitted a funding application to the RAISE Grant Program and was awarded \$25 million in funding for the Rice Lake Rd (CSAH 4) Corridor Project; and

**WHEREAS**, Cities and townships provided resolutions of support for this funding application.

**THEREFORE, BE IT RESOLVED**, That the St. Louis County Board hereby acknowledges and thanks the City of Proctor for their support of the Rice Lake Rd (CSAH 4) Corridor Project located in the cities of Duluth and Rice Lake, further identified as CP 0004-490685.



*Resolution*  
*of the*  
**Board of County Commissioners**  
*St. Louis County, Minnesota*  
*Adopted on: August 13, 2024 Resolution No. 24-405*  
*Offered by Commissioner: Musolf*

**-Proclamation-**

**Acknowledge and Thank Supporters of the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant for the Rice Lake Road Corridor Project**

WHEREAS, The RAISE Grant Program provides federal funding grant opportunities for surface transportation projects that will improve safety, environmental sustainability, quality of life, mobility and community connectivity and economic competitiveness; and

WHEREAS, The St. Louis County Public Works Department submitted a funding application to the RAISE Grant Program and was awarded \$25 million in funding for the Rice Lake Road (CSAH 4) Corridor Project; and

WHEREAS, Cities and townships provided resolutions of support for this funding application.

THEREFORE, BE IT RESOLVED, That the St. Louis County Board hereby acknowledges and thanks the following cities and townships for their support of the Rice Lake Road (CSAH 4) Corridor Project located in the cities of Duluth and Rice Lake, further identified as CP 0004-490685: Cities of Aurora, Babbitt, Biwabik, Duluth, Hermantown, Hoyt Lakes, Proctor, Rice Lake, Townships of Biwabik, Canosia, Colvin, Duluth, Gnesen, Lakewood, Midway, Normanna, North Star, Solway and White.

Commissioner Musolf moved the adoption of the Resolution and it was declared adopted upon the following vote:  
Yeas – Commissioners Harala, Boyle, Grimm, McDonald, Musolf, Jugovich and Chair Nelson – 7  
Nays – None

STATE OF MINNESOTA  
Office of County Auditor, ss.  
County of St. Louis

I, **NANCY NILSEN**, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 13<sup>th</sup> day August, A.D. 2024, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 13<sup>th</sup> day of August, A.D., 2024.

NANCY NILSEN, COUNTY AUDITOR

By:   
Clerk of the County Board/Deputy Auditor

## PROCTOR TOURISM COMMITTEE

### MINUTES

Monday, August 26, 2024

Meeting was called to order at 3:07 p.m.

Members present were Jake Benson, Mary Korich, Cody Johnson, Bryn Pollard and Sally Hedtke. Members absent were Ryan Jones and Mary Nikko. Also present was Jonah Kroeplin, from Sleep Inn.

APPROVAL OF MINUTES: Motion by Mary, seconded by Bryn to approve the Minutes of April 22, 2024.

APPROVAL OF AGENDA: Motion by Jake, second by Mary to approve the Agenda of August 26, 2024 with the addition of Hoghead 2025, MS 150 and other events.

### FINANCIAL REPORTS

Committee members discussed the revenue increase from 2023. Members also discussed the fund balance and how those funds could be accessed to pay for marketing and promotion.

Motion by Mary, seconded by Jake to approve the Financial Reports.

### FUNDING REQUESTS

Knotty Carvers -\$1500

Motion by Mary, seconded by Cody to recommend Council approve the Tourism Grant in the amount of \$1,500 to the Knotty Carvers for the 2024 Annual Show. Motion passed.

Scandinavian Festival-\$1500

Motion by Mary, seconded by Cody to recommend Council approve the Tourism Grant in the amount of \$1,500 to the 2024 Scandinavian Festival. Motion passed.

## UPDATES, EVENTS AND MARKETING

Bentleyville Shuttle: Members felt the shuttle is a draw for new and returning hotel guests and would like to have the service again this year.

Fair / Rodeo: Mary Korich gave a report on both the 2024 Fair and the Rodeo. Both events were well attended. The 2025 Fair will be June 30-July 6. The Rodeo will also be held for one day during the Fair next year.

Speedway: Silver 1000 on August 29.

Hoghead 2025: Jake told members that next year will be the 50<sup>th</sup> anniversary. He anticipates coming to the Tourism Committee for funding for statewide promotion.

MS150: Jake reported that he is meeting with MS 150 staff to discuss possible changes for the event, staffing and volunteers for 2025.

Members also discussed Snocross in 2025 and the annual Lakehead Harvest Festival.

New Event- Swap, Snack & Shop Meet at Fairgrounds October 12.

Members discussed whether we will have a Spirit Mountain Lodging Partnership in 2024-25. Sally will meet with Anne Glumac to discuss again having lodging partnerships for Proctor hotels.

Cody Johnson, General Manager for Sleep Inn, gave an update on renovations and changes at the hotel. The hotel has installed a Train Cam that is sponsored on YouTube. This feature is very popular and has 130,000 subscribers.

Meeting was adjourned at 4:10 p.m.

**NEXT MEETING: Monday, October 21, 2025 at the Sleep Inn.**







**CITY COUNCIL AGENDA DATE:** September 3, 2024

**TO:** Proctor City Council

**FROM:** Council Member Jake Benson

**SUBJECT:** Legislative Agenda

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:**

Discussion and direction on 2025 Legislative Agenda Items

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**BACKGROUND**

- **Willard Munger Trail Spur**
  - **Infrastructure Bonding**
  - **State help for cities with bridges and Viaducts**
  - **Employment issues:** Reimbursement or compensation for law enforcement officials from a smaller town losing officers to a larger city.
  - **Local Government Aid (LGA):** Expanding aid to cities that have a certain percentage of property owned by non-taxpaying government entities and railroads. (The gross earnings taxes on the taconite railroads continued to be shared through 1977.)
  - **Bonding**
  - **City Audits:** The number of available CPAs for audits is becoming scarcer and as a result, small cities are increasingly facing growing costs and difficulty in finding/scheduling services. MN Small Cities supports raising audit thresholds and allowing greater flexibility in auditing reporting dates and requirements, without sacrificing transparency.
  - **Economic Development – Job Creation – Workforce Development:** Enhance and expand economic development tools, as well as for the creation of new, innovative programs that will benefit local economies.
  - **Journalism Preservation Act:** Bills would require compensation from various methods from certain large tech corporations — namely Google and Meta — for their acquisition of user data for advertising. One approach would be to require the Franchise Tax Board to divert funds from these taxes to local news organizations.
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**SOURCE OF FUNDS (if applicable)** None

**ATTACHMENT(S)** None

To: City Council  
 From: Leslie Brunfelt, Finance Director  
 Date: August 27, 2024  
 Re: Proposed Budget for 2025

The 2025 Preliminary levy increase as discussed at the 8.26.24 Budget meeting is set at \$2,014,918. A 7% increase from 2024. This increase will result in a General Fund increase of 5.8% and an increase in the effective rate for taxpayers of 2.2% after tax capacity increases are considered.

Tax Rate Analysis By Year							
Year	Tax Capacity	Increase (Decrease) in Capacity	Levy	Tax Rate	Increase (Decrease) in Levy Amount	Increase (Decrease) in Tax Rate	
2025 @ 7%	\$3,482,106	4.7%	\$2,014,918	0.5786493	7.0%	2.2%	
2024	\$3,325,959	9.3%	\$1,883,101	0.5661829	4.9%	-4.0%	
2023	\$3,044,160	7.6%	\$1,795,378	0.5897778	6.2%	-1.4%	
2022	\$2,832,456	3.8%	\$1,691,125	0.5970526	0.0%	-0.8%	
2021	\$2,828,129	3.6%	\$1,691,125	0.5979661	3.0%	-0.6%	
2020	\$2,728,559	7.8%	\$1,641,869	0.6017349	5.7%	-1.9%	
2019	\$2,530,079	5.2%	\$1,552,595	0.6136548	4.8%	-0.4%	
2018	\$2,405,669	6.5%	\$1,482,121	0.6160951	6.0%	-0.4%	
2017	\$2,259,669	8.5%	\$1,397,970	0.6186614	4.0%	-4.2%	
2016	\$2,082,352	0.6%	\$1,344,202	0.6455210	12.9%	12.2%	
2015	\$2,069,582	3.6%	\$1,191,088	0.5755209	9.3%	5.5%	
2014	\$1,997,654	0.4%	\$1,089,762	0.5455209	0.0%	-0.4%	
2013	\$1,989,520	-0.6%	\$1,089,762	0.5477512	0.2%	0.8%	
2012	\$2,002,220	-9.9%	\$1,088,043	0.5434183	0.2%	11.2%	
2011	\$2,223,435		\$1,086,337	0.4885850			

Estimated increase in tax increase = the average increase over the last 10 years.

ESTIMATED Home Impact By Value With 7% Levy Increase			
Value	2024 City Tax	2025 City Tax	Annual Difference
\$150,000	\$849.27	\$867.97	\$18.70
\$250,000	\$1,415.46	\$1,446.62	\$31.17
\$350,000	\$1,981.64	\$2,025.27	\$43.63

The 2025 budget reflecting a levy of 7%, results in an undesignated General Fund surplus of \$176,000, before considering the large equipment purchase or contingencies. The purchase of a Loader for the street department (est. \$245,000) would be paid from a combination of general fund reserves and the 2025 general fund surplus.

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 50-24

### A RESOLUTION APPROVING THE 2024 PRELIMINARY TAX LEVY FOR PROPERTY TAXES COLLECTABLE IN 2025

BE IT RESOLVED, by the City Council of the City of Proctor, County of St. Louis, Minnesota, that the following sum of money be levied and certified to St. Louis County as the 2024 preliminary tax levy collectible in 2025 upon the taxable property in the City of Proctor:

General Fund	\$	1,745,955
General Obligation Bonded Debt	\$	<u>268,963</u>
<b>Total Levy</b>	<b>\$</b>	<b>2,014,918</b>

BE IT FURTHER RESOLVED, the clerk/administrator is hereby instructed to transmit a copy of this resolution and Proposed City Levy Certification to the county auditor of St/ Louis County, Minnesota.

Passed by a majority vote of the Proctor City Council this 3<sup>RD</sup> day of September 2024.

BY:

Chad Ward  
Mayor

ATTEST:

Jess Rich  
City Administrator



**CITY COUNCIL AGENDA DATE:** September 3, 2024

**TO:** Proctor City Council

**FROM:** City Administrator Jess Rich and Finance Director Leslie Brunfelt

**SUBJECT:** Market Rate Adjustment

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:**

Consider Resolution 51-24 : A RESOLUTION AUTHORIZING A 5% MARKET RATE ADJUSTMENT FOR ALL EMPLOYEES EMPLOYED BY THE CITY OF PROCTOR

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**BACKGROUND**

The Proctor Police Commission established a committee to explore strategies for recruiting and retaining police officers. As part of this initiative, Finance Director Brunfelt conducted a wage study to evaluate the competitiveness of employee compensation within the City of Proctor. The study revealed that Proctor lags not only in police wages but also across nearly every other department. These findings were presented during a recent budget session, prompting the City Council to request further discussion on the matter.

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**SOURCE OF FUNDS (if applicable)** General Fund, Tourism, Liquor Fund, Sewer Fund, PUC (also need PUC approval.)

**ATTACHMENT(S)** Resolution 51-24

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 51-24

### **A RESOLUTION AUTHORIZING A 5% MARKET RATE ADJUSTMENT TO ALL EMPLOYEES EMPLOYED BY THE CITY OF PROCTOR**

WHEREAS, the City of Proctor is committed to attracting and retaining qualified and skilled employees to ensure efficient and effective municipal services for its residents; and

WHEREAS, the City Council recognizes the importance of maintaining competitive salaries and benefits to reflect current market conditions and the cost of living; and

WHEREAS the City Council has reviewed recent market data and comparisons to similar municipalities and has determined that a Market Rate Adjustment is necessary to remain competitive in the labor market; and

WHEREAS, the City Council desires to authorize a 5% Market Rate Adjustment for all employees employed by the City of Proctor, effective the pay period ending Sunday, September 8, 2024 to maintain fair and equitable compensation practices.

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

1. Authorization of Market Rate Adjustment: The City Council hereby authorizes a 5% Market Rate Adjustment to the base wage of all employees employed by the City of Proctor, effective the pay ending Sunday, September 8, 2024.
2. Budgetary Impact: The Finance Director is directed to make the necessary adjustments to the City's budget to accommodate the Market Rate Adjustment, ensuring that the adjustment is reflected in the current fiscal year and future budgetary planning.
3. Implementation: The City Administrator is authorized and directed to take all necessary actions to implement the 5% Market Rate Adjustment, including updating payroll systems, notifying affected employees and union representatives, and ensuring compliance with all applicable laws and regulations.

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

BY: \_\_\_\_\_  
Chad Ward  
Mayor

ATTEST: \_\_\_\_\_  
Jess Rich  
City Administrator



**CITY COUNCIL AGENDA DATE:** September 3, 2024

**TO:** Proctor City Council

**FROM:** City Administrator Jess Rich and Finance Director Leslie Brunfelt

**SUBJECT:** 2024 Budget Amendment

---

**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

---

**REQUESTED ACTION:**

Consider Resolution 52-24: A RESOLUTION APPROVING A 2024 BUDGET AMENDMENT

---

**BACKGROUND**

**Source: League of Minnesota Cities: Municipal Budgeting Guide. III.5.** "Budget amendments City budgets are not set in stone. Many cities must revise their original budgets over the course of the year for a variety of reasons. Amending the budget is not illegal nor is it necessarily undesirable. Typically, city councils simply note the reason for amending the city budget and adopt the amendment in a resolution."

The approval of Resolution 51-24 should be followed by the approval of Resolution 52-24 A Resolution Approving a 2024 Budget Amendment

---

**SOURCE OF FUNDS (if applicable)** General Fund

**ATTACHMENT(S)** Resolution 52-24 with Exhibit A

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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---

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

## **RESOLUTION NO. 52-24**

### **A RESLUTION APPROVING A 2024 BUDGET AMENDMENT**

WHEREAS, the City of Proctor has adopted an annual budget for the year 2024; and

WHEREAS, the City Council may amend the budget to address omissions, corrections, unanticipated expenditures, additions, or changes in revenue that have arisen during the fiscal year; and

WHEREAS, the Proctor City Council approved Resolution 51-24 A Resolution Authorizing a 5% Market Rate Adjustment for all Employees Employed by the City of Proctor that require amendments to the 2024 Budget to accurately reflect the financial needs and obligations of the City; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Proctor, Minnesota, that the 2024 Budget is hereby amended as outlined in the attached “Exhibit A”; and

BE IT FURTHER RESOLVED, that the Finance Director is authorized to make the necessary adjustments to the affected accounts in accordance with the amendments specified in “Exhibit A” attached hereto.

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

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

Chad Ward  
Mayor

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

Jess Rich  
City Administrator

CITY OF PROCTOR  
CORPORATE SEAL

1894

**RESOLUTION NO. -24**  
**EXHIBIT A**

Adjustments to the 2024 budget to accommodate the 5% market rate adjustment.

**GENERAL FUND REVENUE**

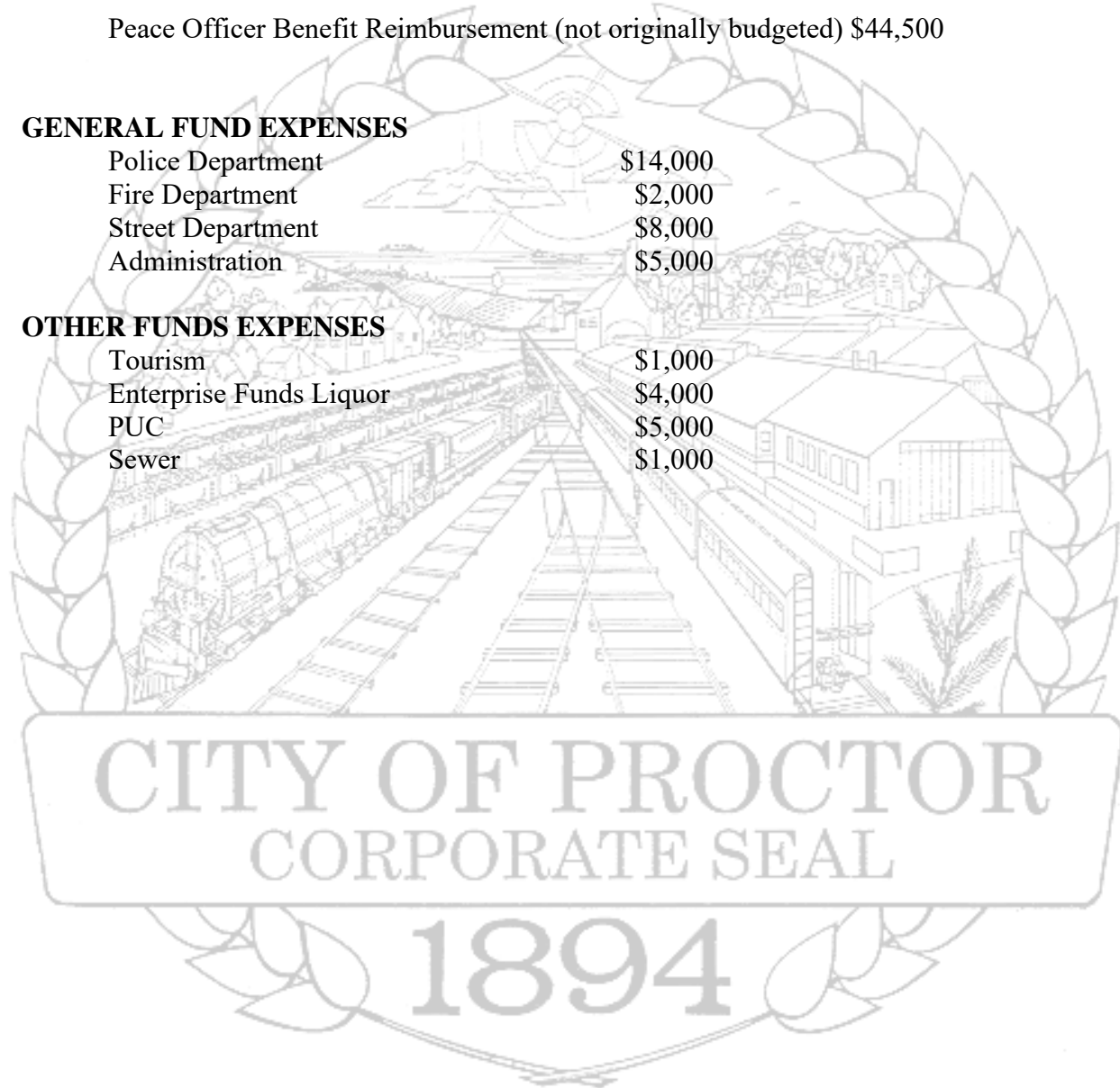
Peace Officer Benefit Reimbursement (not originally budgeted) \$44,500

**GENERAL FUND EXPENSES**

Police Department	\$14,000
Fire Department	\$2,000
Street Department	\$8,000
Administration	\$5,000

**OTHER FUNDS EXPENSES**

Tourism	\$1,000
Enterprise Funds Liquor	\$4,000
PUC	\$5,000
Sewer	\$1,000





Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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## **RESOLUTION NO. 53-24**

### **A RESOLUTION DESIGNATING THE USE OF THE AMERICAN RESCUE PLAN ACT (ARPA) RECOVERY FUNDS**

WHEREAS, the City of Proctor has received funding through the American Rescue Plan Act (ARPA) to address impacts of the COVID-19 pandemic and support essential public services; and

WHEREAS, the City Council of Proctor recognizes the importance of maintaining a fully functional and efficient Street Department to ensure the safety and well-being of its residents, particularly during winter months; and

WHEREAS, the City's current fleet of plow trucks is aging and requires upgrades to continue providing reliable snow and ice removal services; and

WHEREAS, the purchase of a new plow truck is deemed a necessary and appropriate use of ARPA recovery funds, as it directly supports the City's capacity to maintain critical infrastructure and public safety; and

WHEREAS, the Finance Director has confirmed that sufficient ARPA recovery funds are available and can be allocated for this purpose without affecting other planned expenditures and that the funds need to be allocated by December 31, 2024.

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

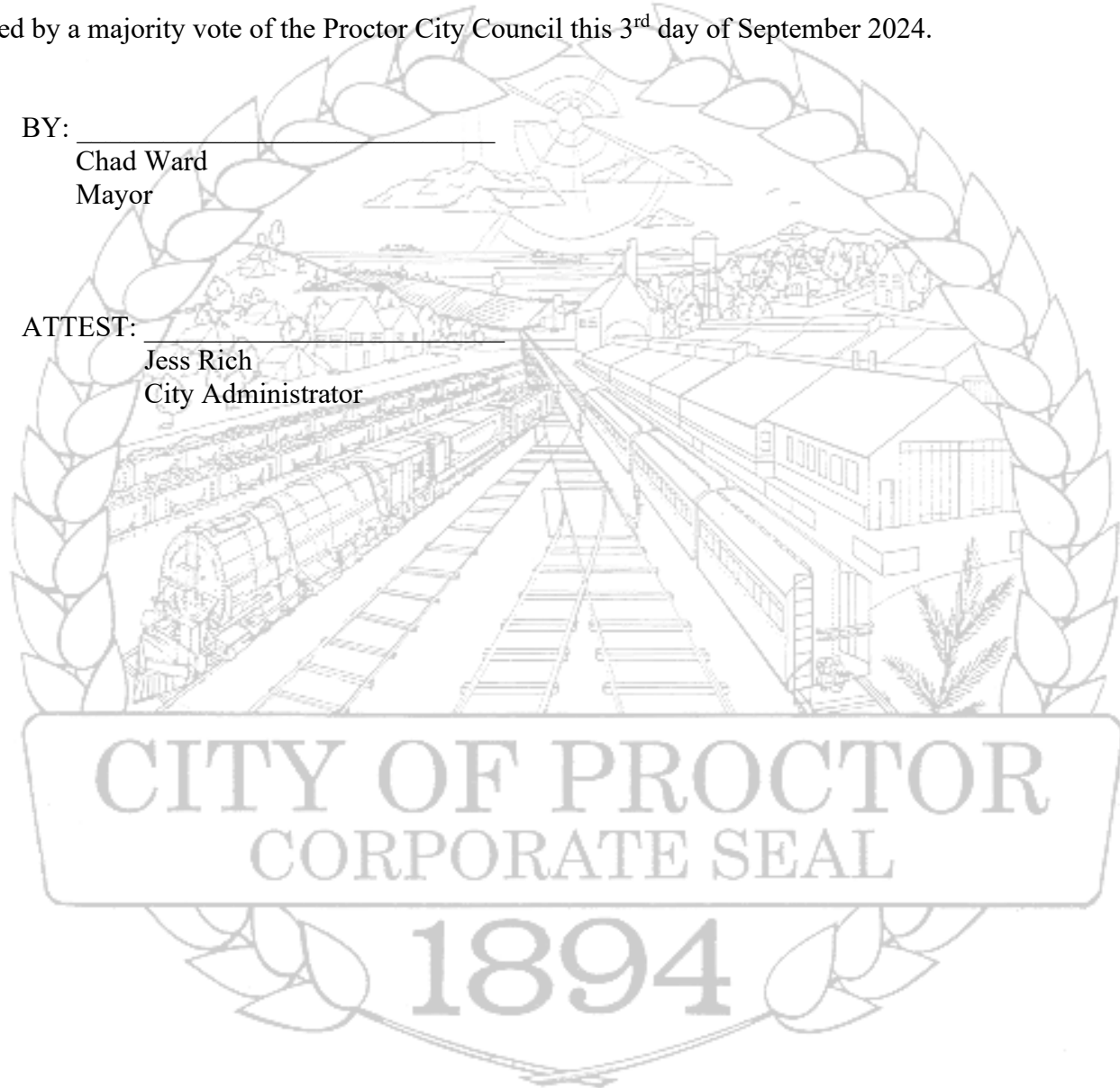
1. **Designation of Funds:** The City Council hereby designates ARPA recovery funds for the purchase of a plow truck for the City of Proctor Street Department before 12/31/2024.
2. **Authorization of Purchase:** The City Council authorizes the City Administrator to proceed with the purchase of a plow truck, including all necessary accessories and equipment, utilizing the allocated ARPA funds.
3. **Budgetary Impact:** The Finance Director is directed to make the necessary adjustments to the City's budget to reflect the allocation and expenditure of ARPA funds for this purchase.

4. Implementation: The City Administrator is authorized and directed to take any and all necessary actions to complete the purchase, including entering into contracts, issuing purchase orders, and ensuring compliance with all applicable federal, state, and local regulations regarding the use of ARPA funds.

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

BY: \_\_\_\_\_  
Chad Ward  
Mayor

ATTEST: \_\_\_\_\_  
Jess Rich  
City Administrator





**CITY COUNCIL AGENDA DATE:** September 3, 2024

**TO:** Proctor City Council

**FROM:** Tourism Committee

**SUBJECT:** Event Marketing Grant

---

     **OTHER:**

  X   **RESOLUTION:**

     **ORDINANCE:**

---

**REQUESTED ACTION:** Consider RESOLUTION \_\_-24 A RESOLUTION APPROVING TOURISM GRANTS

---

**BACKGROUND**

- The Proctor Tourism Committee recommends that the City Council approve a marketing grant of \$1,500 to the 2024 Scandinavian Festival.
  - The Proctor Tourism Committee recommends that the City Council approve a marketing grant of \$1,500 to the 2024 Knotty Woodcarvers Show. This is the maximum small grant amount.
- 

**SOURCE OF FUNDS (if applicable)** Proctor Tourism Funds.

---

**ATTACHMENT(S)** Resolution 54-24 and Proctor Tourism Committee Meeting Minutes

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 54-24**  
**A RESOLUTION APPROVING TOURISM MARKETING GRANTS**

WHEREAS, the City Council of Proctor recognizes the importance of supporting local initiatives that contribute to the growth and prosperity of the community;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Proctor, Minnesota, approves the following Proctor Tourism Marketing Grants from the Tourism Fund:

\$1,500 to the 2024 Scandinavian Festival  
\$1,500 to the 2024 Knotty Woodcarvers Show

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

BY:

Chad Ward  
Mayor

CITY OF PROCTOR  
CORPORATE SEAL

ATTEST:

Jess Rich  
City Administrator

1894

CITY OF PROCTOR  
PARCEL ID: 185-0240-00011

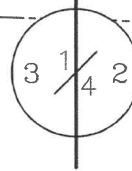
PROPOSED PERMANENT EASEMENT = 1200.386 SQ. FT.  
(0.028 ACRES)

EXISTING RIGHT OF WAY = 475.710 SQ. FT.  
(0.011 ACRES)



W 1/4 COR. SEC. 2, T49N, R15W  
CAPPED STEEL TUBE  
DOC. # 01147779

POINT OF COMMENCEMENT, THIS  
DESCRIPTION.



APPROXIMATE C CR 696 - ST LOUIS RIVER RD

EXISTING R/W

33.00'

EAST-WEST 1/4 LINE OF SECTION 2, T49N, R15W  
& APPROXIMATE PROPERTY LINE

33.00'

EXISTING R/W

N 00°11'25" E 11.23'

S 89°44'39" W 40.00'

N 00°11'25" E 12.56'

S 88°21'26" E 40.01'

S 00°11'25" W 30.01'

N 00°11'25" E 30.01'

S 88°21'26" E 40.01'

30' PROP. R/W

CITY OF PROCTOR  
PARCEL ID: 185-0240-00011

**Section 2**  
**Township 49 North**  
**Range 15 West**  
**NW 1/4-SW 1/4**

WEST LINE OF SECTION 2, T49N, R15W  
& APPROXIMATE PROPERTY LINE

HOR. 0 20'

SCALE IN FEET  
BASIS OF BEARINGS  
ST. LOUIS COUNTY TRANSVERSE MERCATOR 96 COORDINATE SYSTEM

CR 696 - ST LOUIS RIVER RD

RIGHT OF WAY - EXHIBIT B

CP 0696-798245

SHEET 1 OF 1 SHEETS



# Saint Louis County

Public Works Department • Richard H. Hansen Transportation & Public Works Complex  
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830

**James T. Foldesi, P.E.**  
Public Works Director/  
Highway Engineer

June 28, 2024

City of Proctor  
100 Pionk Drive  
Proctor, MN 55810

Re: Offer to purchase right of way – Parcel #3  
CR #696, County Project CP 0696-798245

Dear City of Proctor,

Enclosed please find an offer letter (with copy), Minimum Damage Acquisition Report (MDA), easement document, payment form, and W-9 tax form all needed to acquire the additional right of way necessary for the project adjacent to your property.

The project design is being completed and we are progressing with right of way acquisition with anticipated construction of the project in the 2025 construction season. The offer is based on the enclosed MDA report that has been prepared valuing the additional acreage needed for the reconstruction as well as any loss of structures, yard trees or other improvements. Please review the enclosed documents and contact me by phone at 218-625-3866 with any questions you may have. I can also meet with you at your convenience to further discuss the right of way offer or the project in general.

If you agree that the offer is reasonable and wish to accept, please sign and date the documents where indicated. The easement document signatures must be notarized (I can meet with you to notarize the document if it helps). Please also complete the Right of Way payment form and W-9 form where indicated. Return all the signed documents to me. Payment will be sent directly to you within a few weeks of my receipt of the signed easement, W-9 tax form, and payment form. Your cooperation regarding the right of way acquisition process is greatly appreciated.

Sincerely,

Andy Plesha-Right of Way Agent  
St. Louis County Public Works  
4787 Midway Rd  
Duluth, MN 55811  
Office Phone:218-625-3866



# Saint Louis County

---

**Public Works Department** • Richard H. Hansen Transportation & Public Works Complex  
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830

**James T. Foldesi, P.E.**  
Public Works Director/  
Highway Engineer

June 28, 2024

City of Proctor  
100 Pionk Drive  
Proctor MN 55810

In reply refer to: County Road No.696  
County Project No. CP 0696-798245  
Right of Way Parcel No. 3

The County of St. Louis hereby submits to you an offer of **\$750.00**, which is the fair market value of the above referenced property and/or certain rights therein, as contained in "Exhibit A" attached hereto, disregarding any change in the before value of the property caused by the proposed highway improvement. Of this offer, **\$0.00** is the amount of damages to the remainder involved. Temporary easements are considered damages to the remainder.

The County's determination of fair market value is made by the County and/or an independent appraiser. This purchase offer does not prohibit you from donating the land necessary to construct this highway project.

You will have a reasonable length of time to consider the offer (approximately 30 days). To aid in your decision, you may want to secure your own appraisal. The County of St. Louis will reimburse you a reasonable amount for that appraisal fee, limited to the amount set by law. The appraisal must be completed by a licensed real estate appraiser to be eligible for reimbursement.

Minnesota Law also provides that the owner and/or occupants of property being acquired will be reimbursed for the actual cost of moving personal property, and certain incidental costs incurred in transferring title will be paid by the County.

If you decide to accept the County's offer, you will be paid upon your providing the County with an executed easement. If the County cannot be vested with good title to the easement, or if the offer is unacceptable, the County may acquire said easement in eminent domain proceedings.

We are also providing to you, at this time, a plat sketch showing the property to be acquired from you and a copy of the easement form.

This letter is furnished to inform you as to procedures and your rights in this acquisition. It is respectfully requested that you acknowledge its receipt by signing the attached copy in the space provided. Signing this acknowledgement does not in any way commit you to an acceptance of the offer.

Sincerely,

James T. Foldesi, P.E  
Public Works Director/Highway Engineer



Receipt is acknowledged of the original of this letter, enclosures and attachments mentioned herein.

By: Andy Plesha  
Right of Way Agent

Date \_\_\_\_\_

Owner(s) \_\_\_\_\_

\_\_\_\_\_

Attachments: Exhibit A – (legal description of the property and rights to be acquired)  
Plat Sketch



# ST. LOUIS COUNTY PUBLIC WORKS DEPARTMENT

## RIGHT OF WAY PAYMENT FORM



### Payee Details

VENDOR #	
NAME	City of Proctor
STREET NO	100 Pionk Drive
CITY/STATE/ZIP	Proctor, MN 55810
SIGNATURE	DATE
PRINT NAME	

### Payment Details

DATE	
DESCRIPTION	Permanent Easement
TOTAL AMOUNT	\$750.00

### ROW Agent Details

ROW AGENT NAME	Andy Plesha
SIGNATURE	DATE

### Funding Details

AMOUNT	FUND	AGENCY	OBJECT	GRANT	PROJECT	YEAR
\$750.00	200	203001	636500		CP 0696-798245	
	200	203001	637500			
	200	203001	636600			
\$750.00	Total					

## EASEMENT

THIS INDENTURE is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, between City of Proctor, A Minnesota Municipal Corporation, hereinafter referred to as "Grantor", and the COUNTY OF SAINT LOUIS, Minnesota, a municipal corporation, hereinafter referred to as "Grantee".

WITNESSETH:

WHEREAS, said Grantor is the owner of real property situated in St. Louis County, Minnesota, described as follows, to-wit:

NW1/4 of SW1/4 Section 2 Township 49 North Range 15 West of the Fourth Principal Meridian

WHEREAS, Grantor has agreed to grant Grantee an easement for highway purposes across said property.

NOW, THEREFORE, said Grantor, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the COUNTY OF SAINT LOUIS, as Grantee, its successors and assigns, an easement more particularly described as follows, to-wit:

A PERMANENT EASEMENT for Highway purposes over, under, and across the above described property.

Commencing at the West Quarter corner of Section 2, Township 49 North, Range 15 West which is the point of beginning; thence South 00°11'25" West a distance of 41.24 feet; thence South 89°21'26" East a distance of 40.01 feet; thence North 00°11'25" East a distance of 42.57 feet; thence South 89°44'39" west a distance of 40.00 feet to the point of beginning.

Said permanent easements contain 0.011 acres of existing right of way and 0.028 acres of new right of way.

INCLUDING the rights of the COUNTY OF SAINT LOUIS, its contractors, agents, servants, and assigns, to enter upon the easement premises at all reasonable times to install, reinstall, inspect, repair, and maintain said public highway system over, across, on, under, and through the easement premises, together with the right to grade, level, fill, drain, pave, and excavate the easement premises, and the further right to remove trees, bushes, undergrowth, and other obstructions interfering with the location, construction and maintenance of the public highway system. Election by the grantee to not exercise all or any part of its rights at any time shall not constitute forfeiture of any such rights.

It is understood that the right, privilege and easement herein granted and the provisions hereof shall extend to and bind the heirs, personal representatives, successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, said grantor has caused this instrument to be executed on the day and year first above written.



For City of Proctor

By \_\_\_\_\_  
(printed)

Its \_\_\_\_\_  
(title)

\_\_\_\_\_  
(signature)



STATE OF MINNESOTA )  
  ) :SS  
COUNTY OF SAINT LOUIS )

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_ its, \_\_\_\_\_ for the City of Proctor, Grantor.

(Notarial Stamp or Seal)

\_\_\_\_\_  
Signature of Person taking Acknowledgement

GRANTEE, County of St. Louis, Minnesota, hereby accepts this instrument in accordance with the terms and conditions contained herein.

For GRANTEE: St. Louis County

By: Andrew J. Plesha, Right of Way Agent  
as authorized designee for  
James T. Foldesi, Public Works Director, St. Louis County

\_\_\_\_\_  
(signature)

STATE OF MINNESOTA        )  
  :SS  
COUNTY OF SAINT LOUIS    )

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 2024, before me, a notary public for said County and State, personally appeared Andrew J. Plesha, who acknowledged himself to be the authorized designee of James T. Foldesi, Public Works Director of St. Louis County, Minnesota, and, as such is duly authorized to accept the foregoing easement for the purposes therein contained.

In Witness thereof, I hereunder set my hand and official seal.

(Notarial Stamp or Seal)

\_\_\_\_\_  
Signature of Person taking Acknowledgement

This Instrument was drafted by:

Andy Plesha  
Right of Way Agent  
St. Louis County Public Works Department  
4787 Midway Rd  
Duluth, MN 55811

This conveyance is entitled to recording without payment of fee, pursuant to Minnesota Statutes Section 386.77, it being for the benefit of the County of St. Louis.

# SAINT LOUIS COUNTY PUBLIC WORKS DEPARTMENT MINIMUM DAMAGE REPORT

**County Road - 696      County Project – CP 0696-798245**

Parcel Number: 3  
Property Address: xxxx St. Louis River Rd.  
Proctor, MN 55810

Water Frontage: None  
Owner of Record: City of Proctor  
Parcel Code: 185-0240-00011  
Zoning:  
Parcel Size: 39.62 acres  
Present Use: Residential  
Highest & Best Use: Residential

## **PURPOSE OF THE REPORT**

This report is intended for use by the St. Louis County Public Works Department for Right of Way acquisition purposes on the above referenced project. There are no other intended users.

An inspection of the above-mentioned parcel was made on May 22, 2024. The purpose of the inspection was to aid in the estimation of a value for acquisition of that portion of the subject property that will be acquired by the Department as temporary construction easement, as well as to determine the impact of that acquisition on the remainder of the subject parcel. I, as a qualified person with real estate knowledge, have determined that this acquisition cost will be less than \$25,000.

The subject parcel of this report is located in the City of Proctor, St. Louis County, Minnesota. Site descriptions of the various parcels (subject property and comparable sales) are based on my own personal inspection as well as information provided by the offices of the St. Louis County Assessor, County Surveyor, and Planning & Zoning Departments.

Market data was obtained from Certificates of Real Estate Value filed with the County Auditor's Office. Comparable sales were selected from the neighborhood of the subject properties whenever such sales were available. The sales comparison approach was used to estimate the market value of the subject property.

## **SUBJECT BEFORE THE ACQUISITION**

The subject is the 39.62 acre residential parcel located in the City of Proctor along St. Louis River Rd. in St. Louis County, Minnesota. The subject is currently compliant with the dimensional standards of its zoning. The current occupancy is Residential. The property is serviced with electricity, telephone, and City water and sewer.

## **FIVE YEAR SALES HISTORY**

N/A

## **DESCRIPTION OF THE ACQUISITION**

The acquisition consists of a 30 foot by 40 foot permanent easement along St. Louis River Road in the northwest corner of property. This easement is necessary for the purpose of replacing a culvert that crosses St. Louis River Road with a new larger one.

A permanent easement (s) (described in attached Exhibit A) totaling 0.011 acres of existing right of way and 0.028 acres of additional permanent highway right of way.

## **SUBJECT AFTER THE ACQUISITION**

The subject property will continue to meet current zoning requirements after the taking, and the highest and best use before and after the taking is residential.

In my opinion, there is no severance or consequential damage to the property as a result of the taking, or the project of which the taking is a part. No special benefits are anticipated to inure to the subject property as a result of the road project.

## **SALES INFORMATION**

The purpose of this appraisal is to estimate the market value of a portion of the subject property. A sales comparison approach is generally recognized as the most credible and reliable value indicator when adequate sales data is available. This approach will be relied upon in this analysis. No income approach will be completed since the local market is owner-occupied with little data to support market levels of rent, vacancy, expenses or capitalization into value.

### **Discussion of comparable sales**

Sales with residential land were reviewed and compared to the subject property. These recent sales are most like the subject property and are located relatively close to the subject property. The sales are examined on the basis of price per square foot, and are summarized below.

	Buyer	Seller	Sale Date	Sale Price	Acres	Price/acre
1.	Meister	O'Neill	Oct. 2022	\$39,000	0.91	\$42,900
2.	Rich	Matson	Sep. 2022	\$20,667	0.40	\$51,700
3.	Lalone	Rohweder	Aug. 2022	\$60,000	2.28	\$26,300
4.	Sletten	St Louis Cty	Feb. 2021	\$40,081	0.65	\$61,700

Based on the similar and differing attributes of these sales and the subject, the following was determined. The comparable sales are of differing size, and Comparable 3 is the most similar in size and in general. Based on this information I am using a rate of \$26,300 per acre. Temporary easements are like renting the property for a period of time. In this case, the term of the temporary easement will be for 3 years to make sure we have time to complete the project and allow for any repairs or clean up that might be necessary the following construction season. The standard is to pay for a temporary easement at 10% per year of the permanent value. This particular property has no temporary easement necessary.

THE VALUE OF THE PERMANENT ACQUISITION IS:

0.028 acres @ \$26,300 = \$736.40

ADDITIONAL DAMAGES:

None

**ALLOCATION OF DAMAGES**

Permanent Highway Easement Taken:	736.40
Temporary Easement Taken	0.00
Building Improvements Acquired	0.00
Additional Damages	0.00

**TOTAL:                   \$ 736.40**

**Total Estimated Value of Acquisition - Rounded = \$ 750.00**

BY: Andrew J. Plesha Date: 6/26/24

Andrew J. Plesha, Right of Way Agent  
St. Louis County Public Works Department  
4787 Midway Rd.  
Duluth, MN 55811  
218-625-3866

## EXHIBIT A

Parcel 3                      Road Number - 696                      County Project - 798245  
State Project Number -

### **Property Legal Description:**

NW1/4 of SW1/4 Section 2 Township 49 North Range 15 West of the Fourth Principal Meridian

### **Rights to be acquired:**

A PERMANENT EASEMENT for Highway purposes over, under, and across the above described property.

Commencing at the West Quarter corner of Section 2, Township 49 North, Range 15 West which is the point of beginning; thence South 00°11'25" West a distance of 41.24 feet; thence South 89°21'26" East a distance of 40.01 feet; thence North 00°11'25" East a distance of 42.57 feet; thence South 89°44'39" west a distance of 40.00 feet to the point of beginning.

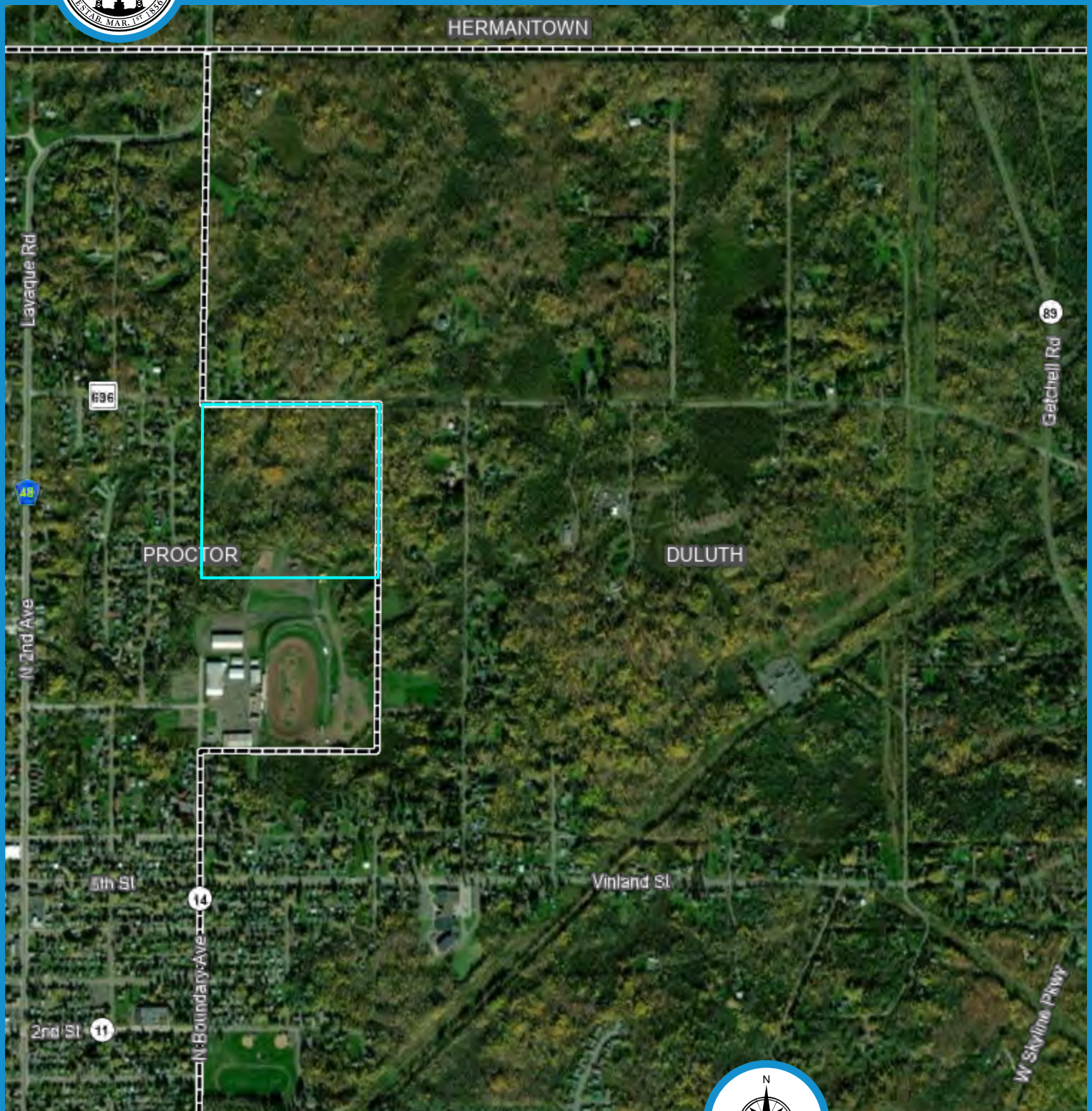
Said permanent easements contain 0.011 acres of existing right of way and 0.028 acres of new right of way.



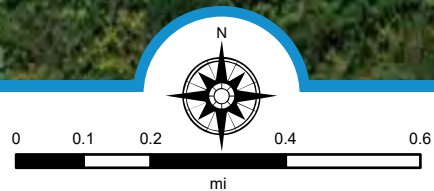


# County Land Explorer

St. Louis County, Minnesota



Title...



County Land Explorer

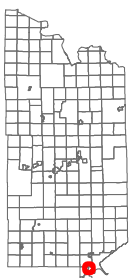
St. Louis County [www.stlouiscountymn.gov/explorer](http://www.stlouiscountymn.gov/explorer) Minnesota

### Disclaimer

This is a compilation of records as they appear in the Saint Louis County Offices affecting the area shown. This drawing is to be used only for reference purposes and the County is not responsible for any inaccuracies herein

Map created using County Land Explorer  
[www.stlouiscountymn.gov/explorer](http://www.stlouiscountymn.gov/explorer)

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# St Louis River Rd (CR 696) - Culvert Replacement

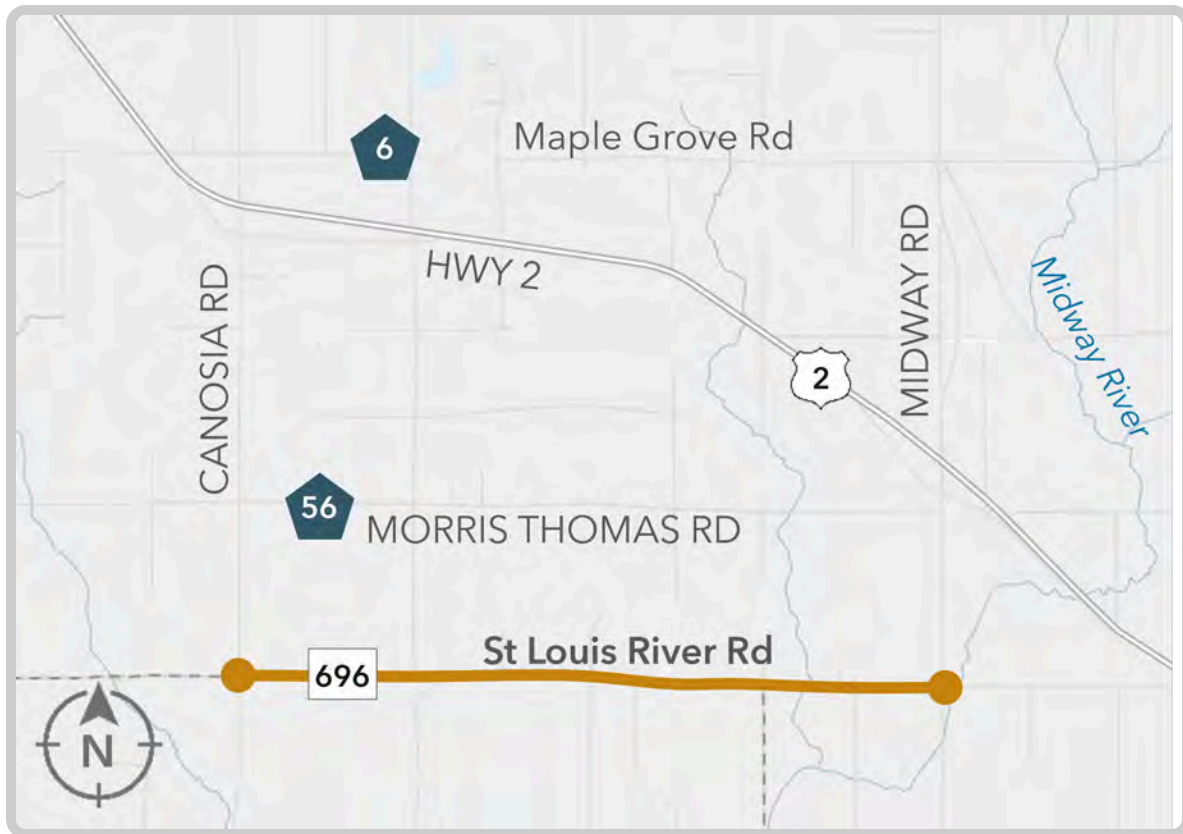


## About this Project

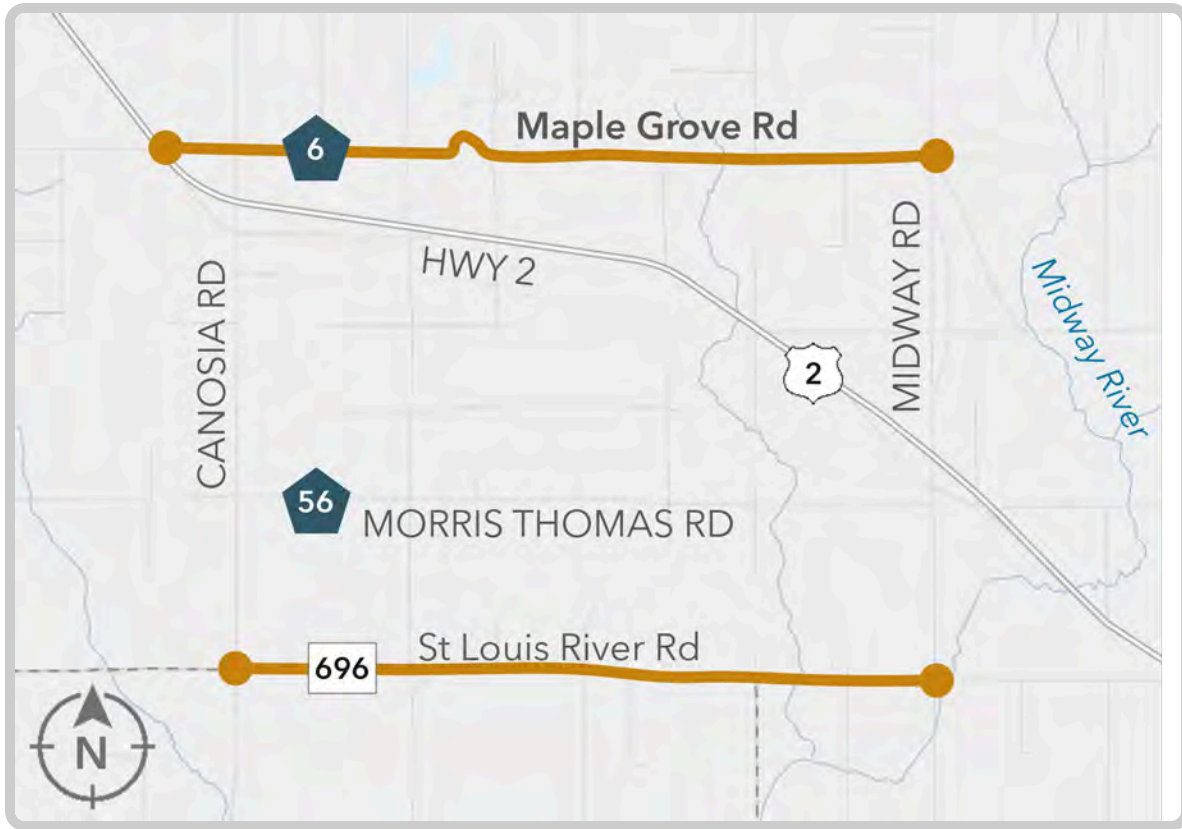
The St. Louis County Public Works Department has a proposed project on CR 696 (St. Louis River Road) from Canosia Road to Midway Road scheduled for construction between June 10 and September 21 of this year. The construction will take place in about a 4-week period in this time frame.

## Location

On St. Louis River Road from Canosia Road to Midway Road



**Please Note:** There is another project near by on Maple Grove Road. See Project List for more details.



## Traffic Impacts

St. Louis River Road will be closed during construction and a posted detour will be placed utilizing Canosia Road, Morris Thomas Road, and Midway Road. You will always have access to your property, but the direction which you access it will vary throughout the project.

## Property Access Details



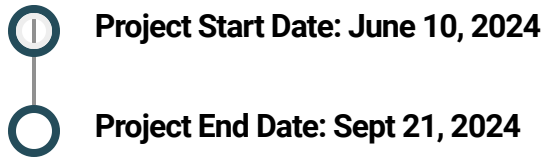
This project will be performed with a road closure. Houses with no access to a side street will access their homes either by driving through the construction site, or walking on a marked path to their home when road access is not feasible. We will try and keep the amount of time that walking is required to a minimum. Persons with disabilities should contact Steve Krasaway to discuss special accommodations.

During the placement of curb and gutter, concrete sidewalk, and concrete driveways, vehicular access to your property will be limited. The Contractor will contact you prior to any disruptions to access to your property to discuss the details on where to park.

If you would like to have any additional work performed on your driveway, yard, or sidewalk, please contact the Contractor directly.

*Page last updated: 16 May 2024, 11:37 AM*

### Anticipated Timeline



### St. Louis County Contacts

**Steve Krasaway**

Resident Engineer

**Phone** 218-625-3841

**Email** [krasaways@stlouiscountymn.gov](mailto:krasaways@stlouiscountymn.gov)



**Steve Ruhanen**

Project Manager

**Phone** 218-625-3855

**Email** [ruhanens@stlouiscountymn.gov](mailto:ruhanens@stlouiscountymn.gov)



### Contractor Contact

**Will Goldsworthy**

Veit & Company, Inc.

**Phone** 218-626-4866

**Email** [will.goldsworthy@veitusa.com](mailto:will.goldsworthy@veitusa.com)



## Frequently Asked Questions



### **When and where will construction occur?**

The construction will take place in about a 4 week period between June 10 and September 21. St. Louis River Road will be closed during construction and a posted detour will be placed utilizing Canosia Road, Morris Thomas Road, and Midway Road. You will always have access to your property, but the direction which you access it will vary throughout the project. Construction will be occurring between 7:00 am and 7:00 pm Monday through Friday, and between 7:00 am and 5:00 pm on Saturdays. No work will occur on Sundays.

### **How will I get to my house if I live on this section of roadway?**

Houses with no access to a side street will access their homes either by driving through the construction site, or walking on a marked path to their home when road access is not feasible. We will try and keep the amount of time that walking is required to a minimum. Persons with disabilities should contact Steve Krasaway to discuss special accommodations.

### **How will I know when there will be a disruption in access to my property?**

The Contractor will contact you prior to any disruptions to access to your property to discuss the details on where to park.



**CITY COUNCIL AGENDA DATE:** September 3, 2024

**TO:** Proctor City Council

**FROM:** Fire Chief Kerry Helquist

**SUBJECT:** SVF Plan Benefit Increase Request

     **OTHER:**

  X   **RESOLUTION:**

     **ORDINANCE:**

**REQUESTED ACTION:**

Consider Resolution 55-24 : A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR FIREFIGHTERS WHO ARE VESTED IN THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN

**BACKGROUND**

The Proctor Volunteer Fire Department membership is requesting an increase in the City of Proctor’s SVF Plan Benefit Level from \$2,400 to \$3,600. Below is a cost analysis as of 12/31/2023 provided by PERA. The Projected Assets are \$10,000+ more than reflected in the analysis. PERA did not deposit the city’s \$10,000 contribution for 2023 until 1/2/24.

BENEFIT LEVEL	3000	3200	3400	3600
Projected Assets	952,659	952,659	952,659	952,659
Accrued Liability	589,232	625,908	662,584	699,260
Surplus/(Deficit)	363,427	326,751	290,075	253,399
<b>FUNDING RATIO</b>	162%	152%	144%	136%
<b>CHARGES</b>				
Increase (Decrease) in Liab	50,246	53,514	56,782	60,050
Admin Fee	1,260	1,260	1,260	1,260
One-Tenth of Deficit/ (Surplus)^	(36,343)	(32,675)	(29,008)	(25,340)
Financial Requirement	15,163	22,099	29,035	35,970
<b>(CREDITS)</b>				
Fire State Aid x 1.035	(27,877)	(27,877)	(27,877)	(27,877)
Supplemental State Aid - Current year	(4,732)	(4,732)	(4,732)	(4,732)
6% Interest on Projected Present Assets	(57,160)	(57,160)	(57,160)	(57,160)
Total Credit	(89,769)	(89,769)	(89,769)	(89,769)
<b>REQUIRED CONTRIBUTION</b>	None	None	None	None

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

**ATTACHMENT(S)** Resolution 55-24

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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*You Have a Place in Proctor*

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

## RESOLUTION 55 -24

### **A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR FIREFIGHTERS WHO ARE VESTED IN THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN**

WHEREAS, the Proctor City Council previously authorized the fire department to join the Statewide Volunteer Firefighter (SVF) Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS, the Proctor City Council obtained a cost analysis of increasing the benefit level for firefighters who are vested in the SVF Plan from PERA not more than 120 days ago; and

WHEREAS, the Proctor City Council understands that Minnesota statutes do not have provisions for a decrease in benefit levels; and

WHEREAS, the City highly values the contributions of Fire Department members to the safety and well-being of our community and wishes to safeguard their pension investments in a prudent manner.

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

- 1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the SVF Plan administered by PERA at the \$3,600 benefit level per year of service, effective January 1, 2025; and
- 2) The City Clerk/Administrator and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

Passed by a majority vote of the Proctor City Council this 3<sup>rd</sup> day of September 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 = 08/30/2024-09/03/2024

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>1ST AYD</b>				
1716596	HEAVY DUTY GARBAGE BAGS FOR CITY CANS	07/24/2024	199.30	100-30-300-2210 Operating Supplies
Total 1ST AYD:			199.30	
<b>ACME TOOLS</b>				
12805640	MISC SHOP TOOLS	05/21/2024	171.76	100-30-300-2210 Operating Supplies
13011282	SOCKET SET	07/10/2024	164.00	100-30-300-2210 Operating Supplies
13143237	TRIMMER HEADS FOR WEED WHIPS	08/13/2024	69.94	100-40-410-4400 Repairs & Maintenanc
Total ACME TOOLS:			405.70	
<b>AMERIC INN</b>				
1674, 1675, 16	HOGHEAD ROOMS - FIREWORKS CREW	08/19/2024	1,864.44	100-15-115-4430 Miscellaneous
Total AMERIC INN :			1,864.44	
<b>AMERICAN FAMILY LIFE ASSURANCE</b>				
PR0728241	AFLAC AFLAC PRE TAX Pay Period: 7/28/2024	08/02/2024	42.14	100-00-000-2175 Payroll Deductions Pa
PR0811241	AFLAC AFLAC PRE TAX Pay Period: 8/11/2024	08/16/2024	42.14	100-00-000-2175 Payroll Deductions Pa
Total AMERICAN FAMILY LIFE ASSURANCE:			84.28	
<b>BENTLEYVILLE</b>				
12720	2024 SPONSORSHIP	08/28/2024	1,000.00	100-15-115-3040 Advertising
Total BENTLEYVILLE :			1,000.00	
<b>CENTURYLINK</b>				
8.10.24.1	ALARM SYSTEM - WESTGATE LIFT STATION	08/10/2024	67.69	500-50-510-3021 Telephone
8.10.24.2	ALARM SYSTEM - ALMAC LIFT STATION	08/10/2024	47.26	500-50-510-3021 Telephone
Total CENTURYLINK :			114.95	
<b>CINTAS</b>				
5224971155	FIRST AID SUPPLIES	08/13/2024	21.12	100-30-300-2214 Safety Items
Total CINTAS:			21.12	
<b>CONSOLIDATED COMMUNICATIONS</b>				
08012024	MONTHLY TELEPHONE	08/28/2024	454.47	100-10-120-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			454.47	
<b>DULUTH LAWN &amp; SPORT</b>				
89242	BLADES FOR PARK MOWER	07/10/2024	113.22	100-40-410-2210 Operating Supplies
Total DULUTH LAWN & SPORT :			113.22	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>EQUI-VEST</b>				
PR0811241	EQUITABLE EQUITABLE Pay Period: 8/11/2024	08/16/2024	369.40	100-00-000-2175 Payroll Deductions Pa
Total EQUI-VEST:			369.40	
<b>ESSENTIA HEALTH</b>				
8-01-24FD	PAVLATOS PHYSICAL	08/01/2024	84.00	100-20-220-3005 Medical & Dental Fees
Total ESSENTIA HEALTH :			84.00	
<b>FRYBERGER LAW FIRM</b>				
06690.000057.	BLIGHT ORDINANCE	08/13/2024	331.50	100-10-160-3004 Legal Fees
06690.000060.	ACACIA AVE EASEMENT	08/13/2024	667.50	100-10-160-3004 Legal Fees
06690.000060.	GENERAL MATTERS	08/13/2024	3,463.60	100-10-160-3004 Legal Fees
06690.000061.	CN SUBPOENA RESPONSE	08/13/2024	408.00	100-10-160-3004 Legal Fees
06690.000062.	SD PROJECT	08/15/2024	1,531.50	830-80-800-3004 Legal Fees
Total FRYBERGER LAW FIRM:			5,067.10	
<b>GOPHER STATE ONE-CALL INC</b>				
4070693	116 FTP TICKETS	07/31/2024	153.90	500-50-510-3000 Professional Services
Total GOPHER STATE ONE-CALL INC:			153.90	
<b>GRAND FORKS FIRE EQUIPMENT LLC</b>				
41663	NEW THERMAL CAMERA FOR NEW E 1	08/23/2024	3,460.98	100-20-220-2240 Small Tools and Equip
41681	HELMET FRONTS	08/26/2024	174.41	100-20-220-2217 Clothing
Total GRAND FORKS FIRE EQUIPMENT LLC:			3,635.39	
<b>GREAT AMERICA FINANCIAL SERVICE</b>				
37299744	AGREEMENT 007-1813067-000 - BIZHUB C360I COPIER	08/26/2024	172.58	100-20-210-4400 Repairs & Maintenanc
37299745	AGREEMENT 009-1813070-000 - BIZHUB C360I COPIER	08/26/2024	172.58	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVICE:			345.16	
<b>GUARDIAN PEST CONTROL INC</b>				
2583283	CITY HALL PEST CONTROL	07/25/2024	85.00	100-10-130-4406 Pest Control
Total GUARDIAN PEST CONTROL INC:			85.00	
<b>HARTELS/DBJ DISPOSAL COMPANY</b>				
1158679	TRASH REMOVAL SERVICES - CITY OF PROCTOR	08/25/2024	454.14	100-10-130-3084 Refuse Disposal
1158679	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	08/25/2024	339.90	100-30-300-3084 Refuse Disposal
1158679	FIRE DEPT TRASH & RECYCLE SERVICES	08/25/2024	112.02	100-20-220-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY:			906.06	
<b>INTEGRATED OFFICE SOLUTIONS</b>				
INV226755	KONICA/C360I COPIER 5095 AA2J011021602	08/23/2024	321.00	100-10-120-3009 Computer Services
INV226756	KONICA/C360I EQUIPMENT AGREEMENT 5096 AA2J011021575	08/23/2024	110.76	100-20-210-2210 Operating Supplies
Total INTEGRATED OFFICE SOLUTIONS:			431.76	
<b>INTEGRIS LLC</b>				
564925	OFFICE 365	08/30/2024	277.50	100-10-120-3009 Computer Services

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total INTEGRIS LLC:			277.50	
<b>JOHNSON CONTROLS</b>				
1-1339159900	PACC ROOM UPDATES	08/28/2024	7,060.00	100-10-130-5580 City Hall Imp - Sales t
Total JOHNSON CONTROLS :			7,060.00	
<b>KTM COMPANIES</b>				
224-3409	PAVE PLAYGROUND FOR EVERYBODY PARKING LOT	08/15/2024	27,640.50	100-30-300-3015 Contractor
Total KTM COMPANIES :			27,640.50	
<b>LAKE EFFECT COATINGS</b>				
836	SEAL COAT CONCRETE APRONS	08/26/2024	4,980.00	100-10-130-4400 Repairs & Maintenan
Total LAKE EFFECT COATINGS :			4,980.00	
<b>LAW ENFORCEMENT LABOR SERVICES</b>				
PR0728241	LELS DUES POLICE UNION DUES Pay Period: 7/28/2024	08/02/2024	423.00	100-00-000-2177 Union Dues Payable
Total LAW ENFORCEMENT LABOR SERVICES:			423.00	
<b>LOCAL #31-IBEW</b>				
PR0728241	IBEW DUES PUC UNION DUES Pay Period: 7/28/2024	08/02/2024	119.98	100-00-000-2177 Union Dues Payable
PR0811241	IBEW DUES PUC UNION DUES Pay Period: 8/11/2024	08/16/2024	119.98	100-00-000-2177 Union Dues Payable
Total LOCAL #31-IBEW:			239.96	
<b>MACQUEEN EMERGENCY</b>				
P11444	REPLACE E 1 STROBE	08/23/2024	507.68	100-20-220-2220 Supplies - Repair & M
Total MACQUEEN EMERGENCY:			507.68	
<b>MEDIACOM</b>				
7.27.24	STREET GARAGE	07/27/2024	160.00	100-30-300-3021 Telephone
8-09-24FD	MEDIACOM FIRE HALL	08/09/2024	209.45	100-20-220-3021 Telephone
Total MEDIACOM:			369.45	
<b>MINNESOTA ENERGY RESOURCES</b>				
139640743	052214174-00001 GAS BILL STREET GARAGE	08/15/2024	47.68	100-30-300-3080 Utilities
5139529693	0504812808-00001 GAS UTILITY FIRE HALL	08/15/2024	22.96	100-20-220-3080 Utilities
5140989910	0503508588-00001 CITY HALL	08/15/2024	507.88	100-10-130-3080 Utilities
Total MINNESOTA ENERGY RESOURCES:			578.52	
<b>NORTHLAND CONSTRUCTORS OF DULUTH</b>				
21694	HOT MIX ASPHALT FOR PATCHING	07/31/2024	289.68	100-30-330-2224 Street Maintenance M
21714	HOT MIX ASPHALT FOR PATCHING	08/13/2024	119.68	100-30-330-2224 Street Maintenance M
Total NORTHLAND CONSTRUCTORS OF DULUTH:			409.36	
<b>NORTHLAND FIRE &amp; SAFETY INC</b>				
145464	ANNUAL FIRE EXTINGUISHER CHECK & MAINTENANCE	08/14/2024	207.65	100-20-220-3000 Professional Services

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total NORTHLAND FIRE & SAFETY INC:			207.65	
<b>NUSS TRUCK &amp; EQUIPMENT</b>				
ESA001487-1	MACK PLOW TRUCK	08/26/2024	138,133.00	100-30-300-5540 Vehicle or Heavy Mac
Total NUSS TRUCK & EQUIPMENT:			138,133.00	
<b>OREILLY AUTO PARTS</b>				
3290-337682	ITEMS FOR MOWER REPAIR	08/06/2024	44.98	100-40-410-4400 Repairs & Maintenanc
3290-338150	OIL CHANGE SUPPLIES	08/09/2024	100.64	100-30-300-2220 Supplies - Repair & M
Total OREILLY AUTO PARTS:			145.62	
<b>POMPS TIRE SEREVICE INC</b>				
530132345	TRUCK 5 REPAIR	08/06/2024	1,390.52	100-20-220-4400 Repairs & Maintenanc
Total POMPS TIRE SEREVICE INC:			1,390.52	
<b>PROCTOR BUILDERS-FIRE DEPT</b>				
271078	CLOROX BLEACH	08/27/2024	5.49	100-20-220-2210 Operating Supplies
Total PROCTOR BUILDERS-FIRE DEPT:			5.49	
<b>PROCTOR BUILDERS-STREET DEPT</b>				
269512	WOOD FOR PARK BRIDGE REPAIRS	06/26/2024	71.90	100-40-410-2210 Operating Supplies
270156	METAL TO REPAIR ROOF	07/24/2024	10.00	100-30-300-2210 Operating Supplies
270220	STREET MISC	07/25/2024	33.97	100-30-300-2210 Operating Supplies
Total PROCTOR BUILDERS-STREET DEPT:			115.87	
<b>PROCTOR FIRE RELIEF ASSOCIATION</b>				
08272024	CITY CONTRIBUTION TO FIRE RELIEF PENSION	08/29/2024	10,000.00	100-20-220-1124 Fire Pension Contributi
Total PROCTOR FIRE RELIEF ASSOCIATION:			10,000.00	
<b>PROCTOR POLICE DEPT UNION FUND</b>				
PR0728241	POLICE DUES POLICE UNION DUES-PROCTOR FUND Pay Period: 7/28/2024	08/02/2024	60.00	100-00-000-2177 Union Dues Payable
Total PROCTOR POLICE DEPT UNION FUND:			60.00	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016550000-0	UTILITIES - BDRY AVE & I35 LIFT STATION	07/18/2024	82.48	500-50-510-3080 Utilities
1108100000-08	UTILITIES - 100 PIONK DR A- CITY HALL	07/31/2024	2,141.80	100-10-130-3080 Utilities
1108200000-08	UTILITIES - 200 PIONK DR - CITY GARAGE	07/31/2024	252.60	100-30-300-3080 Utilities
1108800000-08	SOFTBALL FIELD #2	07/31/2024	24.75	100-40-410-3080 Utilities
1108850000-08	UTILITIES - CONCESSION STAND #2	07/31/2024	25.28	100-40-410-3080 Utilities
1112360000-08	UTILITIES - ALMAC DR LIFT STATION	07/18/2024	17.48	500-50-510-3080 Utilities
1127050000-08	UTILITIES - 225 FIFTH AVE - FIRE DEPT	07/22/2024	70.86	100-20-220-3080 Utilities
1191300000-08	UTILITIES-SAND/SALT FACILITY	07/18/2024	17.39	100-30-300-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			2,632.64	
<b>QUADIENT</b>				
07172024	POSTAGE	07/17/2024	1,000.00	100-10-120-3022 Postage

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total QUADIENT:			1,000.00	
<b>RASMUSSEN CLEANING SERVICE LLC</b>				
001725	CLEANING SERVICES	08/21/2024	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			3,575.00	
<b>REDROCK PRECAST</b>				
3832	CULVERT 20' X 8"	08/05/2024	330.00	500-50-510-2210 Operating Supplies
Total REDROCK PRECAST:			330.00	
<b>SEH</b>				
468287	166073 2022-2024 CITY ENGINEERING	06/11/2024	4,827.77	100-10-110-3003 Engineering Fees
Total SEH:			4,827.77	
<b>SHRED N GO INC _446138</b>				
171313	SHREDDING SERVICES	08/25/2024	93.93	100-10-120-3000 Professional Services
Total SHRED N GO INC _446138:			93.93	
<b>ST LOUIS COUNTY AUDITOR</b>				
EL-00001817	ELECTION EQUIPMENT MAINTENANCE	08/12/2024	255.00	100-10-140-4400 Repairs & Maintenan
Total ST LOUIS COUNTY AUDITOR:			255.00	
<b>TEAMLAB</b>				
0042432	WEED KILLER	08/20/2024	258.00	100-30-300-2210 Operating Supplies
0042820	WEED KILLER	08/15/2024	515.50	100-30-300-2210 Operating Supplies
Total TEAMLAB:			773.50	
<b>TEAMSTERS JC 32</b>				
PR0728241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 7/28/2024	08/02/2024	419.88	100-00-000-2176 Health Insurance Pay
PR0728241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 7/28/2024	08/02/2024	2,379.12	100-00-000-2176 Health Insurance Pay
PR0728241	HEALTH INSURANCE HEALTH INS FAMILY - LEGACY Pay Period: 7/28/2024	08/02/2024	5,598.00	100-00-000-2176 Health Insurance Pay
PR0728241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 7/28/2024	08/02/2024	559.80	100-00-000-2176 Health Insurance Pay
PR0728241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 7/28/2024	08/02/2024	3,172.20	100-00-000-2176 Health Insurance Pay
PR0728241	HEALTH INSURANCE HEALTH INS TEAMSTER LEGACY Pay Period: 7/28/2024	08/02/2024	2,383.50	100-00-000-2176 Health Insurance Pay
PR0728241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 7/28/2024	08/02/2024	119.18	100-00-000-2176 Health Insurance Pay
PR0728241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 7/28/2024	08/02/2024	675.32	100-00-000-2176 Health Insurance Pay
PR0728241	HEALTH INSURANCE HEALTH INS SINGLE - LEGACY Pay Period: 7/28/2024	08/02/2024	466.50	100-00-000-2176 Health Insurance Pay
PR0811241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 8/11/2024	08/16/2024	419.88	100-00-000-2176 Health Insurance Pay
PR0811241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 8/11/2024	08/16/2024	2,379.12	100-00-000-2176 Health Insurance Pay
PR0811241	HEALTH INSURANCE HEALTH INS FAMILY - LEGACY Pay Period: 8/11/2024	08/16/2024	5,598.00	100-00-000-2176 Health Insurance Pay
PR0811241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 8/11/2024	08/16/2024	559.80	100-00-000-2176 Health Insurance Pay
PR0811241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 8/11/2024	08/16/2024	3,172.20	100-00-000-2176 Health Insurance Pay

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
PR0811241	HEALTH INSURANCE HEALTH INS TEAMSTER LEGACY Pay Period: 8/11/2024	08/16/2024	2,383.50	100-00-000-2176 Health Insurance Pay
PR0811241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 8/11/2024	08/16/2024	119.18	100-00-000-2176 Health Insurance Pay
PR0811241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 8/11/2024	08/16/2024	675.32	100-00-000-2176 Health Insurance Pay
PR0811241	HEALTH INSURANCE HEALTH INS SINGLE - LEGACY Pay Period: 8/11/2024	08/16/2024	466.50	100-00-000-2176 Health Insurance Pay
PR0811241	HRA HRA - REGULAR Pay Period: 8/11/2024	08/16/2024	3,600.00	100-00-000-2176 Health Insurance Pay
PR0811241	HRA HRA - STREET DEPT Pay Period: 8/11/2024	08/16/2024	1,200.00	100-00-000-2176 Health Insurance Pay
Total TEAMSTERS JC 32:			36,347.00	
<b>TEAMSTERS LOCAL UNION #346</b>				
PR0728241	TEAMSTER DUES PW UNION DUES Pay Period: 7/28/2024	08/02/2024	497.00	100-00-000-2177 Union Dues Payable
Total TEAMSTERS LOCAL UNION #346:			497.00	
<b>TROYS SERVICE</b>				
68007	2021 DURANGO 121 THERMOSTAT	08/20/2024	463.68	100-20-210-4400 Repairs & Maintenanc
Total TROYS SERVICE:			463.68	
<b>TWIN PORTS APPRAISALS</b>				
102024047	APPRAISAL OF VACANT LAND - KIRKUS ST	08/29/2024	1,500.00	830-80-800-3000 Professional Services
Total TWIN PORTS APPRAISALS:			1,500.00	
<b>TWIN PORTS COMPUTER</b>				
10132	COMPUTER/CAMERA SERVICES	06/03/2024	1,397.38	100-20-210-3009 Computer Services
Total TWIN PORTS COMPUTER:			1,397.38	
<b>TWIN PORTS PAPER &amp; SUPPLY, INC</b>				
605271	CLEANING SUPPLIES	08/22/2024	72.55	100-10-130-2211 Cleaning Supplies
Total TWIN PORTS PAPER & SUPPLY, INC:			72.55	
<b>UFCW LOCAL 1189</b>				
PR0728241	UFCW DUES UFCW LOCAL 1189 DUES Pay Period: 7/28/2024	08/02/2024	60.51	100-00-000-2177 Union Dues Payable
PR0811241	UFCW DUES UFCW LOCAL 1189 DUES Pay Period: 8/11/2024	08/16/2024	60.51	100-00-000-2177 Union Dues Payable
Total UFCW LOCAL 1189:			121.02	
<b>USA TOWING &amp; RECOVERY</b>				
2701	TRUCK 5 RECOVERY / REPAIR	08/16/2024	600.00	100-20-220-4400 Repairs & Maintenanc
Total USA TOWING & RECOVERY:			600.00	
<b>W.L.S.S.D.</b>				
168502024083	WASTEWATER CHARGES	08/30/2024	29,409.00	500-50-510-3085 Sewer - WLSSD Billin
168502024083	2023 ADJUSTMENT	08/30/2024	693.00	500-50-510-3085 Sewer - WLSSD Billin
168512024051	1ST HALF DISTRICT WIDE ALLOCATION	05/15/2024	3,427.50	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D.:			32,143.50	
<b>WHITE CAP</b>				
5002789804	SIDEWALK SEALER	08/14/2024	129.99	100-30-300-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total WHITE CAP:			129.99	
<b>WIPFLI</b>				
2545074	FINAL BILLING ON AUDIT 2023	07/31/2024	4,400.00	100-10-110-3001 Auditing & Accounting
Total WIPFLI :			4,400.00	
<b>ZIEGLER INC.</b>				
000521454	LOADER REPAIRS	08/01/2024	3,054.28	100-30-300-4400 Repairs & Maintenanc
001555301	MOWER BLADES FOR SKID STEER	07/16/2024	133.50	100-30-300-2220 Supplies - Repair & M
Total ZIEGLER INC.:			3,187.78	
Grand Totals:			302,227.11	

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 = 08/30/2024-09/03/2024

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 = 08/30/2024-09/03/2024

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AMERICAN BOTTLING COMPANY</b>				
4617000076	SODA	08/26/2024	289.72	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			289.72	
<b>ARTISAN BEER COMPANY</b>				
3706295	BEER	08/23/2024	323.00	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			323.00	
<b>BERNICKS PEPSI</b>				
30113906	THC	08/21/2024	1,023.00	600-60-600-2255 THC Products
30113907	BEER	08/21/2024	7,474.60	600-60-600-2252 Beer Purchases
30113908	BEER	08/21/2024	47.60	600-60-600-2252 Beer Purchases
30115180	THC	08/28/2024	1,352.00	600-60-600-2255 THC Products
30115181	BEER	08/28/2024	7,632.40	600-60-600-2252 Beer Purchases
30115182	THC	08/28/2024	100.00	600-60-600-2255 THC Products
Total BERNICKS PEPSI:			17,334.40	
<b>BOURGET IMPORTS LLC</b>				
210060	SERVICE FEE	08/29/2024	10.50	600-60-600-3033 Freight & Express
210060	WINE	08/29/2024	352.00	600-60-600-2253 Wine Purchases
210063	SERVICE FEE	08/29/2024	10.50	600-60-600-3033 Freight & Express
210063	LIQUOR	08/29/2024	180.00	600-60-600-2251 Liquor Purchases
Total BOURGET IMPORTS LLC:			553.00	
<b>BREAKTHRU BEVERAGE</b>				
117348211	BEER	08/22/2024	142.50	600-60-600-2252 Beer Purchases
117349539	SERVICE FEE	08/22/2024	13.41	600-60-600-3033 Freight & Express
117349539	LIQUOR	08/22/2024	784.37	600-60-600-2251 Liquor Purchases
117456996	LIQUOR	08/29/2024	142.50	600-60-600-2251 Liquor Purchases
117457392	LIQUOR	08/29/2024	1,302.49	600-60-600-2251 Liquor Purchases
117457392	SERVICE FEE	08/29/2024	11.71	600-60-600-3033 Freight & Express
Total BREAKTHRU BEVERAGE:			2,396.98	
<b>C&amp;L DISTRIBUTING</b>				
1961168	SHIPPING	08/20/2024	3.00	600-60-600-3033 Freight & Express
1961168	BEER	08/20/2024	3,189.35	600-60-600-2252 Beer Purchases
1965556	SHIPPING	08/27/2024	3.00	600-60-600-3033 Freight & Express
1965556	BEER	08/27/2024	6,806.35	600-60-600-2252 Beer Purchases
2752000372	SHIPPING	08/20/2024	55.40	600-60-600-3033 Freight & Express
2752000377	BEER	08/27/2024	9.00	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			9,937.30	
<b>COCA COLA BOTTLING CO</b>				
3458746	SODA	08/20/2024	212.60	600-60-600-2254 Soft Drinks & Mix



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total COCA COLA BOTTLING CO:			212.60	
<b>DAHLHEIMER BEVERAGE</b>				
2266068	BEER	08/22/2024	665.50	600-60-600-2252 Beer Purchases
Total DAHLHEIMER BEVERAGE:			665.50	
<b>HARTELS/DBJ DISPOSAL COMPANY</b>				
1158679	MOUNTAIN SPIRITS LIQUOR	08/25/2024	217.41	600-60-600-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY:			217.41	
<b>JOHNSON BROTHERS INC</b>				
2605065	DELIVERY CHARGE	08/16/2024	18.84	600-60-600-3033 Freight & Express
2605065	LIQUOR	08/16/2024	1,299.12	600-60-600-2251 Liquor Purchases
2607355	DELIVERY CHARGE	08/21/2024	19.62	600-60-600-3033 Freight & Express
2607355	LIQUOR	08/21/2024	608.50	600-60-600-2251 Liquor Purchases
2607356	DELIVERY CHARGE	08/21/2024	14.20	600-60-600-3033 Freight & Express
2607356	WINE	08/21/2024	438.88	600-60-600-2253 Wine Purchases
2609711	DELIVERY CHARGE	08/23/2024	26.62	600-60-600-3033 Freight & Express
2609711	LIQUOR	08/23/2024	1,268.70	600-60-600-2251 Liquor Purchases
2609712	DELIVERY CHARGE	08/23/2024	2.18	600-60-600-3033 Freight & Express
2609712	WINE	08/23/2024	140.60	600-60-600-2253 Wine Purchases
2612097	DELIVERY CHARGE	08/28/2024	27.54	600-60-600-3033 Freight & Express
2612097	LIQUOR	08/28/2024	859.27	600-60-600-2251 Liquor Purchases
2612098	DELIVERY CHARGE	08/28/2024	34.88	600-60-600-3033 Freight & Express
2612098	WINE	08/28/2024	1,011.45	600-60-600-2253 Wine Purchases
2612099	DELIVERY CHARGE	08/28/2024	2.18	600-60-600-3033 Freight & Express
2612099	MIX	08/28/2024	48.00	600-60-600-2254 Soft Drinks & Mix
Total JOHNSON BROTHERS INC:			5,820.58	
<b>LAKESHORE ICE</b>				
02-407707	ICE	08/27/2024	89.84	600-60-600-2258 Misc Merchandise
04-404531	ICE	08/20/2024	92.64	600-60-600-2258 Misc Merchandise
04-404546	ICE	08/23/2024	32.40	600-60-600-2258 Misc Merchandise
04-404575	ICE	08/30/2024	32.40	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			247.28	
<b>MICHAUD DISTRIBUTING COMPANY</b>				
390400	FUEL SURCHARGE	08/19/2024	3.00	600-60-600-3033 Freight & Express
390400	BEER	08/19/2024	463.50	600-60-600-2252 Beer Purchases
390600	BEER	08/26/2024	1,120.75	600-60-600-2252 Beer Purchases
390600	FUEL SURCHARGE	08/26/2024	3.00	600-60-600-3033 Freight & Express
Total MICHAUD DISTRIBUTING COMPANY:			1,590.25	
<b>MINNESOTA ENERGY RESOURCES</b>				
5136230909	0502591202-00001 MOUNTAIN SPIRITS GAS SERVICE	08/13/2024	14.17	600-60-600-3080 Utilities
Total MINNESOTA ENERGY RESOURCES:			14.17	
<b>OLD WORLD CANNING COMPANY</b>				
3088	MIX	08/21/2024	210.96	600-60-600-2251 Liquor Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total OLD WORLD CANNING COMPANY:			210.96	
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>				
6834054	DELIVERY	08/21/2024	9.51	600-60-600-3033 Freight & Express
6834054	LIQUOR	08/21/2024	510.33	600-60-600-2251 Liquor Purchases
6834055	DELIVERY	08/21/2024	6.54	600-60-600-3033 Freight & Express
6834055	WINE	08/21/2024	279.60	600-60-600-2253 Wine Purchases
6834056	DELIVERY	08/21/2024	2.18	600-60-600-3033 Freight & Express
6834056	MIX	08/21/2024	72.00	600-60-600-2254 Soft Drinks & Mix
6837750	DELIVERY	08/28/2024	.14	600-60-600-3033 Freight & Express
6837750	LIQUOR	08/28/2024	8.70	600-60-600-2251 Liquor Purchases
6837751	DELIVERY CHARGE	08/28/2024	28.34	600-60-600-3033 Freight & Express
6837751	WINE	08/28/2024	893.00	600-60-600-2253 Wine Purchases
6837752	DELIVERY	08/28/2024	4.36	600-60-600-3033 Freight & Express
6837752	MIX	08/28/2024	125.80	600-60-600-2254 Soft Drinks & Mix
6837753	LIQUOR	08/28/2024	207.55	600-60-600-2251 Liquor Purchases
Total PHILLIPS WINE & SPIRITS CO.:			2,148.05	
<b>PROCTOR JOURNAL</b>				
38938	HOGHEAD AD	08/14/2024	81.80	600-60-600-3040 Advertising
Total PROCTOR JOURNAL:			81.80	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016900000-0	UTILITIES - MT SPIRITS	07/18/2024	670.68	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			670.68	
<b>SOUTHERN WINE &amp; SPIRITS</b>				
0100731	LIQUOR	08/16/2024	1.41	600-60-600-2251 Liquor Purchases
2517933	DELIVERY	08/16/2024	61.16	600-60-600-3033 Freight & Express
2517933	LIQUOR	08/16/2024	3,230.97	600-60-600-2251 Liquor Purchases
2520682	DELIVERY	08/23/2024	2.05	600-60-600-3033 Freight & Express
2520683	DELIVERY	08/23/2024	39.67	600-60-600-3033 Freight & Express
2520683	LIQUOR	08/23/2024	2,451.10	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			5,783.54	
<b>URSA MINOR BREWING</b>				
e-7126	BEER	08/28/2024	1,540.75	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			1,540.75	
<b>VINOCOPIA</b>				
0356701-in	SHIPPING	08/21/2024	2.50	600-60-600-3033 Freight & Express
0356701-in	WINE	08/21/2024	112.00	600-60-600-2253 Wine Purchases
Total VINOCOPIA:			114.50	
<b>WINE MERCHANTS</b>				
7485238	FREIGHT	08/21/2024	6.91	600-60-600-3033 Freight & Express
7485238	WINE	08/21/2024	528.00	600-60-600-2253 Wine Purchases
Total WINE MERCHANTS :			534.91	

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Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Grand Totals:			<u>50,687.38</u>	

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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 = 08/30/2024-09/03/2024

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## City of Proctor Payroll Summary by Department

Check Date Range      8/16/2024                      to                      8/16/2024

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	2,200.00	-	-	-	-
City Admin	7,644.80	-	-	-	-
Finance	3,184.81	-	-	-	-
Police Department	25,785.38	40.50	2,260.96	-	-
Fire Department	-	-	-	-	-
Street Department	12,569.28	2.67	136.01	-	-
Liquor Store	6,356.86	-	-	-	-
PUC	6,692.27	4.00	160.56	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
<b>Total</b>	<b>64,433.40</b>	<b>47.17</b>	<b>2,557.53</b>	-	-

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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*You Have a Place in Proctor*

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

## RESOLUTION 55 -24

### **A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR FIREFIGHTERS WHO ARE VESTED IN THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN**

WHEREAS, the Proctor City Council previously authorized the fire department to join the Statewide Volunteer Firefighter (SVF) Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS, the Proctor City Council obtained a cost analysis of increasing the benefit level for firefighters who are vested in the SVF Plan from PERA not more than 120 days ago; and

WHEREAS, the Proctor City Council understands that Minnesota statutes do not have provisions for a decrease in benefit levels; and

WHEREAS, the City highly values the contributions of Fire Department members to the safety and well-being of our community and wishes to safeguard their pension investments in a prudent manner.

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

- 1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the SVF Plan administered by PERA at the \$3,600 benefit level per year of service, effective January 1, 2025; and
- 2) The City Clerk/Administrator and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

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

BY: \_\_\_\_\_  
Chad Ward  
Mayor

ATTEST: \_\_\_\_\_  
Jess Rich  
City Administrator