

*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, October 7, 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, September 16, 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. SEH Meeting Minutes – September 12, 2024

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

A. Planned Mixed Use Development Language – DRAFT ATTACHED

**\*3. COMMITTEE REPORTS**

**\*4. CLERK ADVISES COUNCIL**

- A. St. Louis County Board Meeting
- B. FEMA – Flood Map Update
- C. Cannabis Committee Meeting 10/16/2024 10:00 am
- D. Golf Advisory Committee Meeting 10/9/2024 4:00 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. Proctor Utilities Commission – Commissioner Recommendation
- B. Resolution 57-24 – Budget Amendment to Public Safety Grant and Police State Aid for Taser Equipment

MINUTES OF THE PROCTOR CITY COUNCIL MEETING SEPTEMBER 16, 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 Matt Hanka, Administrative Assistant Megan Mazzuco, Jim Schwarzbauer, Marilyn Lee, Wendy Carlberg, Attorney Virta

M/S/P: Benson/Rohweder to suspend the regular council meeting and open the public hearing regarding the 2024 garbage assessments at 6:02 pm.

M/S/P: Rohweder/Johnson to accept the 2024 assessments regarding garbage assessments as submitted by Hartle's Disposal as submitted.

M/S/P: Benson/Johnson to close the public hearing regarding garbage assessments at 6:04 pm.

M/S/P: Rohweder/Ward to approve the City Council minutes from Tuesday, September 3, 2024.

M/S/P: Johnson/DeWall to approve the agenda for Monday, September 16, 2024.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

NONE

M/S/P: Ward/Rohweder to approve the consent agenda for Monday, September 16, 2024.

**\*4. Clerk Advises Council**

A. 2<sup>nd</sup> St Public Hearing – October 8<sup>th</sup>, 2024, at 5:00 pm

B. Insurance Services RFP

**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**

M/S/P: Rohweder/Johnson to approve resolution 56-24 as submitted, approving the 2025 maintenance agreement with St. Louis County as submitted.

M/S/P: Benson/Rohweder to approve Proctor Public Schools event approval to host a bonfire at the fairgrounds on October 16<sup>th</sup>, 2024, approving an event outside of the 60 day required notice.

Jim Schwarzbauer, Marilyn Lee, and Wendy Carlberg are in attendance to present current staffing and operational expenses for the museum. Informational only, no action taken.

M/S/P: Rohweder/Johnson to suspend the regular meeting and open a closed Session as permitted in MN State Statutes section 13D.05, subdivision 3(C) to consider an offer relating to

the potential sale of the following parcels of land: 185-0240-00607 and 185-0240-00534 and potential purchase of land parcel 185-0240-01174.

M/S/P: Rohweder/Johnson to return to the regular council meeting at 6:58pm.

M/S/P: Rohweder/Johnson to accept the proposal and terms negotiated with the Proctor School District.

M/S/P: Rohweder/Ward to authorize PEDAs Chair Madson and City Administrator Rich to negotiate for a road-right-of-way.

MEMBER CONCERNS

Rohweder: Requests scheduling of the Hoghead Committee with Administrator Rich noting she has a meeting scheduled this week with city staff.

DeWall: None

Benson: None

Johnson: None

Chief Gaidis: None

Mayor Ward: Just a reminder with school back in session – please be mindful of school busses and kids walking/biking to and from school, the Silver 1000 will be held on their rescheduled date of Thursday, September 26<sup>th</sup>, 2024, at the Proctor Speedway, Congratulations to the Proctor Pharmacy for 25 years of serving the Proctor Community.

Administrator Rich: None

City Attorney – Chris Virta: None

**TOTAL BILLS FOR APPROVAL:**

**General: \$53,428.99**

**Liquor: \$31,187.40**

**TOTAL BILLS FOR APPROVAL: \$84,616.39**

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

M/S/P: DeWall/Ward to adjourn the meeting at 7:10 pm.

## **MEMBER CONCERNS**

Rohweder:

DeWall:

Johnson:

Benson:

Ward:

Chief Gaidis:

## **BILLS FOR APPROVAL**

General: \$91,169.14

Liquor: \$22,145.04

TOTAL BILLS FOR APPROVAL: \$113,314.18

## **ADJOURNMENT**



Building a Better World  
for All of Us®

## MEETING AGENDA

Proctor Monthly Meeting  
September 12, 2024  
9:00 a.m.  
City Hall

\*1A

**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. Punchlist items

1. 619 Handrail – Knife Lake reached out on Monday and said that the subcontractor will be on site to measure out the handrail for fabrication. Install date TBD
2. 840 driveway & Alley low spot off of 9<sup>th</sup> Ave. – [Waiting on an update from USA.](#)
3. Sinking pavement in front of 835 2<sup>nd</sup> Street. – [Waiting on an updated from USA.](#)

##### 2. [Misc. items:](#)

1. [619 - Owner claims that their porch is sinking from construction. Jess notified the resident to talk with their insurance company if they want to create a claim.](#)
2. [731 – Owner thinks that their sump pump is running more frequently than it did prior to construction. No action needed at this time.](#)
3. [Rip Rap at DNR culvert has been moved. SEH sent updated photos to the DNR to close out the permit.](#)

#### B. Contractor Payments

1. Currently 1% retainage (\$31,491.31) is being withheld until punchlist is complete and final documentation from Contractor is received.

#### C. Project Closeout

1. Finalize remaining construction
2. Collect closeout documents from Contractor
3. Project Acceptance by City Council – [Project may be accepted by City Council after all punch list work is complete and after the assessment hearing. SEH will confirm final quantities with USA prior to the assessment hearing.](#)
4. Calculate special assessments based on final pay application quantities (anticipated final quantities) and order assessment hearing. [SEH will finalize the assessments and send to the City.](#)
  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. Confirmed last meeting that the PUC is paying for all water improvements on 9<sup>th</sup>.
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. Any City Admin costs to include in assessments and overall project cost? No additional costs to include.
7. Feasibility did not include the following:
  - (1) 3<sup>rd</sup> street sanitary or water costs/assessments – Not part of feasibility study and preliminary assessment hearing, the City will not assess for this.
  - (2) 9<sup>th</sup> avenue sanitary costs/assessments - Not part of feasibility study and preliminary assessment hearing, the City will not assess for this.
5. File proposed assessments with City
6. Post notice of Assessment Hearing in Proctor Journal – September 19<sup>th</sup> (14 day minimum notice)
7. Mail notices for Assessment Hearing – Mail prior to September 24<sup>th</sup> (2 week notice required)
8. Assessment Hearing – Tuesday October 8<sup>th</sup> adoption of assessments by City Council
  1. SEH will prepare a sign in sheet, powerpoint, agenda, cost/assessment summary for each street
9. 30 Day appeal period – October 8<sup>th</sup> to November 7<sup>th</sup>.
  1. Property Owners must submit written and signed objection and file with City clerk prior to the assessment hearing or present their objection at the hearing.
  2. Owner may appeal to district court by serving notice of appeal upon the mayor or clerk within 30 days after the adoption of the assessment and file within 10 days after service upon the mayor or clerk
10. Assessments levied to County – by November 30<sup>th</sup>
11. Assessment Period per City policy up to 15 years
  1. State Statute - not to exceed 30 years
  2. City Policy – By resolution up to 2% over the interest rate of a 10 yr GO Bond rounded to nearest one half percent

## II. Ugstad Utility Extension

- A. Existing right-of-way mapping has been completed. SEH is working towards 90% plans for City review.
- B. 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 (possibly de minimis / temporary only)
  4. MDH watermain extension permit
  5. WLSSD/MPCA Sewer extension permit

## III. PUC Items

- A. Water Tower
  1. Remaining work items:
    1. Moving electrical
    2. Mixer installation

## 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 sent Tyler updates for sanitary GIS updates.
- E. PUC is still pulling together this information. It will likely be ready over the winter months.
- F. SEH will include wetland boundaries from NWI database as a layer in the GIS system.

**V. School District Plan Review**

- A. The School District hired NCE to assist with stormwater treatment design needs for the hockey arena. NCE has been working on this design. Jess is expecting an update over the next month.
- 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 work is complete
- B. 1,262 total services
  - 1. 637 privately owned services identified (curb stop to building)
    - 1. Of which 15 identified as galvanized requiring replacement
  - 2. 448 Utility owned services identified (main to curb stop)
- C. Next Steps – MDH will review the inventory and provide instructions to the City to notify those with an unknown service line or a galvanized line requiring replacement.

**VII. Munger Trail Spur**

- A. The most current route option runs through Duluth to Boundary Avenue near Hwy 2.
  - 1. Preliminary routing review. Matt sent out updated layout plan & profile sheets depicting design constraints to the trail group last month.
  - 2. Any updates from the City? Jess will reach out to the group to plan for next steps.
    - 1. The City has a vote on the upcoming ballot for implementing a sales tax for the trail connection.
- 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. Updated layout & cost estimate with added ADA parking near the restroom facility.
    - 1. SEH provided two layouts. The City would like to proceed with layout #2 with a full turnaround for the parking access. The layout will limit improvements at the restroom facility as future restroom facility upgrades would be a future project.
  - 2. Covid funding (\$50k) – City needs to spend portion of the funding in 2024 to retain the funds.
  - 3. 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. Storm Water Utility – No updates.

1. The City plans to include water, sanitary sewer, storm sewer, and electrical in the rate study.
- C. 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.
- D. Pionk Drive Utility Extensions –
1. Tina Smith & Amy Klobuchar Application – [The City received confirmation that our project will not be funded this year.](#)
  2. Jess forwarded the existing easement documents to SEH.
  3. [USACE Section 569 Grant – Applications for 2026 funding are opening up. Jess forwarded an email to SEH. Letters of support will be required.](#)
- E. 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 provided a sketch with proposed route and needs for Phase 2 of the project.](#)
    1. [Trail is anticipated to be a narrow path \(~3 feet wide\)](#)
    2. [2 locations will likely require a boardwalk to traverse over wet areas](#)
    3. [2 locations will likely need some type of bridge to traverse over wet areas](#)
      - (1) [SEH will reach out to the City of Duluth for contractors that have worked on similar trail builds.](#)
- F. 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. [Tyler has been in contact with SWCD for existing storm related information. Does the City have any record information for the requested storm structures and piping? The City is looking into as-built information for the locations requested. SEH will notify SWCD that the City is looking into the request.](#)
- G. 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.](#)
- H. County Crack/Chip Seal
1. 2025 City needs
    1. [Crack Seal request sent to SLC - Kirkus Street, Waterview Drive, Kingsbury development](#)
    2. [Striping – Westgate, Kirkus, 2<sup>nd</sup> Street \(from 5<sup>th</sup> Ave. to 9<sup>th</sup> Ave\) – Send to Tanja at SLC](#)
      - (1) [Rick and Megan will fill out the form](#)
    3. [Jess has drafted a resolution for the City to enter into an agreement with the County for the projects.](#)
- I. 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.](#)



- J. 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.
  
  - K. 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 send the questions to Rick](#).
  
  - L. 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](#).
  
  - M. 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. Revised Cost and Layout sent to City for review last week. [No comments and nothing else is needed at this time](#).
  
  - N. MPCA Kingsbury Creek TMDLs – Regular meetings. [Jess will plan on virtually attending to see if anything is needed from SEH](#).
- ix. **Next Meeting** – [October 10<sup>th</sup> @ 10:00 a.m.](#)

“PMUD” PLANNED MIXED USE DEVELOPMENTS

\*2A

155.180	Purpose
155.181	Public Benefit
155.182	General Requirements
155.183	Application Procedure
155.184	Changes and Amendments
155.185	Time Limit on Approved Planned Mixed-Use Developments
155.186	Effect of Approval of a Planned Mixed-Use Development
155.187	Zoning Map Designation

**155.180 PURPOSE.**

A Planned Mixed-Use Development, hereafter referred to as a PMUD, is intended to encourage a more efficient and creative use of land and development; more efficient and effective use of streets, utilities, and public services; protection of natural resources; and more efficient and effective provision of recreational, public, and open space than can be achieved through conventional development procedures.

**155.181 PUBLIC BENEFIT.**

A PMUD must provide public benefits to the surrounding neighborhood and to the city above and beyond what can be reasonably achieved by application of the zoning provisions applicable to the underlying zoning district. The nature and scale of public benefit shall be determined by the City and include, but not be limited to:

- (A) Preservation and enhancement of natural systems and resources, topography, vegetation, and other natural features.
- (B) Provision of a variety of housing and community types.
- (C) Provision of recreational amenities including trails and parks.
- (D) Provisions of pedestrian and non-motorized travel facilities.
- (E) Use of design, landscape, or architectural features to create pleasing environment or other special development features.
- (F) Elimination of blighted structures or incompatible uses through redevelopment or rehabilitation.
- (G) Improved business and commercial development to enhance the local economy and strengthen the tax base.
- (H) Enhanced efficiency in the provision of utility services, public infrastructure, or public services.
- (I) Provision of green infrastructure or enhancement of energy efficiency and environmental design, operation, and maintenance of buildings and properties.
- (J) Preservation and enhancement of historical or cultural resources that contribute significantly to the character of the city.
- (K) Provision of mixed-use development.

**155.182 GENERAL REQUIREMENTS.**

- (A) The PMUD must be platted.
- (B) The PMUD shall be consistent with the Proctor Comprehensive Plan.

- (C) A PMUD may be allowed in any zoning district in the City of Proctor.
- (D) All permitted and conditional uses listed in the underlying specific district are allowed in a PMUD.
- (E) Where residential units are provided as part of the PMUD, regardless of underlying district, they may be single-family, two-family, multi-family dwellings, or any other type and arrangement of dwelling permitted in the city. The development of multiple types of residential development is strongly encouraged.
- (F) Where the underlying district is a residential zoning district, a PMUD may integrate commercial, institutional, and services uses designed and intended to serve the residents of the PMUD and surrounding neighborhood.
- (G) The tract of land to be developed as a PMUD must be under single ownership or control. The property included in the PMUD shall be planned and developed as a single unit.<sup>1</sup>
- (D) There is no minimum land size requirement for a PMUD, except in the S-1 and R-1 zoning districts where the minimum shall be 5 acres of contiguous land<sup>2</sup> Applicants must demonstrate that the PMUD is of sufficient size and scope for the size or the property to achieve the public benefits described in section 155.181<sup>3</sup>
- (E) The inclusion of mixed uses and multiple uses within a PMUD is strongly encouraged.
- (F) A PMUD must achieve a greater site design and public benefit. A PMUD may not be simply used as a method to avoid zoning regulations or subdivision regulations such as required setbacks, minimum lot size or public frontage requirements.
- (G) The City Council shall have the authority in approving any PMUD to alter, improve, or create anew any provisions of the Proctor Zoning Regulations or Subdivision Regulations as they apply to the proposed PMUD.
- (H) The PMUD shall be designed to create a unified environment within the PMUD boundaries by ensuring compatibility of all structures, efficient vehicular and pedestrian circulations, aesthetically pleasing landscape and site features, and design and efficient use of utilities.
- (I) More than one building may be placed on one lot in a PMUD.
- (J) Common open space must be used for amenity or recreational purposes. Parking areas and traffic corridors shall not be considered an approved use of common open space. The uses authorized for common open space must be appropriately scaled to the size and use of the PMUD.

## **155.183 APPLICATION PROCEDURE**

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<sup>1</sup> Chair Aldridge would like discussion on single vs. corporate ownership. He would like to know all of the owners. Might we consider a conflict-of-interest question on the application

<sup>2</sup> Changed to 5 acres as commission requested.

<sup>3</sup> 3 Commissioner Boysen noted this might be eliminated since there is a 5 acre min. City Adm Rich comments what if an applicant attempts to try to get too much in the 5 acres and the development doesn't comply with the benefit/standards

(A) Pre-Application Conference. Prior to applying for a PMUD, the applicant shall participate in a pre-application conference with city staff. The purpose of the pre-application conference is to allow city staff to review and provide comments on the suitability of the development concept as a PMUD, as well as to provide guidance to application on the procedures and standards for PMUD approval.

(B) Preliminary PMUD Plan. An application for a PMUD shall be filed with the City on forms provided by the City. All formal applications for a PMUD shall include at least the following information:

(1) General Information.

- (a) Applicant's name, address, information and interest in the property.
- (b) Owner's name, address, contact information, if different than the applicant, and the owner's signed consent to filing the application.
- (c) ~~Parcel ID~~<sup>4</sup> ~~Street address~~ and legal description of the property.
- (d) Zoning classification and present use of the property.
- (e) Proposed title of the project and the names, addresses, contact information of the architect, landscape architect, planner or engineer on the project.

(2) Development Plan. A professionally prepared development site plan shall be drawn at sufficient scale to show required details and contain at least the following information, unless determined not applicable by the ~~City~~  
~~Administrator~~<sup>5</sup> ~~Zoning Administrator~~.

- (a) Location, dimensions, and total area of the site.
- (b) Site conditions and existing development on the site and adjacent properties.
- (c) Wetlands, streams, and other significant natural features.
- (d) Proposed density, type, use, and size of all proposed buildings and structures.
- (e) Proposed use of all areas of the site.
- (f) All public streets, entrance and exit drives, and walkways, and trails.
- (g) Parking areas.
- (h) Landscaped areas and landscaped types.
- (i) Parks and open spaces and common areas.
- (j) Generalized drainage and utility plans.
- (k) Location and intensity of lighting.
- (l) Location and purpose of rights-of-way or easements.

(3) Utility Plan completed by a Professional Engineer showing the location and size of all on-site utilities and proposed connections to city water and sewer mains and any required extensions to city water and sewer mains and easements as well as stormwater runoff calculations for both the predevelopment and post development conditions of the site.

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<sup>4</sup> Asst. Mega Muzzuco suggested we ask for the parcel id rather than address as sometime known right away.

<sup>5</sup> Proctor does not have a zoning administrator

- (4) Information sheets of the following:
    - (a) Proposed densities.
    - (b) Total area of each type of land use.
    - (c) All proposed modifications of requested zoning district requirements.
  - (5) A statement showing how the PMUD will meet the stated purposes and objectives of the Comprehensive Plan and this section of the Zoning Regulations.
  - (6) A staging plan showing how, when and where development will occur and the number of dwelling units and square footage of non-residential structures to be constructed in each stage.
  - (7) Any deed restrictions, covenants, agreements, and articles of incorporation and bylaws of any proposed homeowners' association or other documents or contracts which control the use of maintenance of property covered by the PMUD.
  - (8) At the discretion of the **City Staff and/or City Engineer<sup>6</sup> Zoning Administrator**, the applicant shall submit a traffic study containing, at the minimum, the total and peak hour trip generation for site at full development, the effect of such traffic on the level of service of nearby and adjacent streets and intersections, and total parking requirements.
- (C) Final PMUD Plan. The final development for a PMUD shall contain the following:
- (1) Final site plan drawn to scale showing the location of all structures including their placement, size and type as well as streets, parking areas and stall arrangement, pedestrian facilities, parking calculations, designed outdoor recreation areas, and common areas.
  - (2) Landscape plan showing the location, size and species of plant materials and all non-vegetative landscape features.
  - (3) Building plans at a level of detail sufficient to allow parking calculations to be made and building elevation drawings showing architectural details and proposed building materials.
  - (4) Final staging plan, if staging is proposed, indicating the geographical sequence and timing of development of the PMUD or portions thereof, including the estimated date of beginning and completion of each stage.
  - (5) Any other information which the City, in its sole discretion, may require to fully present the intention and character of the PMUD.
- (D) Review Procedure. Each PMUD shall require preliminary and final approval. At the City's discretion, the preliminary and final PMUD approvals may be processed concurrently.
- (1) Upon receipt of a complete application for a preliminary PMUD, the application shall be reviewed by city staff and a report concerning the

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<sup>6</sup> Again, no zoning administrator. City staff will be reviewing the pre-application and can discuss the need for a traffic study. Zoning Commission can always ask for one if they feel appropriate in the final review.

application shall be submitted to the planning commission for its consideration.

(2) The Planning Commission shall hold a public hearing and make a recommendation to the City Council after a complete application is received by the City. If the Planning Commission fails to deliver a timely recommendation to the City Council, the City Council may then consider the preliminary PMUD without the Planning Commission's recommendation.

(a) Notice of the time, date, and Notice of the time, place and purpose of the public hearing shall be published in the official newspaper at least ten days prior to the day of the hearing. Notice shall also be mailed at least ten days before the day of the hearing to each owner of affected property and the owners of property situated wholly or partly within ~~1000~~ 350 feet of the property affected by the PMUD<sup>7</sup>. For purposes of giving mailed notice, owners shall be those as show to be such on the records of the St. Louis County Auditor. The failure to give mailed notice to individual property owners or defects in notice shall not invalidate the proceedings, provided a bona fide attempt to comply with this notice provision has been made. Notice of a hearing for any special use permit affecting any property in a Shoreland or Floodplain District shall be mailed to the Commission of Natural Resources of the State of Minnesota at least 15 days prior to any such hearing.

(b) **Sign Notice.** Sign notice means a sign with minimum dimensions of 24 in. by 30 in. posted as close as reasonable possible to each street frontage on the applicant's property with the text between 3 ft. and 5 ft. above grade level, with a title line reading 'Planning and Zoning Commission Notice' in letters at least 3 in. tall and with the remainder of the text in letters at least ½ in. tall. Each sign must be posted at least two weeks before the date of the public hearing and must remain in place and legible through the date of the public hearing as shown on the sign. If the sign will not be legible at the stated height due to snow accumulations it may be placed higher, but at the lowest elevation that will be legible to the public. If snow obscures the sign during the posting period, the snow shall be removed and/or the sign shall be relocated so as to be legible within 24 hours after snowfall ends. Evidence produces at or before the public hearing that one or more of the required signs were not in place or legible throughout that period shall be grounds for postponement of the public hearing and a requirement to repost the property. Required signs may not be posted in any portion of the public right-of-way<sup>8</sup>.

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<sup>7</sup> Section 155.355 Notice in current code calls for ten (10) days and 350'. Commission to consider being consistent or changing specifically for PMUD

<sup>8</sup> Commission Boysen, Asst. Muzzuco and Adm. Rich recommend a discussion on the needs for Sign Notice when the city is already publishing and mailing notices.

(c) Required Applications. Sign notice postings shall be required for all Subdivision applications. **The creation and posting of the signs shall be the responsibility of the applicant.**

(d) Content of Notice. Each required notice shall include the following information:

- (1) The name of the applicant
- (2) The address of the property
- (3) A narrative description of the project including the proposed land uses, size (in square feet) and height (in feet and stories) of any proposed buildings or building expansions
- (4) The type of permit or approval being sought
- (5) Contact information where additional information can be obtained from the applicant (which may be an address, telephone number, web site, or e-mail address of other electronic site or method)
- (6) Contact information for the assigned city staff member
- (7) The date, time and place of the public hearing.

(2) The City Council, by resolution, may approve the preliminary PMUD plan in whole or in part, may approve the preliminary PMUD plan in whole or in part, may approve subject to conditions, may deny, or may defer consideration of the preliminary PMUD plan for further study to a later date.

(3) When a preliminary PMUD plan has been denied by the City Council, the owner or applicant may not reapply for the same or similar development on the same property for the six-month period following the date of denial.

(4) The final PMUD development plan shall be submitted for approval within 365 days after the City Council approval of the preliminary PMUD plan unless a written request for a time extension is submitted by the applicant and approved by the City Council.

(5) The final PMUD shall be considered according to the following procedure:

(a) City staff shall review the final PMUD plan and make a report of its findings recommendations to the Planning Commission for its consideration following receipt of the final PMUD plan.

(b) The Planning Commission shall consider the staff report, other applicable data, and testimony and shall submit its recommendation to the City Council. If the Planning Commission recommends approval of the final PMUD plan, it shall find that the final PMUD plan is in substantial compliance with the preliminary PMUD plan and the comprehensive plan.

(c) The Planning Commission shall refer its recommendation on the final PMUD to the City Council. If the Planning Commission fails to deliver a recommendation to the City Council, the City Council may then consider the preliminary PMUD without the Planning Commission's recommendation.

(d) The City Council shall consider the final PMUD plan. If the City Council deems it necessary, it may set a public hearing for consideration of the final PMUD plan. The City Council may deny the final PMUD plan or may approve by resolution the final PMUD plan in whole or in part.

(E) Development Agreement

(1) The City may, at its sole discretion, require the owner and developer of a proposed PMUD to execute a development agreement which may include, but not be limited to, all requirements of the final PMUD plan, agreements on utilities, roads, and other infrastructure as a condition to approval of a final PMUD.

(2) The development agreement may require the developers to provide an irrevocable letter of credit or performance bond in favor of the City.

**155.184 CHANGES AND AMENDMENTS**

(A) Minor changes that do not substantively alter the approved Final PMUD in terms of density, land usage, height, parking and loading, provision of open space, or the physical relationship of the elements of the development may be authorized by the Planning Commission. Minor changes include minor changes in the following:

- (1) Location of buildings
- (2) Open space
- (3) Parking
- (4) Reconfiguration of the footprint or massing of buildings
- (5) Realignment of minor streets

(B) Major changes that do substantively change individual elements of the Final PMUD, such as the exact use, square footage or height of individual buildings, the location and size of parking and loading facilities, the location, size and configuration of open spaces, and design or roadways, of the phasing elements of the project. Major changes shall require a public hearing before the Planning Commission and approval by the City Council.

(C) Substantial deviations from the Final PMUD are such changes that considerably alter the character of the PMUD as a whole, including but not limited to significant changes to the land included within the PMUD, the total amount of development within the PMUD, the balance of residential and non-residential uses, the amount of open space provided, or the conceptual layout of buildings, public spaces, and circulation systems, and phasing. Substantial deviations shall require a new PMUD application

**155.185 TIME LIMIT ON APPROVED PLANNED MIXED-USE DEVELOPMENT**

No PMUD approval shall be valid for a period longer than 365 days unless a Building Permit is issued. However, upon written request of the applicant, the 365 day period may be extended by the City Council for such time as it shall be determined and for good cause shown, without further hearing.

**155.186 EFFECT OF APPROVAL OF A PLANNED MIXED USE DEVELOPMENT**

The approval of a final PMUD by the City Council shall not authorize the development, construction, reconstruction, alteration or moving of any building or



structure, but shall merely authorize the preparation, filing, and processing of applications for such permits or approvals as may be required by the regulation of the City, including, but not limited to a building permit and a Certificate of Occupancy.

**155.187 ZONING MAP DESIGNATION**

Upon approval of the final PMUD, the PMUD boundaries shall be noted on the official zoning map as it is amended from time to time. The map shall include a numbered reference to the final PMUD on file with the City.

DRAFT



6A

100 Pionk Drive  
Proctor, MN 55810  
(218) 624-4055  
[puc@proctormn.gov](mailto:puc@proctormn.gov)  
[www.proctormn.gov](http://www.proctormn.gov)

## MEMORANDUM

DATE: September 26, 2024  
TO: Proctor City Council  
FROM: Proctor Public Utilities Commission Secretary Charliene Jones  
SUBJECT: PUC Commissioner recommendation

Proctor Public Utilities Commission held a special meeting on Wednesday, September 25, 2024 at 3:00 pm with the purpose of conducting interviews for the open PUC Commissioner seat, due to the expiration of Commissioner Bingaman's term. Present at the meeting and sitting on the interview panel were Acting Commission Chair Troy DeWall and Commissioner Derek Pederson, along with City Administrator Jess Rich, Mayor Chad Ward, Building Official Jay Boysen, and PUC Commission Secretary/Operations Manager Charliene Jones.

The panel interviewed three candidates individually: Anthony Wood, Eric Bingaman, and Korey Halverson. The same questions and rating system were used for each candidate. The panel unanimously scored Eric Bingaman as the highest ranking candidate, having the most utility background, knowledge and experience; therefore, the PUC Commission recommended that Council re-appoint Eric Bingaman to the open PUC Commission seat.



6B

**CITY COUNCIL AGENDA DATE:** October 7, 2024

**TO:** Proctor City Council

**FROM:** Finance Director, Leslie Brunfelt

**SUBJECT:** 2024 Budget Amendment

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION – Approve Resolution 57-24: A RESOLUTION AMENDING 2024 GENERAL FUND BUDGETS TO REFLECT THE USE OF THE 2023 PUBLIC SAFETY GRANT AND INCREASED 2024 POLICE STATE AID FOR THE PURCHASE OF TASER EQUIPMENT AND TRAINING.**

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**BACKGROUND**

TASER purchases (equipment and training) were originally proposed for the 2025 and future Police Budgets. Current taser equipment is outdated and obsolete. To have consistent training and safety procedures, it is necessary to replace all the TASERs at one time rather than one or two per year as budgeted. The additional funds from the 2023 Public Safety Grant and Police State Aid that came in higher than budgeted afforded the opportunity to make this important safety purchase and not affect future Police budgets. The amount budgeted for tasers in 2025 will be reallocated to purchase rifles.

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**SOURCE OF FUNDS (if applicable)** 2023 Public Safety grant and 2024 Police State Aid

**ATTACHMENT –** Resolution 57-24 TASER quote for \$34,823.20 for 7 TASER and training.

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 57-24

### **A RESOLUTION AMENDING 2024 GENERAL FUND BUDGETS TO REFLECT THE USE OF THE 2023 PUBLIC SAFETY GRANT AND INCREASED 2024 POLICE STATE AID FOR THE PURCHASE OF TASER EQUIPMENT AND TRAINING.**

WHEREAS, the City of Proctor is committed to ensuring the safety of its officers and the public by maintaining up-to-date public safety equipment and training; and

WHEREAS, the City of Proctor's current TASER equipment is outdated and obsolete, and it is recommended to replace all TASER equipment at one time for optimal and consistent training and safety; and

WHEREAS, the purchase of new TASER equipment and associated training was originally proposed for the 2025 police budget, but available funds from the 2023 Public Safety Grant and higher-than-expected Police State Aid allows for this purchase to be made in 2024 without impacting future police budgets; and

WHEREAS, the amount budgeted for TASER equipment in the 2025 police budget can be reallocated for other necessary police equipment, including the purchase of rifles; and

WHEREAS, the City of Proctor has received a quote under the State of Minnesota Cooperative Purchasing Program for the purchase of seven (7) new TASER units and associated training in the amount of \$34,823.20, and this expenditure could be funded with the remaining Public Safety Grant and the increase in the 2024 Police State Aid;

NOW, THEREFORE, BE IT RESOLVED that City Council of the City of Proctor approves the purchase of seven (7) TASERs in the amount of \$34,823.20; and

BE IT FURTHER RESOLVED that the funds necessary to complete this purchase will come from the remaining \$8,287 of the 2023 Public Safety Grant; and

BE IT FURTHER RESOLVED additional funds will come from the 2024 General Fund Budget as hereby amended:

1. Increase Police State Aid Revenue from \$60,000 to \$87,200 based on the actual amount received.
2. Increase Police Safety Supplies from \$3,244 to \$29,791 to cover the cost of the TASER purchase

Adopted by the City Council of the City of Proctor on the 7<sup>th</sup> day of October 2024.

BY:

Chad Ward  
Mayor

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 = 10/07/2024

# General Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>ADMAX DISPLAYS INC.</b>				
41208	DULUTH CHAMBER MAP AD	09/26/2024	800.00	100-15-115-3040 Advertising
Total ADMAX DISPLAYS INC.:			800.00	
<b>ALEX AIR APPARATUS 2 LLC</b>				
8675	AIR QUALITY TEST & CS ANNUAL SERVICE	09/09/2024	988.05	100-20-220-3000 Professional Services
Total ALEX AIR APPARATUS 2 LLC:			988.05	
<b>AMERICAN FAMILY LIFE ASSURANCE</b>				
PR0908241	AFLAC AFLAC PRE TAX Pay Period: 9/8/2024	09/13/2024	42.14	100-00-000-2175 Payroll Deductions Pa
PR0922241	AFLAC AFLAC PRE TAX Pay Period: 9/22/2024	09/27/2024	42.14	100-00-000-2175 Payroll Deductions Pa
Total AMERICAN FAMILY LIFE ASSURANCE:			84.28	
<b>BRENT'S BIFFIES</b>				
89446	BIFFIES FOR PLAYGROUND	08/30/2024	110.50	100-40-410-3000 Professional Services
89447	BIFFIES FOR PLAYGROUND	08/30/2024	336.00	100-40-410-3000 Professional Services
Total BRENT'S BIFFIES:			446.50	
<b>CENTURYLINK</b>				
9.10.24.1707	ALARM SYSTEM - WESTGATE LIFT STATION	09/10/2024	46.96	500-50-510-3021 Telephone
9.10.24.333847	ALARM SYSTEM - ALMAC LIFT STATION	09/10/2024	46.84	500-50-510-3021 Telephone
Total CENTURYLINK :			93.80	
<b>CINTAS</b>				
5229181457	FIRST AID SUPPLIES	09/10/2024	45.30	100-30-300-2214 Safety Items
Total CINTAS:			45.30	
<b>DENNYS LAWN &amp; GARDEN</b>				
354880	RIDING MOWER	08/01/2024	2,379.15	100-40-410-5580 Other Equipment Purc
Total DENNYS LAWN & GARDEN:			2,379.15	
<b>ELAN CORPORATE PAYMENT SYSTEMS</b>				
0090494	DIESEL EXHAUST FLUID	09/17/2024	18.84	100-30-300-2212 Fuels & Lubricants
09242024	COWBOY JACK'S - LEMASTERS TRAINING EXPENSES	09/24/2024	24.36	100-20-210-3031 Travel & Lodging Expe
09252024	COFFEE	09/30/2024	18.98	100-10-120-2210 Operating Supplies
112-0737696-3	OFFICE SUPPLIES	09/26/2024	56.60	100-20-210-2205 Office Supplies
112-8633958-9	AMAZON - RIEBEL UNIFORMS	09/12/2024	68.43	100-20-210-2217 Clothing
112-8670423-5	CLEANING SUPPLIES	09/25/2024	17.18	100-10-130-2211 Cleaning Supplies
154280928	MARCOS - LEMASTERS TRAINING EXPENSES	09/23/2024	33.96	100-20-210-3031 Travel & Lodging Expe
172602	BRADLEYS - RIEBEL UNIFORM ALLOWANCE	09/11/2024	50.39	100-20-210-2217 Clothing
236950567	SPIRIT VALLEY LAUNDRY - LEMASTERS PATCHES	09/30/2024	11.16	100-20-210-2217 Clothing
25398 11 9344	MENARDS - EVIDENCE COLLECTION BOX	09/30/2024	152.39	100-20-210-2210 Operating Supplies
276169	MURPHY'S - LEMASTERS TRAINING EXPENSES	09/25/2024	35.64	100-20-210-3031 Travel & Lodging Expe

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
333222166	WINGATE - LEMASTERS TRAINING EXPENSES	09/26/2024	357.00	100-20-210-3031 Travel & Lodging Expe
3957764	SKIDSTEER FUEL KWIK TRIP	09/24/2024	55.35	100-30-300-2212 Fuels & Lubricants
68209	CONFERENCE HOTEL	09/12/2024	343.36	100-15-115-3012 Meeting Expense
9-18-24FD	GAS TO ATTEND CHIEFS MEETING IN VIRGINIA	09/18/2024	61.06	100-20-220-2212 Fuels & Lubricants
953423	KWIK TRIP - LEMASTERS TRAINING EXPENSES	09/26/2024	40.03	100-20-210-3031 Travel & Lodging Expe
AAA4LMHGAJ	DQ - LEMASTERS TRAINING EXPENSES	09/26/2024	15.12	100-20-210-3031 Travel & Lodging Expe
GPA.3349-815	GOOGLE PLAY - BLUE IRIS SOFTWARE	09/11/2024	10.88	100-20-210-3009 Computer Services
GPA.3387-464	GOOGLE PLAY/BLUE IRIS	09/20/2024	10.88	100-20-210-3009 Computer Services
WR24034288	BLAUER - MOSHER UNIFORMS	09/29/2024	69.36	100-20-210-2217 Clothing
Total ELAN CORPORATE PAYMENT SYSTEMS:			1,450.97	
<b>EQUI-VEST</b>				
PR0922241	EQUITABLE EQUITABLE Pay Period: 9/22/2024	09/27/2024	369.40	100-00-000-2175 Payroll Deductions Pa
Total EQUI-VEST:			369.40	
<b>EVERLAST REHAB</b>				
24117	ANNUAL SEWER MAINT WORK REHAB MANHOLES CHIMNEY TO BOTTOM	10/03/2024	9,950.00	500-50-510-3015 Contractor
Total EVERLAST REHAB :			9,950.00	
<b>FIRE INSTRUCTION RESCUE EDUC</b>				
7065	DEVIN SAM PAUL FF1 FF2 HAZMAT CLASS	09/23/2024	4,500.00	100-20-220-3035 Training Expense
Total FIRE INSTRUCTION RESCUE EDUC:			4,500.00	
<b>FIRST WITNESS CHILD ADVOCACY CENTER</b>				
09182024	I STAND WITH KIDS DONATION - POLICE FORFEITURE FUNDS	09/18/2024	1,000.00	100-10-110-3095 Council Approved - PD
Total FIRST WITNESS CHILD ADVOCACY CENTER:			1,000.00	
<b>FRYBERGER LAW FIRM</b>				
06690.000060.	GENERAL MATTERS	09/10/2024	2,686.50	100-10-160-3004 Legal Fees
06690.000062.	SD PROJECT	09/16/2024	2,116.00	830-80-800-3004 Legal Fees
Total FRYBERGER LAW FIRM:			4,802.50	
<b>GREAT AMERICA FINANCIAL SERVICE</b>				
37525903	AGREEMENT 007-1813067-000 - BIZHUB C360I COPIER	09/25/2024	172.58	100-20-210-4400 Repairs & Maintenanc
37525904	AGREEMENT 009-1813070-000 - BIZHUB C360I COPIER	09/25/2024	172.58	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVICE:			345.16	
<b>GRUSSENDORF NURSERY INC</b>				
0025842	3 YARDS TOPSOIL	09/18/2024	174.00	500-50-510-2210 Operating Supplies
Total GRUSSENDORF NURSERY INC:			174.00	
<b>GUARDIAN PEST CONTROL INC</b>				
2600165	CITY HALL PEST CONTROL	09/30/2024	85.00	100-10-130-4406 Pest Control
Total GUARDIAN PEST CONTROL INC:			85.00	
<b>HARTELS/DBJ DISPOSAL COMPANY</b>				
1177852	TRASH REMOVAL SERVICES - CITY OF PROCTOR	09/25/2024	454.14	100-10-130-3084 Refuse Disposal
1177852	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	09/25/2024	257.28	100-30-300-3084 Refuse Disposal

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total HARTELS/DBJ DISPOSAL COMPANY:			711.42	
<b>INTEGRIS LLC</b>				
567003	MONTHLY BILLING	09/11/2024	3,283.88	100-10-120-3009 Computer Services
570406	OFFICE 365	09/30/2024	277.50	100-10-120-3009 Computer Services
Total INTEGRIS LLC:			3,561.38	
<b>JP COOKE CO</b>				
850772	PET LICENSES	09/25/2024	161.95	100-20-210-2210 Operating Supplies
Total JP COOKE CO:			161.95	
<b>KTM COMPANIES</b>				
224-3465	ASPHALT PATCHES AFTER CULVERT REPLACEMENTS	09/12/2024	8,500.00	500-50-510-3015 Contractor
Total KTM COMPANIES :			8,500.00	
<b>LAW ENFORCEMENT LABOR SERVICES</b>				
PR0908241	LELS DUES POLICE UNION DUES Pay Period: 9/8/2024	09/13/2024	423.00	100-00-000-2177 Union Dues Payable
Total LAW ENFORCEMENT LABOR SERVICES:			423.00	
<b>LESLIE BRUNFELT</b>				
09132024	CIVIC SYSTEMS SYMPOSIUM MILEAGE	09/13/2024	332.32	100-10-150-3031 Travel & Lodging Expe
09132024	CIVIC SYSTEMS SYMPOSIUM HOTEL	09/13/2024	308.66	100-10-150-3031 Travel & Lodging Expe
09132024	CIVIC SYSTEMS SYMPOSIUM MEALS	09/13/2024	24.86	100-10-150-3031 Travel & Lodging Expe
Total LESLIE BRUNFELT:			665.84	
<b>LOCAL #31-IBEW</b>				
PR0908241	IBEW DUES PUC UNION DUES Pay Period: 9/8/2024	09/13/2024	119.98	100-00-000-2177 Union Dues Payable
PR0922241	IBEW DUES PUC UNION DUES Pay Period: 9/22/2024	09/27/2024	119.98	100-00-000-2177 Union Dues Payable
Total LOCAL #31-IBEW:			239.96	
<b>MEDIACOM</b>				
9-9-24FD	INTERNET FIREHALL	09/09/2024	209.41	100-20-220-3020 Communication
Total MEDIACOM:			209.41	
<b>MINNESOTA ENERGY RESOURCES</b>				
1762669253	0503508588-00001 CITY HALL	09/16/2024	659.19	100-10-130-3080 Utilities
177870931	0504812808-00001 GAS UTILITY FIRE HALL	09/16/2024	21.94	100-20-220-3080 Utilities
5065460059	0503508588-00001 CITY HALL	06/14/2024	834.59	100-10-130-3080 Utilities
517658310	052214174-00001 GAS BILL STREET GARAGE	09/16/2024	59.32	100-30-300-3080 Utilities
Total MINNESOTA ENERGY RESOURCES:			1,575.04	
<b>MN DEPT OF LABOR &amp; INDUSTRY</b>				
SEPTEMBER1	BUILDING PERMIT SURCHARGE	09/23/2024	44.50	100-10-180-4442 State Bldg Permit Sur
Total MN DEPT OF LABOR & INDUSTRY:			44.50	
<b>MNIT SERVICES</b>				
DV24080439	MNIT SERVICES	09/11/2024	101.38	100-20-210-4433 Dues & Subscriptions

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total MNIT SERVICES:			101.38	
<b>MOTOROLA</b>				
1411118125	RADIOS/ANNUAL DEVICE LICENSE/SUPPORT	09/12/2024	195.00	100-20-210-3020 Communication
Total MOTOROLA :			195.00	
<b>NAPA AUTO PARTS OF W. DULUTH</b>				
988203	DOME LAMP	10/01/2024	3.33	100-20-220-2220 Supplies - Repair & M
Total NAPA AUTO PARTS OF W. DULUTH:			3.33	
<b>NORTHLAND CONSTRUCTORS OF DULUTH</b>				
21798	HOT MIX ASPHALT FOR PATCHING	09/24/2024	653.48	100-30-330-2224 Street Maintenance M
21807	HOT MIX FOR POTHOLES AND BLISTER PATCHES	09/30/2024	2,729.52	100-30-330-2224 Street Maintenance M
Total NORTHLAND CONSTRUCTORS OF DULUTH:			3,383.00	
<b>PROCTOR JOURNAL</b>				
38991	LABOR DAY CLOSING AD	08/28/2024	14.68	100-10-110-3052 General Notices & Pub
39064	ASSESEMENT HEARING	09/18/2024	116.04	100-10-110-3052 General Notices & Pub
39067	CITY COUNCIL MINUTES 7.15.24, 8.5.24, 8.19.24	09/18/2024	559.53	100-10-110-3052 General Notices & Pub
39080	INSURANCE SERVICES RFP	09/25/2024	52.85	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL:			743.10	
<b>PROCTOR POLICE DEPT UNION FUND</b>				
PR0908241	POLICE DUES POLICE UNION DUES-PROCTOR FUND Pay Period: 9/8/2024	09/13/2024	60.00	100-00-000-2177 Union Dues Payable
Total PROCTOR POLICE DEPT UNION FUND:			60.00	
<b>REDROCK PRECAST</b>				
POS3832	CULVERT	08/31/2024	330.00	525-50-530-2210 Operating Supplies
Total REDROCK PRECAST:			330.00	
<b>SHRED N GO INC _446138</b>				
172568	SHREDDING SERVICES	09/30/2024	93.93	100-10-120-3000 Professional Services
Total SHRED N GO INC _446138:			93.93	
<b>TEAMSTERS JC 32</b>				
PR0908241	HEALTH INSURANCE HEALTH INS SINGLE - LEGACY Pay Period: 9/8/2024	09/13/2024	466.50	100-00-000-2176 Health Insurance Pay
PR0908241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 9/8/2024	09/13/2024	419.88	100-00-000-2176 Health Insurance Pay
PR0908241	HRA HRA - REGULAR Pay Period: 9/8/2024	09/13/2024	1,200.00	100-00-000-2176 Health Insurance Pay
PR0908241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 9/8/2024	09/13/2024	2,379.12	100-00-000-2176 Health Insurance Pay
PR0908241	HRA HRA - STREET DEPT Pay Period: 9/8/2024	09/13/2024	400.00	100-00-000-2176 Health Insurance Pay
PR0908241	HEALTH INSURANCE HEALTH INS FAMILY - LEGACY Pay Period: 9/8/2024	09/13/2024	5,598.00	100-00-000-2176 Health Insurance Pay
PR0908241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 9/8/2024	09/13/2024	559.80	100-00-000-2176 Health Insurance Pay
PR0908241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 9/8/2024	09/13/2024	3,172.20	100-00-000-2176 Health Insurance Pay
PR0908241	HEALTH INSURANCE HEALTH INS TEAMSTER LEGACY Pay Period: 9/8/2024	09/13/2024	2,383.50	100-00-000-2176 Health Insurance Pay
PR0908241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay			



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
	Period: 9/8/2024	09/13/2024	119.18	100-00-000-2176 Health Insurance Pay
PR0908241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay	09/13/2024	675.32	100-00-000-2176 Health Insurance Pay
	Period: 9/8/2024			
PR0922241	HEALTH INSURANCE HEALTH INS SINGLE - LEGACY Pay	09/27/2024	466.50	100-00-000-2176 Health Insurance Pay
	Period: 9/22/2024			
PR0922241	HRA HRA - REGULAR Pay Period: 9/22/2024	09/27/2024	1,200.00	100-00-000-2176 Health Insurance Pay
PR0922241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period:	09/27/2024	419.88	100-00-000-2176 Health Insurance Pay
	9/22/2024			
PR0922241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period:	09/27/2024	2,379.12	100-00-000-2176 Health Insurance Pay
	9/22/2024			
PR0922241	HRA HRA - STREET DEPT Pay Period: 9/22/2024	09/27/2024	400.00	100-00-000-2176 Health Insurance Pay
PR0922241	HEALTH INSURANCE HEALTH INS FAMILY - LEGACY Pay	09/27/2024	5,598.00	100-00-000-2176 Health Insurance Pay
	Period: 9/22/2024			
PR0922241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period:	09/27/2024	559.80	100-00-000-2176 Health Insurance Pay
	9/22/2024			
PR0922241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period:	09/27/2024	3,172.20	100-00-000-2176 Health Insurance Pay
	9/22/2024			
PR0922241	HEALTH INSURANCE HEALTH INS TEAMSTER LEGACY Pay	09/27/2024	2,383.50	100-00-000-2176 Health Insurance Pay
	Period: 9/22/2024			
PR0922241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay	09/27/2024	119.18	100-00-000-2176 Health Insurance Pay
	Period: 9/22/2024			
PR0922241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay	09/27/2024	675.32	100-00-000-2176 Health Insurance Pay
	Period: 9/22/2024			
Total TEAMSTERS JC 32:			34,747.00	
<b>TEAMSTERS LOCAL UNION #346</b>				
PR0908241	TEAMSTER DUES PW UNION DUES Pay Period: 9/8/2024	09/13/2024	497.00	100-00-000-2177 Union Dues Payable
Total TEAMSTERS LOCAL UNION #346:			497.00	
<b>TROYS SERVICE</b>				
67731	2014 DODGE RAM 105 OIL/ROTOR/BRAKES	07/19/2024	455.29	100-20-210-4400 Repairs & Maintenan
68264	2023 TAHOE - SQUAD 123 / OIL CHANGE	09/13/2024	122.95	100-20-210-4400 Repairs & Maintenan
Total TROYS SERVICE:			578.24	
<b>TWIN PORTS COMPUTER</b>				
10191	IT SERVICES	08/02/2024	1,295.00	100-20-210-3009 Computer Services
Total TWIN PORTS COMPUTER:			1,295.00	
<b>UFCW LOCAL 1189</b>				
PR0908241	UFCW DUES UFCW LOCAL 1189 DUES Pay Period: 9/8/2024	09/13/2024	60.51	100-00-000-2177 Union Dues Payable
PR0922241	UFCW DUES UFCW LOCAL 1189 DUES Pay Period: 9/22/2024	09/27/2024	60.51	100-00-000-2177 Union Dues Payable
Total UFCW LOCAL 1189:			121.02	
<b>USA TOWING &amp; RECOVERY</b>				
18345755	STORAGE	09/24/2024	445.00	100-20-210-2210 Operating Supplies
Total USA TOWING & RECOVERY:			445.00	
<b>VC3 INC.</b>				
INV11211VC3	YEALINK HEADSETS	10/04/2024	138.79	100-10-120-3021 Telephone
INV11211VC3	YEALINK HEADSETS	10/04/2024	277.57	700-74-740-3021 Telephone
VC3-169742	VOICE ADVANTAGE PHONE SYSTEM	09/30/2024	202.54	100-10-120-3021 Telephone
Total VC3 INC.:			618.90	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>VIKING INDUSTRIAL CENTER</b>				
3295983	SAFETY ITEMS	09/10/2024	73.23	100-30-300-2214 Safety Items
Total VIKING INDUSTRIAL CENTER:			73.23	
<b>W.L.S.S.D.</b>				
09232024	3RD QUARTER CAF FEES	09/23/2024	902.40	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D.:			902.40	
<b>WHITE CAP</b>				
10020509090	RENTAL OF MASTIC TRAILER	09/10/2024	3,375.00	100-30-300-4410 Rentals
Total WHITE CAP:			3,375.00	
Grand Totals:			91,169.14	

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 = 10/07/2024

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 = 10/07/2024

# Liquor Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>HARTELS/DBJ DISPOSAL COMPANY</b>				
1177852	MOUNTAIN SPIRITS LIQUOR	09/25/2024	217.41	600-60-600-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY:			217.41	
<b>LAKESHORE ICE</b>				
04-404656	ICE	09/19/2024	32.40	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			32.40	
<b>PROCTOR JOURNAL</b>				
39100	NEWS STAND SALES	09/25/2024	12.70	600-60-600-2258 Misc Merchandise
Total PROCTOR JOURNAL:			12.70	
<b>SOUTHERN WINE &amp; SPIRITS</b>				
2528942	DELIVERY	09/13/2024	29.55	600-60-600-3033 Freight & Express
2528942	LIQUOR	09/13/2024	1,080.16	600-60-600-2251 Liquor Purchases
2531732	DELIVERY	09/20/2024	80.49	600-60-600-3033 Freight & Express
2531732	LIQUOR	09/20/2024	3,517.36	600-60-600-2251 Liquor Purchases
2534655	DELIVERY	09/27/2024	22.88	600-60-600-3033 Freight & Express
2534655	LIQUOR	09/27/2024	1,185.13	600-60-600-2251 Liquor Purchases
5116297	DELIVERY	08/30/2024	11.27	600-60-600-3033 Freight & Express
Total SOUTHERN WINE & SPIRITS:			5,926.84	
Grand Totals:			6,189.35	

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.
- Invoice Detail.GL account (3 Characters) = "600"

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>ARTISAN BEER COMPANY</b>				
3715305	BEER	09/27/2024	212.30	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			212.30	
<b>BERNICKS PEPSI</b>				
30120161	THC	09/25/2024	285.00	600-60-600-2255 THC Products
30120162	BEER	09/25/2024	4,995.40	600-60-600-2252 Beer Purchases
30120163	SODA	09/25/2024	57.30	600-60-600-2254 Soft Drinks & Mix
30120164	BEER	09/25/2024	13.08	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			5,324.62	
<b>BREAKTHRU BEVERAGE</b>				
117897206	SERVICE FEE	09/26/2024	10.18	600-60-600-3033 Freight & Express
117897206	LIQUOR	09/26/2024	589.67	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			599.85	
<b>JOHNSON BROTHERS INC</b>				
2631271	DELIVERY CHARGE	09/25/2024	5.82	600-60-600-3033 Freight & Express
2631271	LIQUOR	09/25/2024	302.64	600-60-600-2251 Liquor Purchases
2631272	DELIVERY CHARGE	09/25/2024	35.43	600-60-600-3033 Freight & Express
2631272	WINE	09/25/2024	1,236.24	600-60-600-2253 Wine Purchases
2631273	THC	09/25/2024	392.00	600-60-600-2255 THC Products
2633741	DELIVERY CHARGE	09/27/2024	59.96	600-60-600-3033 Freight & Express
2633741	LIQUOR	09/27/2024	3,254.48	600-60-600-2251 Liquor Purchases
2633742	DELIVERY CHARGE	09/27/2024	6.54	600-60-600-3033 Freight & Express
2633742	WINE	09/27/2024	216.00	600-60-600-2253 Wine Purchases
6854996	THC	09/27/2024	502.75	600-60-600-2255 THC Products
Total JOHNSON BROTHERS INC:			6,011.86	
<b>LAKESHORE ICE</b>				
02-407828	ICE	09/27/2024	239.70	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			239.70	
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>				
6854993	DELIVERY CHARGE	09/27/2024	34.88	600-60-600-3033 Freight & Express
6854993	DELIVERY	09/27/2024	1,209.00	600-60-600-3033 Freight & Express
6854994	DELIVERY	09/27/2024	6.54	600-60-600-3033 Freight & Express
6854994	WINE	09/27/2024	330.85	600-60-600-2253 Wine Purchases
6854995	DELIVERY	09/27/2024	2.18	600-60-600-3033 Freight & Express
6854995	BEER	09/27/2024	72.00	600-60-600-2252 Beer Purchases
Total PHILLIPS WINE & SPIRITS CO.:			1,655.45	
<b>SOUTHERN WINE &amp; SPIRITS</b>				
2534655	DELIVERY	09/27/2024	22.88	600-60-600-3033 Freight & Express
2534655	LIQUOR	09/27/2024	1,185.13	600-60-600-2251 Liquor Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total SOUTHERN WINE & SPIRITS:			1,208.01	
<b>URSA MINOR BREWING</b>				
e-7319	BEER	09/26/2024	83.10	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			83.10	
<b>VINOCOPIA</b>				
0358811-in	SHIPPING	09/25/2024	12.00	600-60-600-3033 Freight & Express
0358811-in	WINE	09/25/2024	608.80	600-60-600-2253 Wine Purchases
Total VINOCOPIA:			620.80	
Grand Totals:			15,955.69	

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (3 Characters) = "600"

## City of Proctor Payroll Summary by Department

Check Date Range      9/13/2024                      to                      9/13/2024

<b>Department</b>	<b>Gross Wages</b>	<b>Overtime Hours</b>	<b>Overtime Wages</b>	<b>Double Overtime Hours</b>	<b>Double Overtime Wages</b>
Council	-	-	-	-	-
City Admin	8,020.81	-	-	-	-
Finance	3,344.00	-	-	-	-
Police Department	29,306.05	39.00	2,208.48	-	-
Fire Department	-	-	-	-	-
Street Department	10,540.95	-	-	-	-
Liquor Store	6,928.55	15.00	401.82	-	-
PUC	6,964.88	3.00	126.45	-	-
Committees	-	-	-	-	-
Election Judges	1,041.62	-	-	-	-
<b>Total</b>	<b>66,146.86</b>	<b>57.00</b>	<b>2,736.75</b>	-	-

## City of Proctor Payroll Summary by Department

Check Date Range      9/27/2024                      to                      9/27/2024

<b>Department</b>	<b>Gross Wages</b>	<b>Overtime Hours</b>	<b>Overtime Wages</b>	<b>Double Overtime Hours</b>	<b>Double Overtime Wages</b>
Council	2,200.00	-	-	-	-
City Admin	8,020.80	-	-	-	-
Finance	3,344.00	-	-	-	-
Police Department	25,030.89	11.50	606.02	-	-
Fire Department	-	-	-	-	-
Street Department	11,577.99	-	-	-	-
Liquor Store	5,913.00	-	-	-	-
PUC	7,644.90	1.25	52.69	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
<b>Total</b>	<b>63,731.58</b>	<b>12.75</b>	<b>658.71</b>	-	-