

*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 21st, 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, October 7, 2024
2nd Street Reconstruction Public Hearing from Tuesday, October 8, 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. 3rd Qtr Finance Report
- B. MHP's Housing Opportunity Workshop – October 22, 2024
- C. WLSSD – 2025 Budget and Annual Charge

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

***3. COMMITTEE REPORTS**

- A. Cannabis Committee Minutes – October 16, 2024
- B. Planning & Zoning Meeting Minutes – July 22, 2024
- C. SEH Meeting Minutes – October 10, 2024
- D. Hoghead Committee Meeting – September 19, 2024

***4. CLERK ADVISES COUNCIL**

Presented as a memo with attachments in the meeting packet

5. UNFINISHED BUSINESS

- A. City of Proctor Blight Policy
- B. Legislative Agenda – Officer Recruitment and Training Reimbursement
- C. St. Lukes Arena – Parking Improvements/Accommodations
- D. Resolution 58-24: Adopting Assessment**

6. NEW BUSINESS

- A. 840 2nd St – Street Reconstruction Concerns: Consider Homeowner Request**

B. Resolution 59-24: Pumper Truck Lease

C. Resolution 60-24: Declaring Surplus Equipment – Dump Truck

7. Closed Session - A portion of the meeting will be closed as permitted by MN State Statute §13D.05, subdivision 3(C) to consider offers relating to the potential sale of parcel: 185-0240-00535.

MEMBER CONCERNS

Rohweder:

DeWall:

Johnson:

Benson:

Ward:

Chief Gaidis:

BILLS FOR APPROVAL

General: \$77,407.40

Liquor: \$59,663.80

TOTAL BILLS FOR APPROVAL: \$137,071.20

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING OCTOBER 7, 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 Rohweder

MEMBERS ABSENT: Councilor Rory Johnson, Administrator Rich

OTHERS PRESENT: Ted Kiefat, City Attorney Matt Hanka, Administrative Assistant Megan Mazzuco, Kay Anderson, Phil Larson

M/S/P: Rohweder/Benson to approve the City Council minutes from Monday, September 16th, 2024.

M/S/P: DeWall/Rohweder to approve the agenda for Monday, October 7, 2024

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Kay Anderson – Proctor Moose Lodge

Invites city administration 110 anniversary at the Moose 10/26/2020 pig roast dinner at 5:30 pm

Phil Larson 702 1st Ave – City of Proctor Blight Policy updates, commissioner recommendation, 5% wage increase, 7% preliminary levy

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

***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

M/S/P: Benson/Rohweder to approve the recommendation from the PUC and reappoint Eric Bingaman to the Public Utilities Commission to the open seat as a commissioner.

M/S/P: DeWall/Ward to approve resolution 57-24 as submitted.

Benson: Spoke with Chief Gaidis regarding the necessary purchase of taser equipment and training.

MEMBER CONCERNS

Rohweder: None

DeWall: None

Benson: None

Johnson: Excused Absence

Mayor Ward: 2nd St Public Hearing Assessment 10/8/2024 at 5:00 pm, St. Louis County Commissioner Board Meeting will be held here at City Hall on 10/8 starting at 9:30 am, South St. Louis County Fair Board will be holding their annual board meeting on 10/15/2024 at 7:00 pm at the sports complex building on the fairgrounds, moment of remembrance for Jim Parmeter who was a teacher, served as fire chief, and a city councilor in Proctor and who passed away on 9/25/2024, Proctor Football will be hosting a silent auction – buffe fundraiser at Blackwood’s in Proctor on 10/10/2024 from 6:00-8:00 pm, St. Rose Church hosting annual chicken dinner on 10/13/2024 from 12:30-3:30, United Lutheran Church hosting a meatball sub lunch 10/13/2024 from 12:00-1:30, profits benefiting Duluth Harbor Mission, Forbes United Methodist Church hosting Proctor Autumn days craft and small business show on 10/19/2024 from 9:00-3:00

Administrator Rich: Excused Absence

City Attorney – Matt Hanka: None

TOTAL BILLS FOR APPROVAL:

General: \$91,169.14

Liquor: \$22,145.04

TOTAL BILLS FOR APPROVAL: \$113,314.18

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

M/S/P: DeWall/Ward to adjourn the meeting at 6:12 pm.

MINUTES OF THE PROCTOR CITY COUNCIL/PUC 2nd St Assessment Public Hearing October 8, 2024

COUNCIL MEMBERS PRESENT: Mayor Chad Ward, Councilor Troy DeWall, Councilor Jake Benson, Councilor Rohweder

MEMBERS ABSENT: Councilor Rory Johnson – excused absence

PUC MEMBERS PRESENT: Chair Eric Bingaman, Commissioner Derek Pederson, Commissioner Troy DeWall

OTHERS PRESENT: SEH Engineers – Tyler Yngsdal, Matt Bolf, Matt Henderson, Attorney Matt Hanka, Administrator Rich, Administrative Assistant Megan Mazzuco, Proctor Utilities Commission Secretary Char Jones -- 2nd St Residents attached sign-in sheet

Mayor Ward/Chair Bingaman CTO 5:00 pm

Roll call

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

Mayor Ward provides the audience with a summary of the purpose of the hearing, process of the hearing, public comment 3minutes.

Tyler – slide show

Summary of project, assessment policy, calculations, funding, payment procedure and process.

2nd St residents with comments:

Amber Kough – 530 2nd St

In the process of acquiring the tax forfeited parcel next to theirs, and asks if the assessment would be acquired with the purchase of the land. In addition to the road improvements, the parcel also has an outstanding utility bill. Administrator Rich states according to the assessment policy, the street improvement would follow the parcel and be acquired by the new property owner.

Dan Riddle – 809 2nd St

Addresses the council about implementing a school zone speed limit to have it lowered for traffic and safety concerns in proximity to the school.

Mayor Ward opens the discussion to members of the council and commissioners regarding the repayment term and lowering the interest rate to 5%. Administrator Rich adds the assessment tracking, payment, and recording process has been streamlined with the purchase of the new billing software.

M/S/P: Ward/Benson to lower the interest rate to 5% with a 15-yr amortization schedule.

M/S/P: DeWall/Rohweder to adjourn the public hearing portion of the scheduled hearing for consideration of assessments, with resolution 58-24 adopting the assessments at the council meeting on October 21st, 2024.

Public comment period remains open until 7:00 pm to allow the opportunity for residents to address the council and object to their assessments. Objections will need to be submitted in writing to city administration.

No additional residents attended the public comment period, with the public comment period closing at 7:00 pm.

To: City Council
From: Leslie Brunfelt, Finance Director
Date: October 18, 2024
Re: Quarterly Financial Update

***1A**

Finance Highlights

- 2024 Sales tax revenues through July are 16.3% lower than in 2023.
- Lodging tax revenues in 2024 are up 18% compared to 2023 through August.
- The liquor store sales were up 4.7% versus last year through the 3rd quarter. Gross Margin 27.8% vs. 27.5% last year and a budget of 26.7%.
- General Fund Receipts
 - Property Taxes \$864,385
 - LGA \$639,398
 - Sno-cross Police Services \$7,225
 - 2024 Midway Fire Contract \$30,300
 - 2023-2024 School year SRO contract \$25,000
 - Police State Aid \$87,232
 - Peace Office Benefit \$44,472
 - Interest \$77,300
 - Unrealized Gains \$62,700
- See the expenditure analysis on page four for an explanation of the expenditure variances.

Proctor has received a total of \$330,906.61 in funds from the American Rescue Plan (ARP). The current guidance from the Treasury department allows for awards up to \$10 million to be used to replace lost revenue related to the pandemic. This application allows the City of Proctor to use the funds for the “General Provisions of Government”. **These funds must be obligated by the end of 2024 and spent by the end of 2026.**

Council has designated funds for the following projects:

1. Fire Department SCBA units - \$21,404, completed.
2. Sand Salt Facility -\$200,000, completed.
3. Park Improvements – Playground for Everybody \$7,331, completed.
4. Park Improvements – **Playground for Everybody \$12,669, pending.**
5. Street Equipment – **Plow Truck \$89,503, pending.**

Current Economics

On a National Level, according to HilltopSecurities 2024 Q3 Economic Commentary, The overall economy, although showing occasional signs of wear, appears to have logged another solid quarter of growth, and a case can be made that the labor market hasn’t weakened so much as normalized.

Overall CPI dropped to 2.5% at the end of August. The inflation story continues to be divided with prices for goods registering deflation, leaving services as the sole driver of above target price pressure. Stubborn shelter costs have made the largest contribution.

The Fed did end up reducing interest rates by 50 basis points at their meeting in September. The committee sounded optimistic, saying the economy continues to expand at a solid pace. The Summary of Economic Projections (SEP) showed quarterly GDP growth around +2.0% for the next several years, unemployment peaking at 4.4% and Core PCE expected to reach 2.6% by the end of 2024 and 2.2% by the end of 2025.

The National Association for Business Economics (NABE) recently surveyed 32 professional forecasters on their perceived risks to the economy over the next 12 months. While 23% believed the greatest risk was the outcome of the November elections, and another 23% pointed to escalation of conflicts in Ukraine and the Middle East, 39% believed the greatest risk was a "monetary policy mistake." Presumably, the mistake would be easing too much, overheating the economy and reigniting inflation. With that said, the bottom line is that the domestic economy is on solid ground ... for the time being anyway. As Powell said, there is no hurry to cut rates. The FOMC has always been data dependent, and the data required to make future decisions will be based on economic activity that has yet to happen.

State Budget outlook:

Minnesota's net general fund receipts for FY24 are now estimated to total \$30.3 billion, \$494 million (1.7%) more than projected in the February forecast.

Minnesota's labor participation rate of 67.7% is one of the highest in the country. The unemployment rate is 3.4% vs. 4.1% nationally.

Wages for Minnesota workers have outpaced inflation and national wage growth. Average wages for all private sector workers increased \$1.79 or 4.9% over the year – more than twice the rate of inflation at 2.4%.

"This was another strong month (Sept) for Minnesota's jobs market," said **DEED Commissioner Matt Varilek**. "With ongoing job growth, low unemployment, wages outpacing inflation and high labor force participation, plus surging exports and record business expansions, the Minnesota economy is robust entering the final quarter of the year – even as we partner with the business community, higher education, nonprofits and others to address challenges including the ongoing workforce shortage."

City of Proctor
Cash Balances
September 30, 2024

| Fund | Current Balance |
|---------------------------------------|-----------------|
| 100 - General Fund | 4,997,724 |
| 200 - Cable Communications Fund | 147,761 |
| 300 - Construciton Projects | (924,676) |
| 400 - Closed Debt Service Funds | 155,227 |
| 493 - Equip Cert 2012A, Refunding | 16,584 |
| 494 - 2015 Improvement Refund Bonds | 99,461 |
| 495 - 2016A Advance Refunding Bonds | 160,995 |
| 496 - 2018A GO Bonds Almac and 6th S | (15,116) |
| 497 - 2023A GO 2nd Street | 56,591 |
| 500 - Sewer Fund | 2,458,425 |
| 525 - Storm Sewer Fund | (61,176) |
| 550 - Golf Course Fund | (266,934) |
| 600 - Liquor Fund | 205,366 |
| 700 - Public Utilities Commission | 7,095,539 |
| 810 - Proctor BDRHC Fund | 14,188 |
| 830 - Proctor Economic Development | 115,639 |
| 850 - Public Safety Capital Equipment | 128,888 |
| | 14,255,600 |

Cash balances are 7.5% higher than September 2023. City's General Fund cash of \$5 million is 160% of the City's General Fund 2024 budget. We are still waiting for the \$500,000 reimbursement grant for the Sand and Salt shed. The City is not projecting any cash flow issues.

City of Proctor
 Select Departmental and Fund Expenditure/Expense Budget Variance Report
 January - September 2024

| | 2024 Annual Budget | 2024 YTD Budget | 2024 YTD Actual | Budget Variance over (under) | over (under) % | |
|---------------|--------------------------|-----------------------|-----------------------|------------------------------------|-------------------|---|
| General Fund | 3,113,633 | 2,159,900 | 1,935,147 | (224,753) | -10% | |
| Police | 1,278,549 | 952,952 | 837,274 | (115,678) | -12% | 1 |
| Fire | 270,983 | 140,500 | 111,285 | (29,214) | -21% | 2 |
| Streets | 531,177 | 405,170 | 342,857 | (62,313) | -15% | 3 |
| Parks | 88,988 | 70,521 | 65,640 | (4,881) | -7% | 4 |
| City Admin | 460,810 | 346,413 | 326,037 | (20,376) | -6% | 5 |
| Council/Mayor | 302,105 | 105,679 | 107,104 | 1,425 | 1% | |
| Legal | 52,500 | 39,375 | 45,193 | 5,818 | 15% | 6 |
| City Hall | 128,522 | 99,292 | 99,757 | 466 | 0% | |
| Liquor Store | 1,239,432 | 932,246 | 934,820 | 2,573 | 0% | |
| PEDA | 55,000 | 41,250 | 16,455 | (24,795) | 0% | |
| Public Safety | 117,440 | 126,130 | 126,075 | (54) | 0% | |

Explanation of Significant Variances

- 1 - Lower salaries and benefits tied to open positions \$69.5K, lower than budgeted Workers Comp Insurance \$5K and timing of general operating expenses including recently approve Taser purchase.
- 2 - Salaries are lower by \$6,500 due to fewer people/calls along with timing of general operating expenses
- 3 - Primarily timing of repairs and maintenance.
- 5 - Lower salaries than budgeted. Contracts were not finalized before the 2024 budget was approved.
- 6 - Overlap of Bray & Reed and Fryberger. \$2K for Sand Salt Shed, \$1.8K for Nuisance matters.

MHP'S HOUSING OPPORTUNITY WORKSHOP: NE MN



Join us for a workshop bringing together local officials, community leaders, experienced and emerging developers, funders, lenders, housing industry professionals, and other stakeholders to address the challenges and opportunities

the Northeast region of Minnesota faces

When: October 22, 2024, 9am-4pm / **Where:** **Black Woods Event Center**, 195 Highway 2, Proctor, MN

At the workshop you will:

- Gain insights from presentations and guest speakers on innovative solutions and successful housing projects
- Network with housing professionals and organizations in the field
- Access valuable information on housing funding opportunities, resources, and tools

- Learn about emerging trends and policies shaping the future of housing and community development
- Collaborate and build partnerships to advance community development efforts

This event will also serve as the capstone to MHP's 2024 **Emerging Developer Initiative (EDI)**. The EDI cohort has received training, networking, and peer to peer learning over the summer on such topics as project feasibility and design, site assembly and acquisition, development management, and funding. This is an opportunity to meet the current and next generation of community development leaders, learn about their project ideas, and explore potential collaboration opportunities!

Northeast Housing Opportunity Wor...

Tuesday, October 22 · 9am - 4pm CDT

General Admission

— 1

Free

Sales end on Oct 22, 2024

A ticket is not needed to enter the event and is used for event capacity purposes only.

 **Few tickets left**

∨ **\$0.00**

Register

For more information contact Donald Gogleye, Community Development Manager [donald.gogleye\[at\]mhponline.org](mailto:donald.gogleye@mhponline.org).



2626 Courtland Street
Duluth, MN 55806-1894
phone 218.722.3336
fax 218.727.7471
www.wlssd.com

WLSSD

Western Lake Superior Sanitary District

*1C

September 27, 2024

City of Proctor
Ms. Jessica Rich, City Administrator
100 Pionk Drive-City Hall
Proctor, MN 55810

RE: 2025 Budget Western Lake Superior Sanitary District (WLSSD)

Dear Ms. Rich:

The Board of Directors of the Western Lake Superior Sanitary District approved its 2025 budget at the September 23, 2024, board meeting. The Board approved a 2.78% increase in the wastewater budget. The 2025 budgeted wastewater treatment charges for the City of Proctor are shown below:

| | |
|----------------------|------------|
| Total Annual Charges | \$ 355,130 |
| Total Monthly Charge | \$ 29,594 |

This amount represents an increase from 2024 of \$2,214 or 0.63%.

Please note that any year-end adjustment relating to 2024 wastewater charges will be calculated in January 2025 and sent to you under a separate letter.

The District-wide allocation for 2025 is \$378,000,000. The 2025 District-wide allocation for the City of Proctor is \$7,327. This amount may be paid in two equal installments. The first is due on or before July 1, 2025, and the second on or before December 1, 2025.

If you have any questions on this information, please call my office at 218-740-4805.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Marianne Bohren'.

Marianne Bohren
Executive Director

**2025 Budget
Wastewater Unit Costs**

| <u>VOLUME</u> | BUDGET 2024 | BUDGET 2025 | % CHANGE |
|--|----------------|----------------|-------------|
| FLOW (MGD) | 35.62 | 35.20 | -1.17% |
| BOD (LBS/DAY) | 71,539 | 60,044 | -16.07% |
| SUSPENDED SOLIDS (LBS/DAY) | 41,646 | 45,940 | 10.31% |
| <u>O & M UNIT COSTS</u> | | | |
| FLOW (COST/1000 GAL) | \$0.6984 | \$0.7286 | 4.33% |
| PEAK FLOW | \$0.0374 | \$0.0389 | 3.80% |
| BOD (COST/LB) | \$0.2035 | \$0.2398 | 17.85% |
| SUSPENDED SOLIDS (COST/LB) | \$0.3436 | \$0.3149 | -8.35% |
| <u>O & M + DEBT SERVICE UNIT COSTS</u> | | | |
| FLOW (COST/1000 GAL) | \$0.9271 | \$0.9699 | 4.62% |
| PEAK FLOW | \$0.0935 | \$0.0980 | 4.82% |
| BOD (COST/LB) | \$0.2587 | \$0.2985 | 15.38% |
| SUSPENDED SOLIDS (COST/LB) | \$0.4033 | \$0.3775 | -6.39% |
| DOMESTIC EQUIV (COST/1000GAL) | \$2.1248 | \$2.1955 | 3.33% |

FLOW (MGD)

| | Budget 2024 | YTD 2024 thru Aug | Budget 2025 |
|---------------------------------|---------------|----------------------|----------------|
| <i>Duluth</i> | 12.7000 | 14.3614 | 13.0000 |
| <i>Cloquet</i> | 1.0000 | 0.8607 | 1.0000 |
| <i>Hermantown</i> | 0.6500 | 0.7135 | 0.6500 |
| <i>Proctor</i> | 0.4000 | 0.4592 | 0.4000 |
| <i>Esko</i> | 0.2062 | 0.2092 | 0.2062 |
| <i>Scanlon</i> | 0.1690 | 0.1811 | 0.1690 |
| <i>Carlton</i> | 0.1500 | 0.1947 | 0.1600 |
| <i>Thomson</i> | 0.0080 | 0.0103 | 0.0090 |
| <i>Twin Lakes</i> | 0.0400 | 0.0342 | 0.0400 |
| <i>Rice Lake</i> | 0.0600 | 0.058 | 0.0600 |
| <i>Oliver</i> | 0.0220 | 0.0189 | 0.0200 |
| <i>Pike Lake</i> | 0.1000 | 0.095 | 0.1000 |
| <i>Knife River</i> | 0.0220 | 0.0217 | 0.0240 |
| <i>MPCA</i> | 0.0030 | 0.0023 | 0.0030 |
| <i>Wrenshall</i> | 0.0300 | 0.0395 | 0.0300 |
| <i>Jay Cooke</i> | 0.0020 | 0.0024 | 0.0020 |
| <i>Buf/midway</i> | 0.0030 | 0.0049 | 0.0050 |
| <i>DNSE</i> | 0.0500 | 0.0655 | 0.0570 |
| MUNICIPAL SUBTOTAL | 15.615 | 17.333 | 15.935 |
| <i>Sappi</i> | 17.0000 | 17.5057 | 17.0194 |
| <i>USG</i> | 0.5500 | 0.4504 | 0.5500 |
| <i>Sofidel (ST Paper prior)</i> | 2.2500 | 1.4881 | 1.5000 |
| <i>Spec Minerals</i> | 0.2000 | 0.1907 | 0.1950 |
| INDUSTRIAL SUBTOTAL | 20.000 | 19.635 | 19.2644 |
| TOTAL FLOW | 35.615 | 36.967 | 35.200 |

TSS (Lbs/Day)

| | Budget 2024 | YTD 2024 thru Aug | Budget 2025 |
|-------------------------------------|---------------|----------------------|---------------|
| <i>Duluth</i> | 16,100 | 19,214 | 17,000 |
| <i>Cloquet</i> | 2,193 | 1,888 | 2,000 |
| <i>Hermantown</i> | 1,100 | 1,184 | 1,100 |
| <i>Proctor</i> | 600 | 577 | 550 |
| <i>Esko</i> | 305 | 305 | 322 |
| <i>Scanlon</i> | 282 | 302 | 282 |
| <i>Carlton</i> | 183 | 183 | 206 |
| <i>Thomson</i> | 13 | 17 | 13 |
| <i>Twin Lakes</i> | 133 | 128 | 133 |
| <i>Rice Lake</i> | 100 | 97 | 100 |
| <i>Oliver</i> | 37 | 32 | 33 |
| <i>Pike Lake</i> | 167 | 155 | 167 |
| <i>Knife River</i> | 37 | 36 | 37 |
| <i>MPCA</i> | 5 | 4 | 5 |
| <i>Wrenshall</i> | 50 | 66 | 50 |
| <i>Jay Cooke</i> | 3 | 4 | 4 |
| <i>Buf/midway</i> | 5 | 8 | 8 |
| <i>DNSE</i> | 83 | 109 | 95 |
| MUNICIPAL SUBTOTAL | 21,396 | 24,309 | 22,105 |
| <i>Sappi</i> | 15,750 | 24,390 | 20,035 |
| <i>USG</i> | 3,000 | 1,959 | 3,000 |
| <i>Sofidel (ST Paper in 22, 23)</i> | 1,000 | 367 | 300 |
| <i>Spec Minerals</i> | 500 | 581 | 500 |
| INDUSTRIAL SUBTOTAL | 20,250 | 27,297 | 23,835 |
| TOTAL TSS | 41,646 | 51,606 | 45,940 |

BOD (Lbs/Day)

| | Budget 2024 | Actual YTD 2024 thru Aug | Budget 2025 |
|----------------------------|---------------|--------------------------------|---------------|
| <i>Duluth</i> | 13,500 | 12,957 | 13,200 |
| <i>Cloquet</i> | 1,493 | 1,285 | 1,493 |
| <i>Hermantown</i> | 1,150 | 1,096 | 1,150 |
| <i>Proctor</i> | 530 | 430 | 475 |
| <i>Esko</i> | 263 | 263 | 269 |
| <i>Scanlon</i> | 282 | 302 | 282 |
| <i>Carlton</i> | 160 | 160 | 171 |
| <i>Thomson</i> | 13 | 17 | 15 |
| <i>Twin Lakes</i> | 153 | 143 | 153 |
| <i>Rice Lake</i> | 100 | 97 | 100 |
| <i>Oliver</i> | 37 | 32 | 33 |
| <i>Pike Lake</i> | 167 | 155 | 167 |
| <i>Knife River</i> | 37 | 36 | 40 |
| <i>MPCA</i> | 5 | 4 | 5 |
| <i>Wrenshall</i> | 50 | 66 | 50 |
| <i>Jay Cooke</i> | 3 | 4 | 3 |
| <i>Buf/midway</i> | 8 | 11 | 13 |
| <i>DNSE</i> | 83 | 109 | 95 |
| MUNICIPAL SUBTOTAL | 18,034 | 17,167 | 17,714 |
| <i>Sappi</i> | 43,500 | 39,898 | 40,000 |
| <i>USG</i> | 2,000 | 2,042 | 2,000 |
| <i>Sofidel</i> | 8,000 | 420 | 325 |
| <i>Spec Minerals</i> | 5 | 6 | 5 |
| INDUSTRIAL SUBTOTAL | 53,505 | 42,366 | 42,330 |
| TOTAL BOD | 71,539 | 59,533 | 60,044 |

**2025 Budget
Wastewater Treatment Charges**

| | BUDGET 2024 | BUDGET 2025 | INCREASE (DECREASE) | % CHANGE |
|--------------------------------|----------------|----------------|------------------------|-------------|
| DULUTH | \$9,997,374 | \$10,497,845 | \$500,471 | 5.01% |
| CLOQUET | \$1,031,184 | \$1,039,683 | \$8,499 | 0.82% |
| PROCTOR | \$352,916 | \$355,130 | \$2,214 | 0.63% |
| HERMANTOWN | \$622,085 | \$647,817 | \$25,732 | 4.14% |
| ESKO | \$174,698 | \$183,824 | \$9,126 | 5.22% |
| SCANLON | \$147,968 | \$154,253 | \$6,285 | 4.25% |
| CARLTON | \$125,854 | \$136,927 | \$11,073 | 8.80% |
| RICE LAKE | \$57,635 | \$59,832 | \$2,196 | 3.81% |
| TWIN LAKE | \$68,920 | \$71,895 | \$2,975 | 4.32% |
| PIKE LAKE | \$87,571 | \$90,802 | \$3,231 | 3.69% |
| KNIFE RIVER | \$21,331 | \$22,892 | \$1,560 | 7.32% |
| OLIVER | \$19,495 | \$18,908 | -\$588 | -3.01% |
| THOMSON | \$9,170 | \$9,957 | \$786 | 8.58% |
| WRENSHALL | \$27,730 | \$28,854 | \$1,124 | 4.05% |
| JAY COOKE | \$2,462 | \$2,634 | \$172 | 7.01% |
| MIDWAY | \$4,676 | \$5,985 | \$1,308 | 27.98% |
| MPCA LANDFILL | \$9,209 | \$9,255 | \$46 | 0.50% |
| DULUTH/NORTH SHORE | \$50,863 | \$56,933 | \$6,071 | 11.94% |
| SUBTOTAL | \$12,811,143 | \$13,393,424 | \$582,281 | 4.55% |
| SAPPI | \$13,189,255 | \$14,201,276 | \$1,012,022 | 7.67% |
| GEORGIA PACIFIC DEBT SERV ONLY | \$13,440 | \$11,754 | -\$1,686 | -12.54% |
| USG | \$915,118 | \$935,335 | \$20,217 | 2.21% |
| SOFIDEL | \$2,352,215 | \$1,560,373 | -\$791,842 | -33.66% |
| SPECIALTY MINERALS | \$179,713 | \$178,650 | -\$1,063 | -0.59% |
| SUBTOTAL | \$16,649,740 | \$16,887,388 | \$237,648 | 1.43% |
| TOTAL DISTRICT | \$29,460,883 | \$30,280,812 | \$819,929 | 2.78% |

**2025 Budget
Wastewater Treatment Charges**

| | BUDGET 2024 | BUDGET 2025 | INCREASE (DECREASE) | % CHANGE |
|--------------------------------|------------------------|---------------------|------------------------|--------------|
| DULUTH | \$9,997,374 | \$10,497,845 | \$500,471 | 5.01% |
| CLOQUET | \$1,031,184 | \$1,039,683 | \$8,499 | 0.82% |
| PROCTOR | \$352,916 | \$355,130 | \$2,214 | 0.63% |
| HERMANTOWN | \$622,085 | \$647,817 | \$25,732 | 4.14% |
| ESKO | \$174,698 | \$183,824 | \$9,126 | 5.22% |
| SCANLON | \$147,968 | \$154,253 | \$6,285 | 4.25% |
| CARLTON | \$125,854 | \$136,927 | \$11,073 | 8.80% |
| RICE LAKE | \$57,635 | \$59,832 | \$2,196 | 3.81% |
| TWIN LAKE | \$68,920 | \$71,895 | \$2,975 | 4.32% |
| PIKE LAKE | \$87,571 | \$90,802 | \$3,231 | 3.69% |
| KNIFE RIVER | \$21,331 | \$22,892 | \$1,560 | 7.32% |
| OLIVER | \$19,495 | \$18,908 | -\$588 | -3.01% |
| THOMSON | \$9,170 | \$9,957 | \$786 | 8.58% |
| WRENSHALL | \$27,730 | \$28,854 | \$1,124 | 4.05% |
| JAY COOKE | \$2,462 | \$2,634 | \$172 | 7.01% |
| MIDWAY | \$4,676 | \$5,985 | \$1,308 | 27.98% |
| MPCA LANDFILL | \$9,209 | \$9,255 | \$46 | 0.50% |
| DULUTH/NS | \$50,863 | \$56,933 | \$6,071 | 11.94% |
| SUBTOTAL | \$12,811,143 | \$13,393,424 | \$582,281 | 4.55% |
| | <u>Billed Estimate</u> | | | |
| SAPPI | \$14,093,122 | \$14,201,276 | \$108,154 | 0.77% |
| GEORGIA PACIFIC DEBT SERV ONLY | \$13,440 | \$11,754 | -\$1,686 | -12.54% |
| USG | \$792,703 | \$935,335 | \$142,632 | 17.99% |
| SOFIDEL | \$1,490,693 | \$1,560,373 | \$69,680 | 4.67% |
| SPECIALTY MINERALS | \$190,164 | \$178,650 | -\$11,515 | -6.06% |
| SUBTOTAL | \$16,580,122 | \$16,887,388 | \$307,266 | 1.85% |
| TOTAL DISTRICT | \$29,391,265 | \$30,280,812 | \$889,547 | 3.03% |

**2025 Budget
O&M Cost Comparison**

| | BUDGET 2024 | BUDGET 2025 | INCREASE (DECREASE) | % CHANGE |
|--------------------|----------------|----------------|------------------------|-------------|
| DULUTH | \$6,738,734 | \$7,060,090 | \$321,356 | 4.77% |
| CLOQUET | \$702,306 | \$690,314 | -\$11,992 | -1.71% |
| PROCTOR | \$238,300 | \$233,720 | -\$4,580 | -1.92% |
| HERMANTOWN | \$432,096 | \$444,624 | \$12,528 | 2.90% |
| ESKO | \$121,193 | \$126,650 | \$5,457 | 4.50% |
| SCANLON | \$110,745 | \$113,825 | \$3,080 | 2.78% |
| CARLTON | \$81,406 | \$89,705 | \$8,299 | 10.20% |
| RICE LAKE | \$39,362 | \$40,458 | \$1,096 | 2.78% |
| TWIN LAKE | \$43,158 | \$44,421 | \$1,263 | 2.93% |
| PIKE LAKE | \$63,620 | \$65,369 | \$1,749 | 2.75% |
| KNIFE RIVER | \$14,527 | \$15,696 | \$1,170 | 8.05% |
| OLIVER | \$14,062 | \$13,135 | -\$927 | -6.59% |
| THOMSON | \$5,346 | \$5,924 | \$578 | 10.82% |
| WRENSHALL | \$19,271 | \$19,803 | \$532 | 2.76% |
| JAY COOKE | \$1,218 | \$1,368 | \$149 | 12.27% |
| MIDWAY | \$2,046 | \$3,421 | \$1,375 | 67.20% |
| MPCA LANDFILL | \$2,269 | \$2,335 | \$66 | 2.92% |
| DULUTH/NORTH SHORE | \$32,872 | \$37,981 | \$5,109 | 15.54% |
| SUBTOTAL | \$8,662,530 | \$9,008,840 | \$346,310 | 4.00% |
| SAPPI | \$9,634,727 | \$10,428,501 | \$793,774 | 8.24% |
| USG | \$673,819 | \$675,308 | \$1,489 | 0.22% |
| SOFIDEL | \$1,371,651 | \$554,074 | -\$817,577 | -59.61% |
| SPECIALTY MINERALS | \$118,157 | \$114,090 | -\$4,067 | -3.44% |
| SUBTOTAL | \$11,798,352 | \$11,771,972 | -\$26,381 | -0.22% |
| TOTAL DISTRICT | \$20,460,883 | \$20,780,812 | \$319,929 | 1.56% |

**2025 Budget
Debt Service Costs**

| | BUDGET 2024 | BUDGET 2025 | INCREASE (DECREASE) | % CHANGE |
|--------------------------------|-------------------------|-------------------------|------------------------|----------------|
| DULUTH | \$3,258,640 | \$3,437,754 | \$179,114 | 5.50% |
| CLOQUET | \$328,878 | \$349,368 | \$20,491 | 6.23% |
| PROCTOR | \$114,616 | \$121,410 | \$6,794 | 5.93% |
| HERMANTOWN | \$189,989 | \$203,193 | \$13,204 | 6.95% |
| ESKO | \$53,506 | \$57,174 | \$3,668 | 6.86% |
| SCANLON | \$37,223 | \$40,428 | \$3,205 | 8.61% |
| CARLTON | \$44,448 | \$47,221 | \$2,774 | 6.24% |
| RICE LAKE | \$18,273 | \$19,374 | \$1,100 | 6.02% |
| TWIN LAKE | \$25,762 | \$27,474 | \$1,712 | 6.65% |
| PIKE LAKE | \$23,951 | \$25,433 | \$1,482 | 6.19% |
| KNIFE RIVER | \$6,805 | \$7,195 | \$391 | 5.74% |
| OLIVER | \$5,433 | \$5,773 | \$339 | 6.25% |
| THOMSON | \$3,825 | \$4,033 | \$208 | 5.44% |
| WRENSHALL | \$8,459 | \$9,050 | \$591 | 6.99% |
| JAY COOKE | \$1,243 | \$1,266 | \$23 | 1.85% |
| MIDWAY | \$2,630 | \$2,564 | (\$67) | -2.53% |
| MPCA LANDFILL | \$6,941 | \$6,920 | (\$20) | -0.29% |
| DULUTH/NORTH SHORE SUBTOTAL | \$17,991 \$4,148,612 | \$18,952 \$4,384,584 | \$962 \$235,971 | 5.35% 5.69% |
| SAPPI | \$3,554,528 | \$3,772,775 | \$218,247 | 6.14% |
| GEORGIA PACIFIC DEBT SERV ONLY | \$13,440 | \$11,754 | (\$1,686) | -12.54% |
| USG | \$241,300 | \$260,027 | \$18,728 | 7.76% |
| SOFIDEL | \$980,564 | \$1,006,299 | \$25,735 | 2.62% |
| SPECIALTY MINERALS SUBTOTAL | \$61,556 \$4,851,388 | \$64,560 \$5,115,416 | \$3,004 \$264,029 | 4.88% 5.44% |
| TOTAL DISTRICT | \$9,000,000 | \$9,500,000 | \$500,000 | 5.56% |

Actual Allocations
Determination of Annual User Billings
2025 Budget

| | Annual Operating Expenses | 2006-10 Debt Service | | 2011-12 Debt Service | | 2013-15 Debt Service | | 2016-20 Debt Service | | 2021 Debt Service | | 2022-26 Debt Service | | Subtotal Debt Service | Total Bill | |
|----------------------|---------------------------|----------------------|------------|----------------------|------------|----------------------|------------|----------------------|------------|--------------------|------------|----------------------|------------|-----------------------|--------------------|---------------------|
| | | Percent | Allocation | Percent | Allocation | Percent | Allocation | Percent | Allocation | Percent | Allocation | Percent | Allocation | | | |
| Duluth | \$7,060,090 | 33.97% | 37.27% | \$120,272 | 37.05% | \$370,984 | 37.05% | \$487,772 | 35.25% | \$943,226 | 38.72% | \$153,162 | 36.08% | \$1,362,338 | \$3,437,754 | \$10,497,845 |
| Cloquet | \$690,314 | 3.32% | 3.36% | \$10,847 | 3.03% | \$30,332 | 3.03% | \$39,881 | 3.89% | \$103,998 | 4.25% | \$16,818 | 3.91% | \$147,491 | \$349,368 | \$1,039,683 |
| Proctor | \$233,720 | 1.12% | 1.22% | \$3,921 | 1.19% | \$11,952 | 1.19% | \$15,715 | 1.29% | \$34,408 | 1.41% | \$5,576 | 1.32% | \$49,838 | \$121,410 | \$355,130 |
| Hermantown | \$444,624 | 2.14% | 1.40% | \$4,506 | 1.81% | \$18,171 | 1.81% | \$23,892 | 2.21% | \$59,063 | 2.44% | \$9,642 | 2.33% | \$87,919 | \$203,193 | \$647,817 |
| Esko | \$126,650 | 0.61% | 0.42% | \$1,344 | 0.52% | \$5,254 | 0.52% | \$6,908 | 0.61% | \$16,338 | 0.67% | \$2,642 | 0.65% | \$24,688 | \$57,174 | \$183,824 |
| Scanlon | \$113,825 | 0.55% | 0.22% | \$723 | 0.24% | \$2,368 | 0.24% | \$3,114 | 0.45% | \$12,015 | 0.49% | \$1,942 | 0.54% | \$20,267 | \$40,428 | \$154,253 |
| Carlton | \$89,705 | 0.43% | 0.45% | \$1,463 | 0.46% | \$4,568 | 0.46% | \$6,006 | 0.49% | \$13,118 | 0.54% | \$2,117 | 0.53% | \$19,949 | \$47,221 | \$136,927 |
| Rice Lake | \$40,458 | 0.19% | 0.20% | \$658 | 0.20% | \$2,047 | 0.20% | \$2,691 | 0.19% | \$5,020 | 0.21% | \$823 | 0.22% | \$8,135 | \$19,374 | \$59,832 |
| Twin Lake | \$44,421 | 0.21% | 0.24% | \$766 | 0.24% | \$2,354 | 0.24% | \$3,095 | 0.30% | \$8,014 | 0.33% | \$1,324 | 0.32% | \$11,921 | \$27,474 | \$71,895 |
| Pike Lake | \$65,369 | 0.31% | 0.28% | \$914 | 0.20% | \$2,001 | 0.20% | \$2,631 | 0.28% | \$7,611 | 0.31% | \$1,241 | 0.29% | \$11,035 | \$25,433 | \$90,802 |
| Knife River | \$15,696 | 0.08% | 0.08% | \$245 | 0.07% | \$730 | 0.07% | \$960 | 0.08% | \$2,014 | 0.08% | \$326 | 0.08% | \$2,921 | \$7,195 | \$22,892 |
| Oliver | \$13,135 | 0.06% | 0.05% | \$177 | 0.05% | \$522 | 0.05% | \$687 | 0.06% | \$1,679 | 0.07% | \$274 | 0.06% | \$2,435 | \$5,773 | \$18,908 |
| Thomson | \$5,924 | 0.03% | 0.04% | \$135 | 0.04% | \$415 | 0.04% | \$545 | 0.04% | \$1,175 | 0.05% | \$193 | 0.04% | \$1,570 | \$4,033 | \$9,957 |
| Wrenshall | \$19,803 | 0.10% | 0.07% | \$223 | 0.08% | \$759 | 0.08% | \$998 | 0.10% | \$2,639 | 0.11% | \$434 | 0.11% | \$3,997 | \$9,050 | \$28,854 |
| Jay Cooke | \$1,368 | 0.01% | 0.03% | \$96 | 0.02% | \$190 | 0.02% | \$250 | 0.01% | \$279 | 0.01% | \$46 | 0.01% | \$405 | \$1,266 | \$2,634 |
| Midway | \$3,421 | 0.02% | 0.08% | \$249 | 0.07% | \$735 | 0.07% | \$966 | 0.01% | \$237 | 0.01% | \$40 | 0.01% | \$337 | \$2,564 | \$5,985 |
| MPCA Landfill | \$2,335 | 0.01% | 0.11% | \$342 | 0.13% | \$1,277 | 0.13% | \$1,678 | 0.09% | \$2,357 | 0.10% | \$392 | 0.02% | \$873 | \$6,920 | \$9,255 |
| Unused | \$0 | 0.00% | 0.00% | \$0 | 0.00% | \$0 | 0.00% | \$0 | 0.00% | \$0 | 0.00% | \$0 | 0.00% | \$0 | \$0 | \$0 |
| Duluth - North Shore | \$37,981 | 0.18% | 0.22% | \$721 | 0.20% | \$2,013 | 0.20% | \$2,647 | 0.19% | \$5,194 | 0.21% | \$846 | 0.20% | \$7,531 | \$18,952 | \$56,933 |
| Georgia Pacific * | \$0 | 0.00% | | \$3,522 | | \$8,233 | | | | | | | | \$11,754 | \$11,754 | |
| Sappi | \$10,428,501 | 50.18% | 36.39% | \$117,424 | 37.87% | \$379,221 | 37.87% | \$498,602 | 38.27% | \$1,024,219 | 44.80% | \$177,209 | 41.74% | \$1,576,101 | \$3,772,775 | \$14,201,276 |
| Sofidel | \$554,074 | 2.67% | 14.43% | \$46,554 | 13.19% | \$132,088 | 13.19% | \$173,670 | 13.61% | \$364,160 | 2.29% | \$9,063 | 7.44% | \$280,765 | \$1,006,299 | \$1,560,373 |
| USG | \$675,308 | 3.25% | 2.57% | \$8,304 | 2.67% | \$26,702 | 2.67% | \$35,108 | 1.92% | \$51,291 | 2.17% | \$8,587 | 3.44% | \$130,035 | \$260,027 | \$935,335 |
| Specialty Minerals | \$114,090 | 0.55% | 0.87% | \$2,819 | 0.67% | \$6,749 | 0.67% | \$8,874 | 0.68% | \$18,120 | 0.72% | \$2,853 | 0.67% | \$25,145 | \$64,560 | \$178,650 |
| TOTALS | \$20,780,812 | 100.00% | | \$326,224 | | \$1,009,666 | | \$1,316,690 | | \$2,676,178 | | \$395,550 | | \$3,775,692 | \$9,500,000 | \$30,280,812 |
| | | | 100.00% | | | 100.00% | | 100.00% | | 100.00% | | 100.00% | | 100.00% | | |

**WLSSD DISTRICT-WIDE ALLOCATION
2025 BUDGET**

| | TAX CAPACITY | | | TAX CAPACITY | | |
|-------------------------|---------------------------|----------------|------------------|---------------------------|----------------|------------------|
| | VALUE 2024 (THOUSANDS) | % OF TOTAL | DWA 2024 | VALUE 2025 (THOUSANDS) | % OF TOTAL | DWA 2025 |
| ST. LOUIS COUNTY | | | | | | |
| DULUTH | \$111,510 | 62.30% | \$229,270 | \$118,101 | 61.57% | \$232,753 |
| HERMANTOWN | \$18,143 | 10.14% | \$37,303 | \$20,021 | 10.44% | \$39,457 |
| PROCTOR | \$3,334 | 1.86% | \$6,855 | \$3,718 | 1.94% | \$7,327 |
| CANOSIA | \$3,876 | 2.17% | \$7,969 | \$4,093 | 2.13% | \$8,066 |
| DULUTH TOWNSHIP | \$889 | 0.50% | \$1,827 | \$1,090 | 0.57% | \$2,149 |
| GRAND LAKE | \$4,387 | 2.45% | \$9,020 | \$5,500 | 2.87% | \$10,839 |
| LAKEWOOD * | \$862 | 0.48% | \$1,772 | \$860 | 0.45% | \$1,695 |
| MIDWAY * | \$611 | 0.34% | \$1,256 | \$674 | 0.35% | \$1,328 |
| RICE LAKE | \$5,264 | 2.94% | \$10,823 | \$5,558 | 2.90% | \$10,954 |
| SOLWAY * | \$653 | 0.36% | \$1,343 | \$761 | 0.40% | \$1,499 |
| SUBTOTAL | \$149,529 | 83.54% | \$307,438 | \$160,376 | 83.62% | \$316,067 |
| CARLTON COUNTY | | | | | | |
| CARLTON/THOMSON | \$995 | 0.56% | \$2,046 | \$1,031 | 0.54% | \$2,032 |
| CLOQUET | \$12,200 | 6.82% | \$25,084 | \$12,305 | 6.42% | \$24,251 |
| SCANLON | \$1,165 | 0.65% | \$2,395 | \$1,206 | 0.63% | \$2,377 |
| WRENSHALL | \$539 | 0.30% | \$1,108 | \$561 | 0.29% | \$1,106 |
| SILVERBROOK* | \$811 | 0.45% | \$1,667 | \$991 | 0.52% | \$1,954 |
| THOMSON TOWNSHIP | \$8,696 | 4.86% | \$17,879 | \$9,539 | 4.97% | \$18,799 |
| TWIN LAKES | \$5,050 | 2.82% | \$10,383 | \$5,792 | 3.02% | \$11,415 |
| SUBTOTAL | \$29,456 | 16.46% | \$60,562 | \$31,425 | 16.38% | \$61,933 |
| TOTAL DWA | \$178,984 | 100.00% | \$368,000 | \$191,801 | 100.00% | \$378,000 |

* Charges for unsewered areas are based on 25% of net tax capacity.

**CITY OF PROCTOR CANNABIS COMMITTEE MEETING
October 16, 2024, 10:00 AM - PACC 100 Pionk Drive Proctor, MN
MEETING MINUTES**

Present: City Councilor Jake Benson, Chief Kent Gaidis, Mounting Spirits Manager Andy Brunner, City Administrator Jess Rich, Police Sergeant Matt Riebel.

Absent: City Councilor Rory Johnson

City Administrator Rich opened the meeting by stating that the Office of Cannabis Management (OCM) is still expecting to begin issuing cannabis business licenses in January 2025. However, this timeline is uncertain due to guidelines that have yet to be established. Despite this, she emphasized the City of Proctor should be prepared with an ordinance before January 1, 2025.

Administrator Rich reported attending a St. Louis County cannabis committee meeting, which she found highly informative.

Rich then presented a model ordinance drafted by the OCM and outlined key considerations:

1. The city cannot ban cannabis businesses entirely but can limit the number allowed.
2. The city can establish additional requirements regarding the location of cannabis businesses through the ordinance and zoning regulations.
3. Municipal cannabis businesses are permitted by ordinance.

The committee reviewed the ordinance and made the following recommendations:

Registration: While the OCM licenses cannabis businesses, the City of Proctor will issue local registrations.

Enforcement: Recommends the city Liquor Control Board will have enforcement authority. The committee may also consider a new name and necessary changes to existing ordinances.

Pre-Inspections: Recommends the city reserve the right to conduct pre-inspections.

Fees: Recommends the city should adopt the highest possible fees allowed by statute.

Compliance Checks: The city will have to conduct compliance checks. City attorney question: can the city impose fines for failed compliance checks?

Limiting Registrations Recommends limiting retail registrations to one (1). A municipal cannabis retail business would not count toward this limit.

Buffer Requirements: Recommend the city adopt the maximum buffer requirements allowed by state statute. City attorney question; can buffer requirements from a a municipal cannabis retail store be adopted?

Zoning and Land Use: Recommends allowing cannabis businesses in C-2 and I zoning districts. Cannabis businesses will not be permitted as home occupations.

Operating Hours: Recommends hours should match the municipal liquor store's operating hours, provided these align with statutory regulations.

Advertising: Recommends allowing two exterior fixed signs and all signs to follow zoning code regulations.

Cannabis Events: The committee will seek clarification and further guidance from the city attorney.

Lower Potency Edibles: The committee will request clarification from the city attorney regarding whether THC-infused drinks are edibles. If they are, businesses in the C-1 district may not be permitted to sell them. The OCM also suggested language restricting low-potency edibles to businesses that admit only patrons aged 21 and older.

Municipal Cannabis Retail: Recommends including language allowing municipal cannabis retail operations, though decisions on this will depend on future regulations.

Next Steps: Administrator Rich will draft an ordinance for review by the committee and the city attorney.

*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"

***3B**

MINUTES

PLANNING & ZONING COMMISSION

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

Council Chambers Proctor Community Center - 100 Pionk Drive

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

MEMBERS PRESENT:

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

OTHERS PRESENT: Administrative Assistant Megan Mazzuco, City Attorney Matt Hanka, Todd Webber, Candice Webber, James Minor, Kevin Field, Shari Krizek

APPROVAL OF MINUTES

Motion by Boysen, seconded by Harnell and carried 5-0 to approve the minutes for June 24, 2024 noting the following corrections under Commissioner Tuomi's member concerns:

146 3rd St – fence

14 3rd St – lean-to on garage

APPROVAL OF AGENDA

Motion by Harnell, seconded by Inman and carried 5-0 to approve the agenda for Monday, July 22, 2024.

PUBLIC HEARING TO CONSIDER VARIANCE AND CONDITIONAL USE APPLICATIONS AS SUBMITTED BY TODD & CANDICE WEBBER FOR PARCELS: 185-0040-00900 & -00920

Chair Aldridge called to order the public hearing at 5:03 pm.

Todd & Candie Webber are present and provided information about their intent to build a triplex on the lot and operate both long-term and short-term rentals. Webber stated the process to combine parcels has been started. He also notes once the combination is complete, he will have the lot surveyed and stake out the footprint of the building.

Community members and neighbors are in support of this development, with snow removal, parking, and plowing operations to be the biggest concern. Off-street parking accommodations are discussed in further detail, with the commission discussing a driveway from 4th St and ample parking room to be provided on that side. Commissioner Boysen indicates the front of the lot will be designated along the 4th St side, as defined and explained in city code.

Neighbors discuss their overall concerns, indicating the narrow ally and plowing to be their top priority items, but are in support of the development. Specifically addressed/discussed neighbor concerns:

142 4th St: Headlights, narrow space and ally, and snowplowing operations

137 3rd St: Concerned with narrow ally, snowplowing, parking

Chair Aldridge provides those in attendance with a summary of the specific variances requested as follows: A 23' front yard variance and a 15' rear yard variance in addition to a conditional use permit for the operation of short-term rental units. After discussion with neighbors present, the commission discusses requiring two

designated parking spots per short-term rental unit, a plan for a gutter system/water runoff, and the addition of non-obtrusive lighting. Webber adds he would like to consider tying underground into the stormwater drains, with Commissioner Boysen adding there appears to be drainage in proximity to the lot but will confirm the location of the pipes. Webber adds that tying into the stormwater drains would be ideal and wants to consider the cost.

Public hearing closes at 5:58 pm.

Chair: vote on variance

Motion by Harnell, seconded by Boysen for discussion, with Boysen stating he would support granting a 17' front yard variance instead of the 23' variance as originally submitted. This would allow for a 38'x72' building with ample off-street parking accommodation. Original motion and second Harnell/Boysen amended.

Motion by Harnell, seconded by Boysen and carried 5-0 to grant a 17' front yard variance, a 15' rear yard variance with the following conditions: allowing for a two-story, flat roof building with water runoff mitigation towards 4th St or 2nd Ave for parcels: 185-0040-00900 & -00920.

Motion by Boysen, seconded by Harnell and carried 5-0 to recommend to council the approval of a conditional use permit to r Todd and Candie Webber to operate a short-term rental at PID: 185-0040-00900 &-00920, noting the following conditions: Designation of 2 parking spots per short-term rental unit and the usage of non-obtrusive lighting.

1. COMMUNICATIONS

2. BUILDING PERMITS (C-1 AND ABOVE)

224 N 3rd Ave – currently under review

3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

4. UNFINISHED BUSINESS

A. Mixed Use Zoning – no update – currently under review with city attorney.

5. NEW BUSINESS

MEMBER CONCERNS

Tuomi: 630 3rd St Shed on property line – corner lot, 14 3rd St lean-to on garage,

Harnell: Also requests updated language and variance application forms.

Aldridge: Notes the updates to state statues for variance requests. Would like to receive language recommendations and update the application to reflect these changes.

Boysen: None

Inman: None

Motion by Boysen, seconded by Harnell and carried 5-0 to adjourn the Planning and Zoning Commission meeting at 6:33 pm.



Building a Better World
for All of Us®

MEETING MINUTES

***3C**

Proctor Monthly Meeting

October 10, 2024

9:00 a.m.

City Hall

Attendees: Jess Rich – City of Proctor
Jay Boysen – City of Proctor
Matt Bolf, Tyler Yngsdal, Matt Henderson – 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 – Complete
 - 2. 840 driveway & Alley low spot off of 9th Ave. – USA reached out to KTM for a quote, City will not be paying for these repairs since they are part of the project punch list.
 - 3. Sinking pavement in front of 835 2nd Street. – Same as above.
 - 4. 809 low spot behind trail – This item was brought up at the recent assessment hearing. Tyler will touch base with Jerry about plan to correct this and to make sure it gets on the punch list.
- 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. Punchlist items
 - 2. Collect closeout documents from Contractor
 - 3. Project Acceptance by City Council after punchlist is complete.
 - 4. Assessment Hearing is complete – Council adopted resolution without any issues, assessments can be levied to the County.
 - 5. Assessments levied to County – by November 30th

II. Ugstad Utility Extension

- A. Existing right-of-way mapping has been completed. SEH is working towards 90% plans for City review. - SEH is working on plans and will prepare an updated plan set and cost estimate before next meeting. Then the City can determine a path forward for the project which may be dependent on available funding.
- 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. Work is complete
 2. SEH received a pay application from Viking and we are currently reviewing it.
 3. A final inspection is getting scheduled to review all final work.
 4. Char will reach out to SWLP to ensure they have completed a walkthrough before closing the project.

IV. Proctor GIS

- A. Public Works Updates
- B. SEH received MN Power GIS files for our next GIS update which will occur fall of 2023.
- C. Updates will include 2nd 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. Char will send these items to Tyler before the end of the calendar year so he can incorporate this information and all other updates to GIS in January.
- F. SEH will include wetland boundaries from NWI database as a layer in the GIS system.
- G. Updated FEMA flood maps will be included in GIS now that they are available. Jess will coordinate getting map information to Tyler so SEH can include this mapping information.

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.
- C. No updates to report from the school, the proposed development might address some of the school's needs, especially with parking. A decision on the development should come within the next couple of weeks.

VI. Lead Service Line (LSL) Inventory

- 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 – Send notifications to residents. – Department of Health got back to City with notification directions. Char is working on this task with SEH to determine who notices need to be sent to.

VII. Munger Trail Spur

- A. The most current route option runs through Duluth to Boundary Avenue near Hwy 2.
- B. A second planning meeting is scheduled for November 4th @ 11:00. SEH plans to attend the upcoming meeting in person and will bring copies of the preliminary routing maps for discussion and next steps.

C. 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 and turnaround access. – Tyler reported the updates increase the estimated project cost by approximately \$20,000. There is one electrical box located close to the proposed turnaround that should be researched to ensure there is no shallow electricity. Char will look for a meter number on the box and get back to Tyler about who owns the meter. As part of the proposed layout, the nearby softball field fence would need to be moved in slightly but the City indicated this would not be a problem. The City indicated that area of the softball field is usually wet so Tyler will look into adding a small swale to the design to better facilitate drainage of the area.
2. Covid funding (\$50k) – Securing COVID funding has been taken care of by the City. The City has the money to proceed with the project but needs to get council approval before moving forward. Matt B discussed the Outdoor Recreation Grant as a way to possibly secure additional funding. This is a 50% match grant that is due April 1st. Historically, this is a very competitive grant so it is hard to count on winning. Jess will bring the project to council and notify SEH of plan moving forward.
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. USACE Section 569 Grant – Applications for 2026 funding are supposed to open in October. Letters of support will be required with applications.

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. – Matt B agreed to discuss the project with Jim Shoberg at the City of Duluth and using recommended contractor, SEH can help prepare a cost estimate so the project can hopefully move forward next year.

- 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. The SWCD has requested existing storm sewer data from the storm system running from Hwy 2 to 2nd Street and south past City Hall to the creek. Char is going to check the City's files for any record information for Tyler to respond back to the SWCD.
- 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
 - (1) Does the City want to mark out and quantify specific larger cracks to seal in the Kingsbury development? –The City decided to move forward with a crack sealing project this year and a chip/slurry sealing project next year. Jay estimated there are only approximately 12 cracks that should be sealed. He will identify those cracks and prepare an estimate of linear feet of cracks to include. Jay will provide that information to Tyler so he can coordinate sealing with the County. SEH will provide a map for Jay to mark out the crack locations along with measurements.
 - (2) Tyler will let SLC know that they City is working on identifying the crack seal lineal footage. After the data is collected Tyler will forward the information to Steve K. at SLC.
 - 2. Striping – Westgate, Kirkus, 2nd Street (from 5th Ave. to 9th Ave) – Send to Tanja at SLC
 - (1) Rick and Megan filled out the form and send to SLC.
 - 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 –
Char, Jess, and Matt met with the City of Duluth. Duluth is going to follow up with another meeting in August. –SEH will continue tracking this issue but it might be a few weeks until Duluth can provide an update.
- 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 – Rick sent responses to Tyler. Tyler will follow up with Megan for remaining questions.

L. CIP Updates

1. SEH is working on 2024 report updates. – Tyler and Matt H will update the CIP with the 2nd Street information before next meeting. At the next monthly meeting, SEH will review any other updates that might change project priorities.
2. Does the City want to include any additional information with this update? (i.e. alleys?) – After discussion, the City agreed to include alleys and street preventative maintenance in the CIP document so it can better assist in planning. Jay will start getting information gathered that could be used to help write these sections of the report. When all updates are complete, an updated version of the CIP will go to council for approval. While there are no major projects planned for 2025, Matt B advised the City to consider start planning and fundraising for any major work they might want to do in 2026 so grant applications can be submitted. The City indicated the construction of the proposed development could have major impacts to prioritized projects that should be examined at the next meeting.

M. 2025 Alley Paving Project.

1. Project location
 1. Alley between 1st Ave/2nd Ave and 2nd St/3rd St.
 2. Alley between 1st Ave/Boundary Ave and 4th St/5th St.
2. Revised Cost and Layout sent to City for review. No comments and nothing else is needed at this time. SEH will hold off on this project until further requests from the City.

N. MPCA Kingsbury Creek TMDLs – Regular meetings. Jess will plan on virtually attending to see if anything is needed from SEH.

ix. **Next Meeting** – November 14th @ 9:00 a.m. -11:00 a.m. The meeting will be longer than usual to review and discuss CIP revisions and additional data.

Present: Administrator Rich, Sergeant Riebel, Chief Gaidis, Street Dept Foreman Rick Lalonde, Jay Boysen, Megan Mazzuco, Sally Hedtke

Members of city staff met to discuss the process and information needed for city events. Council has requested the city to provide the new organizers of the Hoghead Festival with direction and suggestions for improving the event.

Administrator Rich suggested discussion among staff in order to gain insight into improvements for streamlining the overall process, improving or editing policies, and modifications to code as needed.

In addition to Hoghead, it is noted other events needing improvements or additional support are the fair, snocross, and races at the speedway.

General logistics of each event are provided to administration. Regarding Hoghead, both the street department and the police department agree the existing parade route is working well with the only suggestion to have extra street department equipment (such as dump trucks) blocking roads in order to provide additional safety of outside vehicles entering the parade route. It is working well to rent signage from St. Louis County, and this also provides a savings to the city.

Thoroughly discussed is redefining the role of the public safety committee and removing the requirement of this approval from the planning and event approval process. Staff agrees overall this has been a misuse of this committee, noting the intent of the public safety committee was to discuss/modify changes to streets, logistics, barricades, addition of stop signs at intersections. It is noted the requirement of this approval is mentioned in code with Administrator Rich looking into language to modify this requirement. The public safety committee would like to review events that include any alcohol use or blocking of city streets. Otherwise, the application process can be streamlined to include review of the event by the street department foreman, police chief/sergeant, and fire department.

Another modification to the city code would be to clarify the noise ordinances as the current language is unclear and varies depending on the event. Staff notes violations differ from music events, races, or overall public nuisances.

Administrator Rich will provide potential edits and definitions to these sections of the code, and provide a streamlined process for event applications.

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have A Place in Proctor

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

Ordinance 02-24 ***AN ORDINANCE TO REGULATE CANNABIS BUSINESSES***

The Proctor City Council for the City of Proctor does hereby ordain:

Section 1. Definitions

Terms used in this ordinance and defined in Minn. Stat. ch. 342 (2023), as amended or recodified from time to time, have the meanings given them in Minn. Stat. ch. 342 (2023), as amended or recodified from time to time. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meaning in this ordinance.

Section 2. Liquor and Cannabis Control Board

The subcommittee referenced in Chapter 32.01, and thereafter, of the City of Proctor code and known as the Liquor Control Board shall now be known as the Liquor and Cannabis Control Board.

Section 2. Retail Registration

- A. Before making retail sales to customers or patients, a cannabis microbusiness with a retail operations endorsement, cannabis mezzobusiness with a retail operations endorsement, cannabis retailer, medical cannabis retailer, medical cannabis combination business, or lower-potency hemp edible retailer must register with City of Proctor Administrator's Office pursuant to Minn. Stat. § 342.22, subd. 1.
- B. A state-licensed cannabis retail business shall be required to submit a new application for registration under it seeks to move to a new location still within the legal boundaries of the City of Proctor.
- C. Registration is not transferable.
- D. Issuance of registration will be made by the Liquor and Cannabis Control Board in accordance with Minn. Stat. and subd. 3 (2023), as amended or recodified from time to time.

Section 4. Fees

Pursuant to Minn. Stat. § 342.22, subd. 2(a) (2023), the City of Proctor shall impose an initial retail registration fees and renewal retail registration fees as follows.

Section 5. Suspension and reinstatement of retail registrations

Under Minn. Stat. § 342.22, subd. 5 (2023), as amended or recodified from time to time, the City of Proctor is authorized to suspend and reinstate retail registrations of cannabis businesses and hemp businesses. The Liquor and Cannabis Board shall be responsible for making recommendations to the Proctor City Council as to any suspension or reinstatement of a retail registration issued by the City of Proctor, and the Proctor City Council shall be responsible for acting on any such suspension or reinstatement.

Section 6. Civil Penalty

Pursuant to Minn. Stat. § 342.22, subd. 5(e) (2023), as amended or recodified from time to time, the City of Proctor shall impose a civil penalty of \$2,000 for each violation of Minn. Stat. § 342.22, subd. 5(e) (2023), as amended or recodified from time to time.

Section 7. Compliance Checks.

The Liquor and Cannabis Board shall conduct or cause to be conducted the compliance checks required by Minn. Stat. § 342.22, subd. 4 (2023), as amended or recodified from time to time.

Commented [JR1]: If they fail the compliance check can we fine them the \$2,000 and suspend their registration?

Section 8. Limit on number of licensed cannabis retailers, cannabis mezzobusinesses with a retail operations endorsement, and cannabis microbusinesses with a retail operations endorsement.

Pursuant to Minn. Stat. § 342.13(i) (2023), as amended or recodified from time to time, the number of licensed cannabis retailers, cannabis mezzobusinesses with a retail operations endorsement, and cannabis microbusinesses with a retail operations endorsement is limited to one (1) registration.

Section 9. Prohibition of cannabis businesses within certain distances of schools, day cares, residential treatment facilities, and attractions within public parks.

Pursuant to Minn. Stat. § 342.13(c) (2023), as amended or recodified from time to time, the operation of a cannabis business is prohibited within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or public.

Commented [JR2]: Can we call for set backs from another cannabis retailer, namely the city's and if so how far back can we be allowed to go?

Section 10. Zoning and Land Use

The following cannabis and hemp businesses shall be allowed uses C-1 Commercial Districts established by the City of Proctor Zoning Ordinance

- lower-potency edibles

Commented [JR3]: Zoning Code will also have to be updated

The following cannabis and hemp businesses shall be allowed uses C-2 Commercial District and I Industrial District established by the City of Proctor Zoning Ordinance

- retail operations of cannabis microbusiness with retail operations endorsement;
- retail operations of cannabis mezzobusiness with retail operations endorsement;
- cannabis retailer;
- cannabis event organizer;
- medical cannabis combination business;
- lower-potency hemp edible retailer.

Commented [JR4]: Seltzer and drinks are considered edibles according the statutes definition correct? 342.01 subd 31

The following cannabis and hemp businesses shall be allowed uses in "I" Industrial District established by the City of Proctor Zoning Ordinance

- non-retail operations of cannabis microbusiness with retail operations endorsement;
- non-retail operations of cannabis mezzobusiness with retail operations endorsement;
- cannabis microbusiness without retail operations endorsement;
- cannabis mezzobusiness without retail operations endorsement;
- cannabis cultivator;
- cannabis manufacturer;
- cannabis wholesaler;
- cannabis transporter;
- cannabis testing facility;

- cannabis delivery service; and
- lower-potency hemp edible manufacturer

No cannabis business or hemp business shall operate as a “home business” or “home occupation” as those terms are defined in City of Proctor’s Zoning Ordinance

Section 11. Hours of Operation

Pursuant to Minn. Stat. § 342.27, subd. 7(b) (2023), as amended or recodified from time to time, a cannabis business with a license or endorsement authorizing the retail sale of cannabis flower or cannabis products are allowed to sell cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between 8:00 am and 9:00 p.m. Monday through Saturday and 11:00 am and 6:00 PM on Sunday. For the avoidance of doubt, the prohibition in this section is in addition to the hours-of operation prohibition in Minn. Stat. § 342.27, subd. 7(a) (2023), as amended or recodified from time to time. 3.4 Advertising (Optional)

Commented [JR5]: The cannabis committee want the cannabis hours of operation to match liquor which is 8-9 M-S and 11-6 on Sunday. Is this possible?

Section 12. Cannabis Events

Pursuant to Minn. Stat. §342.40, subd. 1 (2023), as amended or recodified from time to time, a cannabis event organizer must receive City of Proctor approval in the form of a cannabis-event permit before holding a cannabis event. The cannabis event organizer must pay at the time of application for the permit a nonrefundable permit fee in the amount of \$100. The permit must require the cannabis event organizer to comply with all applicable laws, including, without limitation, Minn. Stat. § 342.40 (2023), as amended or recodified from time to time. The City of Proctor Event Coordinator shall be responsible for accepting applications for cannabis-event permits and the Liquor and Cannabis Committee shall be responsible for taking action on applications for cannabis-event permits.

Section 13. Use of cannabis in public.

A. For purposes of this section, the term “public place” means [any public park OR any property owned, leased, or controlled by a governmental unit] and any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; retail stores and other commercial establishments; educational facilities other than public schools, as defined in Minn. Stat. § 120A.05, subds. 9, 11, and 13 (2023), as amended or recodified from time to time; hospitals; nursing homes; auditoriums; arenas; meeting rooms; and common areas of apartment rental buildings. It does not include a private residence, including the person’s curtilage or yard; private property not generally accessible by the public, unless the person is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or the premises of an establishment or event licensed to permit on-site consumption.

B. Pursuant to Minn. Stat. § 152.0263, subd. 5 (2023), as amended or recodified from time to time, a person is guilty of a petty misdemeanor if the person unlawfully uses cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place.

Section 14. (Optional) Local Government as a Cannabis Retailer

The City of Proctor may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter. The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 8 of this ordinance.

Commented [JR6]: Since the city of Proctor has a municipal liquor store, the committee would like to reserve the right to be a cannabis retailer. Exercising it would depend on the regulations.

Section 15. Severability

Should any part of this ordinance be declared by the courts to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or otherwise invalid, and to this end the provisions of this ordinance are severable to the fullest extent allowed by applicable law

DRAFT



Project Name: Proctor Pickleball Courts
SEH Project No: PROCT 179284
Date: October 9, 2024
Estimator: Tyler Yngsdal, PE (Lic. MN)
Description: Preliminary Opinion of Cost

| SITE PREPARATION | UNIT | EST. QUANTITY | UNIT PRICE | AMOUNT |
|---|----------|---------------|--------------|----------------------|
| SILT FENCE | LIN FT | 400 | \$ 5.50 | \$ 2,200.00 |
| STABILIZED CONSTRUCTION EXIT | EACH | 1 | \$ 2,500.00 | \$ 2,500.00 |
| REMOVE & REINSTALL BALL FIELD FENCE | LIN FT | 80 | \$ 50.00 | \$ 4,000.00 |
| CLEAR AND GRUB | TREE | 2 | \$ 800.00 | \$ 1,600.00 |
| PICKLEBALL COURTS | UNIT | EST. QUANTITY | UNIT PRICE | AMOUNT |
| COMMON EXCAVATION | CU YD | 285 | \$ 18.00 | \$ 5,130.00 |
| COMMON EMBANKMENT (IMPORT) | CU YD | 510 | \$ 30.00 | \$ 15,300.00 |
| BITUMINOUS PAVEMENT | TON | 105 | \$ 120.00 | \$ 12,600.00 |
| AGGREGATE BASE (CL 5) | CU YD | 250 | \$ 45.00 | \$ 11,250.00 |
| SELECT GRANULAR EMBANKMENT | CU YD | 170 | \$ 30.00 | \$ 5,100.00 |
| DRAIN TILE | LIN FT | 235 | \$ 15.00 | \$ 3,525.00 |
| GEOTEXTILE FABRIC | SQ YD | 840 | \$ 3.50 | \$ 2,940.00 |
| 4" CONCRETE SIDEWALK | SQ FT | 745 | \$ 7.00 | \$ 5,215.00 |
| 6" CONCRETE SIDEWALK | SQ FT | 360 | \$ 10.00 | \$ 3,600.00 |
| TRUNCATED DOMES | SQ FT | 16 | \$ 50.00 | \$ 800.00 |
| CONCRETE STAIRWAY | EACH | 1 | \$ 2,000.00 | \$ 2,000.00 |
| PARKING WHEEL STOP | EACH | 2 | \$ 500.00 | \$ 1,000.00 |
| HANDICAP PARKING SIGN | EACH | 2 | \$ 250.00 | \$ 500.00 |
| ACRYLIC SURFACE AND STRIPING | LUMP SUM | 1 | \$ 12,000.00 | \$ 12,000.00 |
| 72" CHAIN LINK FENCE | LIN FT | 64 | \$ 65.00 | \$ 4,160.00 |
| 120" CHAIN LINK FENCE W/ WIND SCREEN | LIN FT | 264 | \$ 100.00 | \$ 26,400.00 |
| PICKLEBALL NET POSTS, NETS, AND NET ANCHORS | LUMP SUM | 1 | \$ 7,500.00 | \$ 7,500.00 |
| SWING GATE | EACH | 4 | \$ 1,200.00 | \$ 4,800.00 |
| SUB TOTAL | | | | \$ 134,120.00 |
| TRAFFIC CONTROL | | | 1% | \$ 1,341.00 |
| MOBILIZATION | | | 15% | \$ 20,118.00 |
| EROSION CONTROL | | | 2% | \$ 2,682.00 |
| CONTINGENCIES | | | 15% | \$ 20,118.00 |
| TOTAL CONSTRUCTION | | | | \$ 178,379.00 |

Assumptions:

1. 2 Pickleball courts with combined dimensions 64'x68'
2. Courts - 3" bituminous, 8" class 5 agg. Base, 12" select granular, geotextile fabric
3. ADA parking stalls - 4" bituminous, 8" class 5, geotextile fabric
4. Salvage and placement of existing topsoil included with common ex quantity
5. Approx. 285 cy common excavation material to be used as fill

Save: 10/8/2024 1:55 PM lyngsdal Plot: 10/9/2024 12:52 PM X:\PTV\PROJECT\179284\5-final-dsgn\51-drawings\10-Civil\car\hwy\exhibit\PR179284EX2.dwg



LEGEND

-  CONCRETE WALK
-  BITUMINOUS PAVEMENT
-  ADA PEDESTRIAN ACCESS ROUTE

GRAVEL SURFACE ACCESS/TURNAROUND

PIONK DRIVE

CONCRETE STAIRS TO PARKING LOT

FUTURE SIDEWALK ADDITION

CONNECT TO EXISTING SIDEWALK AT RESTROOM FACILITY

5' (TYP.)

COURT 1

COURT 2

REMOVE AND REPLACE 80 LF BALL FIELD FENCE



| | | | |
|---|-------------------------|----------------------------------|---------------------|
|  | PROJECT NO. PR179284 | PROCTOR PICKLEBALL COURTS | FIGURE NO. 1 |
| | DATE: 10/9/2024 | | |
| | | | |

LETTER OF UNDERSTANDING BETWEEN
The City of Proctor
AND
UFCW 1189

Re: Wage Rates

The Employer and Union are parties to a Collective Bargaining Agreement (CBA) in effect from January 1, 2023 through December 31, 2025. The parties have agreed to the following Wage Scale:

| | Jan 1, 2023 | Jan 1, 2024 | Sept 1, 2024 | Jan 1, 2025 |
|-------------------|-------------|-------------|--------------|-------------|
| Clerks | | | | |
| Start | \$17.32 | \$18.32 | \$19.24 | \$20.24 |
| Working Manager | \$25.12 | \$25.87 | \$27.16 | \$27.91 |
| Assistant Manager | \$20.20 | \$21.20 | \$22.26 | \$23.26 |

Employer

Date

Union

Date

[Handwritten signature]
[Handwritten date: 14 Oct 24]

MEMORANDUM OF AGREEMENT

Revised Wage Rates for Police Officers and Police Sergeants

This Memorandum of Agreement (“MOA”) is between the City of Proctor (hereafter “City”) and the Law Enforcement Labor Services, Inc (“LELS”) Local #21 and Local #405 (hereafter “Unions”).

WHEREAS, The City and the Unions are parties to Collective Bargaining Agreements (“CBA”) covering non-exempt employees effective from January 1, 2023, through December 31, 2025; and

WHEREAS, The City has made a market adjustment to the job classifications of Police Officer and Police Sergeant included in the bargaining units.

NOW, THEREFORE the City and the Unions agree:

1. The Amended wage rates will reflect a 5% general wage increase effective upon the authorization of this MOA.
2. The new wage rates outlined herein shall be adjusted to include the negotiated general wage adjustment of 2.75% effective the first full pay period following January 1, 2025.
3. Nothing herein modifies the rights of either party outlined in Article 5. Employer Authority, Article 2 Recognition, or any other article of the CBA; or, the rights of either party pursuant to Minn. Stat. § 179A.01 et seq.
4. Entire Agreement. The parties agree that this MOA constitutes the entire agreement between the parties on the matters contained herein.
5. This MOA shall be removed following the execution of a successor CBA. Such removal does not constitute any voidance of the increased salary range for Police Officer and Police Sergeant classifications provided by this Agreement. Unless otherwise agreed to by the parties, the increased salary range will be incorporated into the successor CBA.

For the Employer:

For the Union:

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have A Place in Proctor

5D

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

Resolution 58-24 Adopting Assessment

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for Improvement No. 161800, the improvement of:

2ND ST FROM N 5TH AVENUE TO N 9TH AVENUE
N 9TH AVE FROM 1ST STREET TO 4TH STREET
3RD STREET FROM N 9TH AVENUE TO UGSTAD ROAD

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. **Such assessment shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable and will bear interest at the rate of 5.0% per annum from the date of the adoption of the assessment resolution. To each subsequent installment when due shall be added interest for one year on all unpaid installments, payable along with your annual property taxes with due dates, May 15th and October 15th.**
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 15th of the year in which such payment is made. Such payment must be made before November 15th or interest will be charged through December 31 of the next succeeding year.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the council this 21st day of October, 2024

Chad Ward
Mayor

Jess Rich
City Clerk

Request to be added to the October 21st meeting

6A

Ryan & Ann Mathieu

840 2nd St

Proctor, MN 55810

Ryan 218-310-9608

Ann 218-213-2740

Issues and concerns regarding the road project on 2nd st and 9th ave

- Our outside lamp worked until they blasted, had to cut the wires at the pole because it kept blowing the breaker.
- When they blasted a large boulder in our front yard, they did not use a blasting mat and we had large chunks of rocks that hit our house. They blasted at 7am and we were not made aware of this. We were lucky that our kids and dogs were not outside at the time.
- When the first meeting happened discussing the project, I brought up the issue of our water main shut off was located in front of our neighbor's house. We were told at that time that there was nothing to worry about and that they would get it figured out. We were told they could either blast or they would bore drill to get our shutoff in front of our house. When the time came, we were told that it was too expensive to drill. Then we were told that they would have to go in from the alley side and they had to talk to the city about who would cover that cost. This brings up 2 issues. First, about 10 years ago we had our sewer main collapse. We hired Sheltons to do the work. They went to the city and found that there was sewer ran in the alley behind our house and that would be more cost effective. They asked about water at the same time since they had to repair our water main a couple times already. They were told that water was not back there, just sewer. So now, not only do we have a lot more footage to pay for to run the new water main, but this could have been done 10 years ago so essentially, we are having to pay for the same job twice. So not only did the city and engineer tell us that we had nothing to worry about when it came to the water main, now it has become way more of a cost on us. Who is going to absorb this cost? It should not be us.

- 9th Ave side. We had all of this sodded a few years ago along with some landscaping done by Pionk. Everything was torn up on that side and it was left with just gravel and some seed thrown on top. The dirt that was put there is almost like a class 5. This should have been resodded as that is what was there before the construction. Everything we were told in meetings was that our properties would be the same if not better after the project was done. This is not the case at all.
- Driveway issues. Our driveway was new just 3 years ago. Sinnot came in and did the proper dirt work to address the drainage and then paved the driveway. When the construction happened, they dug into our driveway 15ft for no reason, stating that it was the easement. Even though there was no reason to come in that far because there were no utilities ran and they did not need that much space to tie into 9th. Then 9th ave was paved but they left the portion of driveway dirt until the end. When they came to pave the remaining portion, they were not able to roll it towards the alley so they had to roll it towards 9th and create a ditch for drainage. Even the company paving was not sure why it was being done this way and stated they did not need to cut that far into our driveway regardless of the easement. I had a couple of contractors come by our house to look at the driveway and the drainage. They could also not figure out why they did what they did. Now we have a driveway with huge dip in it that does not drain properly and then builds up with ice in the winter. And because of the driveway being lower than the yard on 9th, a lot of dirt gets drained into the driveway and just builds up. Again, this was never an issue before the construction.
- On the alley side where the new water main was ran, they did not bring in enough fill and actually prep the area before sodding it. Now in the area there is no drainage and the water just pools there. Again, we did not have this issue before the project.
- Another concern is that there was equipment parked in our driveway numerous times, They actually moved items in our driveway to make room for their equipment. Our driveway was left blocked one night with a water truck at 6pm. There was damage done to our driveway from them driving the equipment on it.
- As far as communication goes, we are very disappointed with our current city administrator. We have sent numerous emails to Jess over the course of the summer. Sometimes 5 or 6 emails before we were even given a response and most times the response was very dismissive. Sometimes the replies would only come after I resent them and included the Mayor. She made us feel that we were always in the wrong and that no matter what happened she would not go to bat for us to even try and find a solution.

- We are asking for the following to be taken care of by the city.
 1. Repair the wiring to the light pole.
 2. Either resod or bring in actual soil and seed the 9th ave side from the stop sign to our driveway.
 3. Our driveway needs to be repaired to pre construction condition. This means digging the driveway back up, doing the proper dirt work for drainage and repaving the driveway. We received an email from the city regarding repairs to our driveway but by the size they listed in the repairs, this does not address any of our issues. The measurements they provided in the email was 6ft x 21ft. Not sure where those dimensions came from.

All that we are asking for is that our property be returned to the way it was before the project. This was also something that was promised over and over. Everything will be the same if not better. Unfortunately for us this is not the case.

We have also emailed numerous pictures showing our concerns. I hope you can see the issues and are willing to work with us.

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have a Place in Proctor

100 Pionk Drive · Proctor, Minnesota 55810-1700 · Phone: 218-624-3641 · Email: cityhall@proctormn.gov

October 17, 2023

Ryan and Ann Mathieu
840 2nd Street
Proctor, MN 55810

RE: Driveway – 2023 2nd Street Project

Dear Mr. and Mrs. Mathieu,

On Tuesday, August 22, 2023, we met to discuss concerns about your driveway drainage and restoration. Below is a summary of our discussion:

- We reviewed the easement exhibit which indicates where the 9th Avenue ROW begins and ends.
- We discussed the 'swale' solution to direct roadway drainage across the alley and into the ditch on the south side of the alley.
- We discussed your greatest concern is water draining from the street into your garage if our plan fails. We would consider this a failure as well.
- You added you recently had the driveway seal coated and our work caused damage to the coating. I stated I would discuss this with the crew.

The City of Proctor agrees to the following:

- 1) We designed a slight swale in the driveway ROW for water to drain to the alley ditch. We've made several observations during rain events since the swale was installed and noted water is draining from the street, across the driveway and alley, and into the ditch. If our work causes drainage from the street to your garage, we will revisit the project to find a solution at the city's expense.
- 2) If cracking or breaking, beyond natural wear and tear (damage resulting from ordinary use and exposure over time) occurs along the driveway seam within the remaining driveway warranty period, the city will make the repairs. At the time of this agreement, 2 years remained on the warranty. This term will expire October 30, 2025.
- 3) The City of Proctor will pay to seal coat the older portion of the driveway. It would be best if this can be done in what's left of the season but understand it might not be feasible until 2024. We ask you to schedule the seal coating company when it's convenient for you.

Sincerely



Jess Rich
Administrator
City of Proctor













































Building a Better World
for All of Us®

October 17, 2024

RE: City of Proctor
Proctor Road & Utility Reconstruction
Project
SEH No. PROCT 161800 14.00

Jess Rich
City Administrator
City of Proctor
100 Pionk Drive
Proctor, MN, 55810

Dear Ms. Rich:

On October 16, 2024, I received an email from City staff that included a letter and photos to be added to the City's upcoming council meeting on October 21, 2024, from the residents at 840 2nd Street. The forwarded email from City staff requested SEH to provide any additional information regarding the concerns addressed in the resident's letter. In response to this request, I am submitting this letter with our additional information related to the resident's letter.

Below lists the original items copied from the letter submitted by the 840 2nd Street residents, shown in *italics*. My responses with additional information follow each item in **bold** text.

- *Our outside lamp worked until they blasted, had to cut the wires at the pole because it kept blowing the breaker.*
 1. **I cannot confirm or deny if the lamp worked prior to construction. I would recommend that the property owners file a claim through their insurance company to the Contractor's insurance company along with any supporting documentation.**
- *When they blasted a large boulder in our front yard, they did not use a blasting mat and we had large chunks of rocks that hit our house. They blasted at 7am and we were not made aware of this. We were lucky that our kids and dogs were not outside at the time.*
 1. **This letter is the first time SEH has been notified of this issue.**
 2. **Our site representative noted that blast mats were observed when SEH was on site during rock blasting and our site representative never observed any rocks hitting any homes.**
 3. **Our site representative also notified me that the blasting contractor was on site days prior to blasting operations completing a pre-blast survey of homes near the proposed blasting location. I have not seen these surveys but can request them from the Contractor upon the City's request.**
- *When the first meeting happened discussing the project, I brought up the issue of our water main shut off was located in front of our neighbor's house. We were told at that time that there was nothing to worry about and that they would get it figured out. We were told they could either blast or they would bore drill to get our shutoff in front of our house. When the time came, we were told that it was too expensive to drill. Then we were told that they would have to go in from the alley*

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, Duluth, MN 55802-1512

218.279.3000 | 888.722.0547 | 888.908.8166 fax | sehinc.com

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side and they had to talk to the city about who would cover that cost. This brings up 2 issues. First, about 10 years ago we had our sewer main collapse. We hired Sheltons to do the work. They went to the city and found that there was sewer ran in the alley behind our house and that would be more cost effective. They asked about water at the same time since they had to repair our water main a couple times already. They were told that water was not back there, just sewer. So now, not only do we have a lot more footage to pay for to run the new water main, but this could have been done 10 years ago so essentially, we are having to pay for the same job twice. So not only did the city and engineer tell us that we had nothing to worry about when it came to the water main, now it has become way more of a cost on us. Who is going to absorb this cost? It should not be us.

1. **I personally recall Ryan Mathieu requesting that his water service be moved in front of his property along 2nd Street as part of the reconstruction work. This request was made at public meeting during the design phase of the project. I recall responding that this was our intention as it is our standard process for service laterals to be designed and constructed perpendicular to the roadway from the home.**
 2. **At the construction site meeting on 7/11/2023 the Contractor notified us that they would be unable to blast a new water service trench in front of 840 2nd Street due to the proximity of the ledge rock to the home and the risk of damaging the home and/or foundation.**
 3. **Because the Contractor was unable to provide a new service location as intended in the design, it was discussed to provide a new water service from the watermain in the alley behind the 840 residences for future connection as the homeowner experience freezing issues with their existing service. The City and PUC agreed to adding the new water service stub from the alley to the property at the 7/18/2023 construction site meeting. It was also discussed that the service connection from the home to the new service stub would be the responsibility of the homeowner.**
 4. **A new water service from the main to the existing service at the right-of-way was constructed to provide water service to the residence until the future connection was made.**
- *9th Ave side. We had all of this sodded a few years ago along with some landscaping done by Pionk. Everything was torn up on that side and it was left with just gravel and some seed thrown on top. The dirt that was put there is almost like a class 5. This should have been resodded as that is what was there before the construction. Everything we were told in meetings was that our properties would be the same if not better after the project was done. This is not the case at all.*
 1. **I cannot confirm or deny if the owners had new sod placed along the 9th avenue side of their property.**
 2. **I also cannot confirm or deny if the Contractor worked this area of existing greenspace, as our construction limits in the plans were at the edge of the existing roadway pavement to account for removal of the pavement (approximately 5-6 feet beyond the newly constructed pavement edge).**
 3. **I have attached a photo of the pre-construction condition in this location from 5/12/2023. This photo looks to show either bare soil/gravel along the existing road edge and a small pile of bare soil/gravel at the NW corner of the driveway.**
 4. **I am unsure what the comment is referring to about Pionk.**
 - *Driveway issues. Our driveway was new just 3 years ago. Sinnot came in and did the proper dirt work to address the drainage and then paved the driveway. When the construction happened, they dug into our driveway 15ft for no reason, stating that it was the easement. Even though*

there was no reason to come in that far because there were no utilities ran and they did not need that much space to tie into 9th. Then 9th ave was paved but they left the portion of driveway dirt until the end. When they came to pave the remaining portion, they were not able to roll it towards the alley so they had to roll it towards 9th and create a ditch for drainage. Even the company paving was not sure why it was being done this way and stated they did not need to cut that far into our driveway regardless of the easement. I had a couple of contractors come by our house to look at the driveway and the drainage. They could also not figure out why they did what they did. Now we have a driveway with huge dip in it that does not drain properly and then builds up with ice in the winter. And because of the driveway being lower than the yard on 9th, a lot of dirt gets drained into the driveway and just builds up. Again, this was never an issue before the construction.

1. **City Staff and SEH met on site with the homeowner on 8/21/2023. From what I recall, the primary concern being discussed was that the homeowner was worried that surface drainage would fall from the roadway on to their driveway and get into their garage as the garage sits lower than the existing and proposed roadway surface. During the meeting I agreed that this was also a concern of mine once it was pointed out. At that time SEH suggested a solution of creating a small bituminous swale across their driveway from the north side to the south side and continuing it through the alley to the ditch on the south side of the alley. This would in theory direct surface drainage from the roadway to the alley ditch to avoid pushing water towards the garage. The newly constructed road edge sits approximately 0.5-feet higher than the sawcut matchline at the right-of-way.**
 2. **The secondary concern that I recall is that the homeowner was wondering why their driveway was sawcut so far from the roadway. It is common practice for contractors to complete utility and roadwork prep prior to final removals at driveway tie-ins and prior to final paving. It is also common practice to tie in driveways at the right-of-way line to provide the smoothest possible transition to existing driveways from the newly constructed road edge.**
 3. **At the 8/29/2023 construction site meeting, the City and SEH directed the contractor to construct a swale through the driveway at 840 2nd street.**
 4. **The order of paving operations and method of paving operations were determined by the Contractor. From my understanding, the Contractor was trying to wrap up the mainline roadway paving with the intention to come back later to pave driveway tie-ins.**
 5. **When the driveway was paved, the Contractor left a high point between the alley and the driveway causing water to pond in front of their driveway. This item was observed after construction and was added to the construction punchlist. We are still waiting to hear from the Contractor on when this will be fixed.**
- *On the alley side where the new water main was ran, they did not bring in enough fill and actually prep the area before sodding it. Now in the area there is no drainage and the water just pools there. Again, we did not have this issue before the project.*
 1. **This concern was brought up and discussed at the construction site meeting on 10/10/2023 and it was added to the punchlist. The Contractor came back and added topsoil for a second time and sod on 6/14/2024.**
 - *Another concern is that there was equipment parked in our driveway numerous times, They actually moved items in our driveway to make room for their equipment. Our driveway was left blocked one night with a water truck at 6pm. There was damage done to our driveway from them driving the equipment on it.*

1. **This was a Contractor issue and from my knowledge the City never directed the contractor to park equipment in front of their driveway. This issue was discussed at the construction site meeting on 8/15/2023 where we reminded the Contractor to make sure all vehicles and equipment are parked so that they do not block resident access.**
- *As far as communication goes, we are very disappointed with our current city administrator. We have sent numerous emails to Jess over the course of the summer. Sometimes 5 or 6 emails before we were even given a response and most times the response was very dismissive. Sometimes the replies would only come after I resent them and included the Mayor. She made us feel that we were always in the wrong and that no matter what happened she would not go to bat for us to even try and find a solution.*
 1. **Often when issues would be brought to the City's attention, the City would then reach out to me for input on the issue, I would then touch base with my site representative for any of their field notes, and we would also reach out to the Contractor for any notes about the situation at hand. I understand that this is not always the quickest process and could cause delay in responses to homeowners.**
- *We are asking for the following to be taken care of by the city.*
 1. *Repair the wiring to the light pole.*
 - **No comment – Council decision**
 2. *Either resod or bring in actual soil and seed the 9th ave side from the stip sign to our driveway.*
 - **No comment – Council decision**
 3. *Our driveway needs to be repaired to pre construction condition. This means digging the driveway back up, doing the proper dirt work for drainage and repaving the driveway. We received an email from the city regarding repairs to our driveway but by the size they listed in the repairs, this does not address any of our issues. The measurements they provided in the email was 6ft x 21ft. Not sure where those dimensions came from.*
 - **This is a council decision**
 - **My only comment is that the dimensions were provided by the Contractor to fix the high point causing ponding to allow for the drainage across the driveway swale to the alley ditch.**

Thank you for the opportunity to provide comment and additional information on the homeowner's concerns addressed in their letter to the City. I welcome the opportunity to discuss my response further and am happy to answer any questions that you may have.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Tyler Yngsdal, PE, Project Manager
(Lic. MN)

ty

Attachment – Photo (9th Ave. to N. from Alley)

x:\pt\proct\161800\1-gen\14-corr\l-response to 840 concerns.docx





CITY COUNCIL AGENDA DATE:

TO: City Council

FROM: Leslie Brunfelt, Finance Director

SUBJECT: Fire Pumper Lease

6B

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Approve Resolution 59-24 to authorize the City Administrator or Finance Director to negotiate, enter into, execute, and deliver a 10 year lease for the Fire Pumper to be delivered in November for the amount of \$518,579.

BACKGROUND

The City Council approved the purchase of a 2024 BX Top-Mount Stock Pumper for the Fire Department at their meeting on May 6, 2024 and decided on the 10 year lease finance option at the budget working session on August 26, 2024. The leasing process with PNC Financial has begun, however we have not yet determined the interest rate or payment schedule.

SOURCE OF FUNDS (if applicable)

Public Safety Fund

ATTACHMENT

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have A Place in Proctor

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

RESOLUTION 59-24

Municipality/Lessee: City of Proctor

Principal Amount Expected To Be Financed: \$518,579.00

WHEREAS, the Municipality is a political subdivision of the State in which Municipality is located (the "State") and is duly organized and existing pursuant to the Constitution and laws of the State.

WHEREAS, pursuant to applicable law, the governing body of the Municipality ("Governing Body") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interest in property, leases and easements necessary to the functions or operations of the Municipality.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more Master Lease-Purchase Agreements ("Leases") in the principal amount not exceeding the amount stated above for the purpose of acquiring the property ("Equipment") to be described in the Leases is appropriate and necessary to the functions and operations of the Municipality.

WHEREAS, PNC Bank, National Association ("Lessor") shall act as Lessor under said Leases.

NOW, THEREFORE, Be It Ordained by the Governing Body of the Municipality:

Section 1. Either one of the City Administrator OR Finance Director (each an "Authorized Representative") acting on behalf of the Municipality, is hereby authorized to negotiate, enter into, execute, and deliver one or more Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Municipality. Each Authorized Representative acting on behalf of the Municipality is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Lease as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Leases are hereby authorized.

Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Municipality to execute and deliver agreements and documents relating to the Leases on behalf of the Municipality.

Section 3. The aggregate original principal amount of the Leases shall not exceed the amount stated above and shall bear interest as set forth in the Leases and the Leases shall contain such options to purchase by the Municipality as set forth therein.

Section 4. The Municipality's obligations under the Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Lease and the Municipality's obligations under the Leases shall not constitute general obligations of the Municipality or indebtedness under the Constitution or laws of the State.

Section 5. As to each Lease, the Municipality reasonably anticipates to issue not more than \$10,000,000 of tax-exempt obligations (other than "private activity bonds" which are not "qualified 501(c)(3) bonds") during the current calendar year in which each such Lease is issued and hereby designates each Lease as a qualified tax-exempt obligation for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended.

Section 6. This resolution shall take effect immediately upon its adoption and approval.

ADOPTED AND APPROVED on this 21st day of October, 2024.

The undersigned Secretary/Clerk of the above-named Municipality hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Municipality, that the foregoing resolutions were duly adopted by said Governing Body of the Municipality at a meeting of said Governing Body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

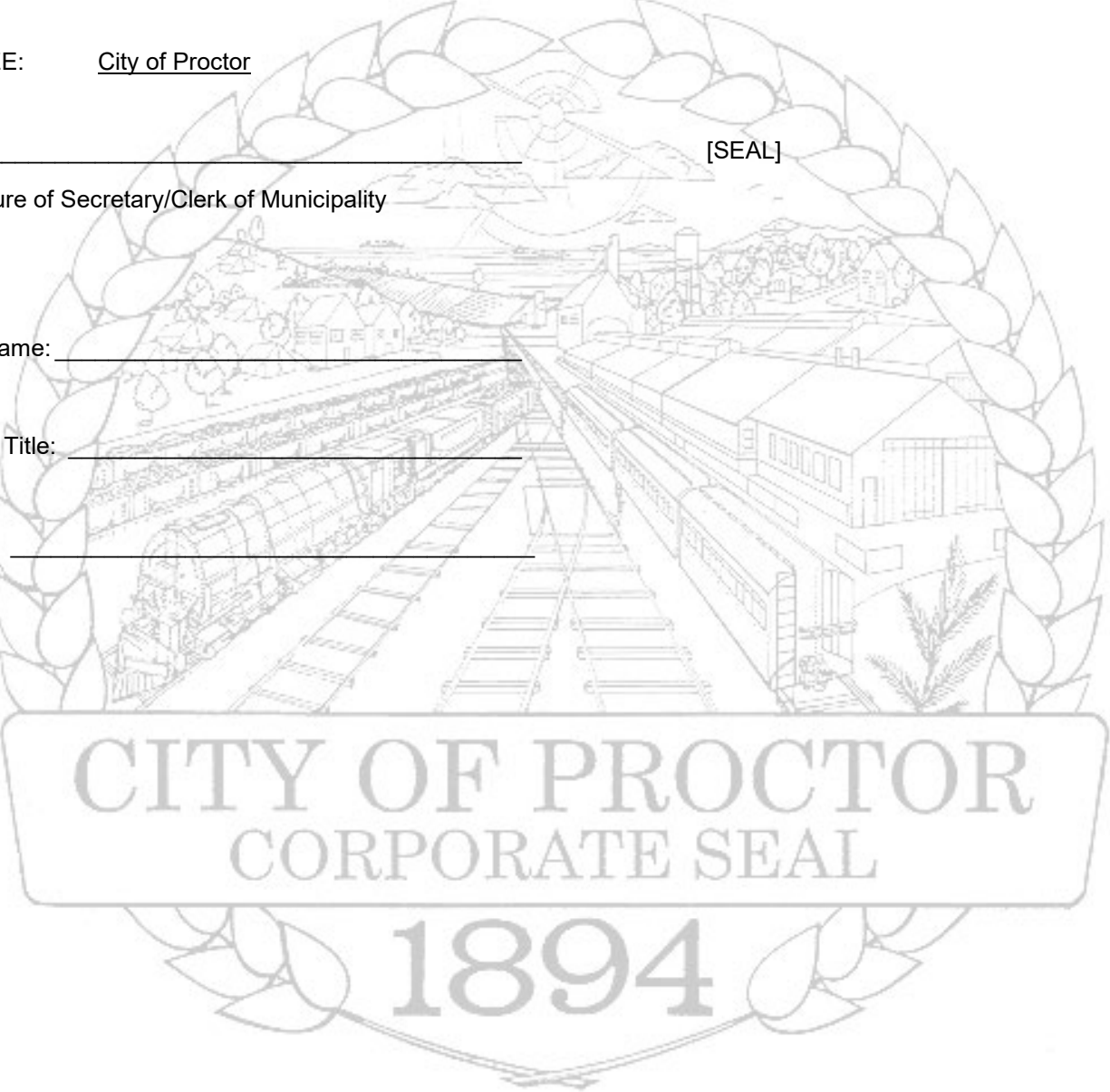
LESSEE: City of Proctor

[SEAL]
Signature of Secretary/Clerk of Municipality

Print Name: _____

Official Title: _____

Date: _____





CITY COUNCIL AGENDA DATE: October 21, 2024

TO: Proctor City Council

FROM: Street Department Foreman Rick LaLonde and City Administrator Jess Rich

6C

SUBJECT: Surplus Item

 OTHER:

 X **RESOLUTION:**

 ORDINANCE:

REQUESTED ACTION:

Consider Resolution 60-24: DECLARATION OF SURPLUS ITEM

BACKGROUND

The new dump truck is expected to arrive any day, and Street Department Foreman LaLonde recommends initiating the process of selling the 1985 Ford F-800 Dump Truck. Due to its condition, it may be best suited for a local auction, as it is not reliable for long-distance travel and does not meet DOT inspection standards. The estimated value of the truck in its "as-is" condition is approximately \$2,000.

SOURCE OF FUNDS (if applicable) None

ATTACHMENT(S) Resolution 60-24



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 60-24
DECLARATION OF SURPLUS ITEM

WHEREAS, the City of Proctor has recently purchased and received a new dump truck; and

WHEREAS, the Street Department Foreman has recommended that the vehicle being replaced, a 1985 Ford F-800 Dump Truck, be declared surplus and sold at auction.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Proctor, Minnesota, that the 1985 Ford F-800 Dump Truck is hereby declared surplus property and authorized to be sold at a local auction in its current condition ("as-is").

Adopted by the City Council of the City of Proctor on the 21st day of October 2024.

BY:

Chad Ward
Mayor

ATTEST:

Jess Rich
City Administrator

CITY OF PROCTOR

CORPORATE SEAL

1894

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 = 10/21/2024

General Bills

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--------------------------------------|--|--------------|--------------------|---------------------------------------|
| 1ST AYD | | | | |
| PSI733283 | SHOP SUPPLIES | 10/11/2024 | 239.05 | 500-50-510-2210 Operating Supplies |
| Total 1ST AYD: | | | 239.05 | |
| ANIMAL ALLIES HUMANE SOCIETY | | | | |
| 13371 | STRAY PICK UP SERVICE | 09/30/2024 | 30.00 | 100-20-210-4408 Boarding Fee |
| Total ANIMAL ALLIES HUMANE SOCIETY : | | | 30.00 | |
| AT&T MOBILITY | | | | |
| 287291128817 | FIRSTNET CELL PHONES/ HOTSPOTS | 06/25/2024 | 806.39 | 100-20-210-3021 Telephone |
| 287291128817 | FIRSTNET CELL PHONES/ HOTSPOTS | 07/25/2024 | 758.73 | 100-20-210-3021 Telephone |
| 287291128817 | FIRSTNET CELL PHONES/ HOTSPOTS | 09/25/2024 | 759.57 | 100-20-210-3021 Telephone |
| Total AT&T MOBILITY: | | | 2,324.69 | |
| BRAY&REED | | | | |
| 2970 | PROSECUTION MATTERS | 10/08/2024 | 2,500.00 | 100-10-160-3004 Legal Fees |
| Total BRAY&REED: | | | 2,500.00 | |
| BUFFALO MEDIA GROUP MN | | | | |
| 7702 | VISUAL MARKETING GRADY PHOTOGRAPHY LLC | 10/14/2024 | 2,000.00 | 100-15-115-3040 Advertising |
| Total BUFFALO MEDIA GROUP MN: | | | 2,000.00 | |
| CINTAS | | | | |
| 004192118816 | CITY HALL MATS, TOWELS, MOPS | 10/14/2024 | 264.43 | 100-10-130-3000 Professional Services |
| 4199505353 | POLICE DEPT MATS | 07/22/2024 | 37.66 | 100-10-130-3000 Professional Services |
| 4199505353 | STREET DEPT COVERALLS | 07/22/2024 | 22.92 | 100-30-300-2217 Clothing |
| 4200910521 | RUGS AND MATS - FIRE HALL | 08/05/2024 | 103.69 | 100-20-220-3000 Professional Services |
| 4200910525 | POLICE DEPT MATS | 08/05/2024 | 37.66 | 100-10-130-3000 Professional Services |
| 4200910525 | STREET DEPT COVERALLS | 08/05/2024 | 22.92 | 100-30-300-2217 Clothing |
| 4201628373 | CITY HALL MATS, TOWELS, MOPS | 08/12/2024 | 138.28 | 100-10-130-3000 Professional Services |
| 4201628373 | STREET DEPT COVERALLS | 08/12/2024 | 22.92 | 100-30-300-2217 Clothing |
| 4202338333 | POLICE DEPT MATS | 08/19/2024 | 37.66 | 100-10-130-3000 Professional Services |
| 4202338333 | STREET DEPT COVERALLS | 08/19/2024 | 22.92 | 100-30-300-2217 Clothing |
| 4203081681 | CITY HALL MATS, TOWELS, MOPS | 08/26/2024 | 138.28 | 100-10-130-3000 Professional Services |
| 4203081681 | STREET DEPT COVERALLS | 08/26/2024 | 22.92 | 100-30-300-2217 Clothing |
| 4203820759 | RUGS AND MATS - FIRE HALL | 09/03/2024 | 103.69 | 100-20-220-3000 Professional Services |
| 4203820803 | POLICE DEPT MATS | 09/03/2024 | 37.66 | 100-10-130-3000 Professional Services |
| 4203820803 | STREET DEPT COVERALLS | 09/03/2024 | 22.92 | 100-30-300-2217 Clothing |
| 4204532491 | CITY HALL MATS, TOWELS, MOPS | 09/09/2024 | 138.28 | 100-10-130-3000 Professional Services |
| 4204532491 | STREET DEPT COVERALLS | 09/09/2024 | 22.92 | 100-30-300-2217 Clothing |
| 4205214179 | POLICE DEPT MATS | 09/16/2024 | 37.66 | 100-10-130-3000 Professional Services |
| 4205214179 | STREET DEPT COVERALLS | 09/16/2024 | 22.92 | 100-30-300-2217 Clothing |
| 5233784002 | FIRST AID SUPPLIES | 10/08/2024 | 71.29 | 100-30-300-2214 Safety Items |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---------------------------------------|---|--------------|--------------------|---------------------------------------|
| Total CINTAS: | | | 1,329.60 | |
| CONSOLIDATED COMMUNICATIONS | | | | |
| 50715022590 | MONTHLY TELEPHONE | 10/01/2024 | 457.78 | 100-10-120-3021 Telephone |
| Total CONSOLIDATED COMMUNICATIONS: | | | 457.78 | |
| DEN'S AUTOBODY | | | | |
| 09-03-24 | 2008 FORD F450 REPAIR | 10/16/2024 | 6,190.12 | 100-20-220-4400 Repairs & Maintenanc |
| Total DEN'S AUTOBODY: | | | 6,190.12 | |
| ELAN CORPORATE PAYMENT SYSTEMS | | | | |
| 00262724 | REGIONAL SAFETY GROUP MEETING AT PROCTOR | 09/04/2024 | 33.52 | 100-30-300-3012 Meeting Expense |
| 047605 | BCA/LEMASTERS TRAINING | 09/05/2024 | 300.00 | 100-20-210-3035 Training Expense |
| 09022024 | REFRESHMENTS FOR FIRE HALL | 09/02/2024 | 40.12 | 100-20-220-2210 Operating Supplies |
| 09042024 | POSTAGE | 10/08/2024 | 6.60 | 100-10-120-3022 Postage |
| 09232024APP | APPLE APP | 09/25/2024 | 10.83 | 100-20-210-3009 Computer Services |
| 09252024HOLI | FUEL | 09/25/2024 | 57.05 | 100-20-210-2212 Fuels & Lubricants |
| 10012024googl | GOOGLE G SUITE | 10/01/2024 | 158.40 | 100-20-210-3009 Computer Services |
| 112-0369293-7 | CLEANING SUPPLIES | 09/19/2024 | 65.29 | 100-10-130-2211 Cleaning Supplies |
| 112-0418690-4 | AMAZON - TRICK OR TREAT SUPPLIES | 09/09/2024 | 96.97 | 100-10-110-3094 Council Approved from |
| 112-0635238-2 | NOTEBOOKS | 09/05/2024 | 21.61 | 100-20-210-2205 Office Supplies |
| 112-5648676-6 | AMAZON/OFFICE SUPPLIES | 09/04/2024 | 13.22 | 100-10-120-2205 Office Supplies |
| 544356 | TORCH HOSE AND NOZZLE | 09/04/2024 | 38.10 | 100-30-300-2210 Operating Supplies |
| Total ELAN CORPORATE PAYMENT SYSTEMS: | | | 841.71 | |
| ESS BROTHERS AND SONS INC | | | | |
| EE8521 | FLEX SEAL MANHOLE CHIMNEYS AND CATCH BASINS | 10/04/2024 | 5,180.00 | 100-30-300-2220 Supplies - Repair & M |
| Total ESS BROTHERS AND SONS INC : | | | 5,180.00 | |
| FRYBERGER LAW FIRM | | | | |
| 06690.000062. | SD PROJECT | 10/10/2024 | 1,657.50 | 830-80-800-3004 Legal Fees |
| Total FRYBERGER LAW FIRM: | | | 1,657.50 | |
| HAVE FUN BIKING | | | | |
| 4114 | BIKE GUIDE AND MAP | 10/08/2024 | 2,880.00 | 100-15-115-3040 Advertising |
| Total HAVE FUN BIKING: | | | 2,880.00 | |
| INTEGRIS LLC | | | | |
| 572644 | MONTHLY BILLING | 10/09/2024 | 3,289.61 | 100-10-120-3009 Computer Services |
| 573599 | EMAIL SECURITY | 10/09/2024 | 266.76 | 100-10-120-3009 Computer Services |
| Total INTEGRIS LLC: | | | 3,556.37 | |
| KEY ENTERPRISES LLC | | | | |
| M92024ci-1561 | ,MPLS ST. PAUL MAGAZINE | 10/04/2024 | 4,950.00 | 100-15-115-3040 Advertising |
| Total KEY ENTERPRISES LLC: | | | 4,950.00 | |
| KLATTE GOLF MANAGEMENT LLC | | | | |
| 10172024 | GOLF MANAGEMENT - INSTALLMENT #2 - 2024 | 10/17/2024 | 7,500.00 | 550-55-550-3000 Professional Services |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---------------------------------------|--|--------------|--------------------|---------------------------------------|
| Total KLATTE GOLF MANAGEMENT LLC: | | | 7,500.00 | |
| LAKE SUPERIOR PUBLISHING | | | | |
| 17811 | FALL MARKETING | 09/27/2024 | 1,510.00 | 100-15-115-3040 Advertising |
| Total LAKE SUPERIOR PUBLISHING: | | | 1,510.00 | |
| LEADSONLINE LLC | | | | |
| 414470 | INVESTIGATION SYSTEM SVC | 10/14/2024 | 466.00 | 100-20-210-4433 Dues & Subscriptions |
| Total LEADSONLINE LLC: | | | 466.00 | |
| LEAGUE OF MINNESOTA CITIES | | | | |
| 411557 | MEMBERSHIP DUES SEP-DEC 2024 | 09/01/2024 | 1,353.00 | 100-10-110-4433 Dues & Subscriptions |
| Total LEAGUE OF MINNESOTA CITIES : | | | 1,353.00 | |
| LEMASTERS, JEREMY | | | | |
| 09292024 | MILEAGE TO MOORHEAD/FARGO | 09/29/2024 | 349.74 | 100-20-210-3031 Travel & Lodging Expe |
| Total LEMASTERS, JEREMY: | | | 349.74 | |
| LESLIE BRUNFELT | | | | |
| 10022024 | MNGFOA CONFERENCE HOTEL | 10/02/2024 | 272.46 | 100-10-150-3031 Travel & Lodging Expe |
| 10022024 | MNGFOA CONFERENCE MILEAGE | 10/02/2024 | 286.76 | 100-10-150-3031 Travel & Lodging Expe |
| Total LESLIE BRUNFELT: | | | 559.22 | |
| MACQUEEN EMERGENCY | | | | |
| W06167 | L1 PUMP SERVICE AND INSPECTION | 10/11/2024 | 365.12 | 100-20-220-4400 Repairs & Maintenanc |
| Total MACQUEEN EMERGENCY: | | | 365.12 | |
| MEDIACOM | | | | |
| 10.17.24 | MEDIACOM STREET GARAGE | 10/07/2024 | 249.99 | 100-30-300-3021 Telephone |
| Total MEDIACOM: | | | 249.99 | |
| MIDWAY SEWER SERVICE | | | | |
| 118192 | LOCATE CONNECTION FOR EMERGENCY REPAIR | 09/25/2024 | 275.00 | 500-50-510-3015 Contractor |
| Total MIDWAY SEWER SERVICE: | | | 275.00 | |
| MINNESOTA ENERGY RESOURCES | | | | |
| 5125866359 | 052214174-00001 GAS BILL STREET GARAGE | 10/15/2024 | 99.54 | 100-30-300-3080 Utilities |
| 5214826387 | 0503508588-00001 CITY HALL | 10/15/2024 | 633.40 | 100-10-130-3080 Utilities |
| 5216069881 | 0504812808-00001 GAS UTILITY FIRE HALL | 10/15/2024 | 22.05 | 100-20-220-3080 Utilities |
| Total MINNESOTA ENERGY RESOURCES: | | | 754.99 | |
| MN BUREAU OF CRIM APPREHENSION | | | | |
| 00000823385 | CJDN ACCESS FEE | 09/30/2024 | 600.00 | 100-20-210-4433 Dues & Subscriptions |
| Total MN BUREAU OF CRIM APPREHENSION: | | | 600.00 | |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---|---|--------------|-----------------------|---------------------------------------|
| MNIT SERVICES | | | | |
| DV24090435 | MNIT SERVICES | 10/09/2024 | 101.38 | 100-20-210-4433 Dues & Subscriptions |
| Total MNIT SERVICES: | | | 101.38 | |
| NORTHERN ENGINE & SUPPLY INC | | | | |
| 164029 | PINTLE HITCH, MUD FLAPS, BALL HITCH COMBO | 09/30/2024 | 235.89 | 100-30-300-2210 Operating Supplies |
| Total NORTHERN ENGINE & SUPPLY INC: | | | 235.89 | |
| NORTHLAND CONSTRUCTORS OF DULUTH | | | | |
| 21835 | ASPHALT HOT MIX FOR ROADS | 10/10/2024 | 1,290.64 | 100-30-330-2224 Street Maintenance M |
| Total NORTHLAND CONSTRUCTORS OF DULUTH: | | | 1,290.64 | |
| PROCTOR BUILDERS-PARK DEPT | | | | |
| 271592.2 | LIGHTS FOR GAZEBO | 09/19/2024 | 36.98 | 100-40-410-2210 Operating Supplies |
| Total PROCTOR BUILDERS-PARK DEPT: | | | 36.98 | |
| PROCTOR BUILDERS-STREET DEPT | | | | |
| 271029 | NUTS AND BOLTS | 10/11/2024 | 1.79 | 100-30-300-2210 Operating Supplies |
| Total PROCTOR BUILDERS-STREET DEPT: | | | 1.79 | |
| PROCTOR JOURNAL | | | | |
| 39140 | CITY COUNCIL MINUTES 9.3.24 | 10/10/2024 | 167.75 | 100-10-110-3052 General Notices & Pub |
| Total PROCTOR JOURNAL: | | | 167.75 | |
| PUBLIC UTILITIES COMMISSION | | | | |
| 1016550000-1 | UTILITIES - BDRY AVE & I35 LIFT STATION | 09/23/2024 | 70.78 | 500-50-510-3080 Utilities |
| 1108100000-10 | UTILITIES - 100 PIONK DR A- CITY HALL | 09/23/2024 | 2,060.55 | 100-10-130-3080 Utilities |
| 1108200000-10 | UTILITIES - 200 PIONK DR - CITY GARAGE | 09/19/2024 | 263.60 | 100-30-300-3080 Utilities |
| 110880000-102 | SOFTBALL FIELD #2 | 09/30/2024 | 24.75 | 100-40-410-3080 Utilities |
| 1108850000-10 | UTILITIES - CONCESSION STAND #2 | 09/30/2024 | 35.76 | 100-40-410-3080 Utilities |
| 1112360000-10 | UTILITIES - ALMAC DR LIFT STATION | 09/19/2024 | 13.07 | 500-50-510-3080 Utilities |
| 1127050000-10 | UTILITIES - 225 FIFTH AVE - FIRE DEPT | 09/27/2024 | 94.29 | 100-20-220-3080 Utilities |
| 1191300000-10 | UTILITIES-SAND/SALT FACILITY | 09/19/2024 | 17.56 | 100-30-300-3080 Utilities |
| Total PUBLIC UTILITIES COMMISSION: | | | 2,580.36 | |
| RASMUSSEN CLEANING SERVICE LLC | | | | |
| 101726 | Monthly Cleaning Services | 11/01/2024 | 3,575.00 | 100-10-130-3000 Professional Services |
| Total RASMUSSEN CLEANING SERVICE LLC: | | | 3,575.00 | |
| SALLY HEDTKE | | | | |
| MACVB | MACVB CONFERENCE | 10/07/2024 | 413.39 | 100-15-115-3000 Professional Services |
| Total SALLY HEDTKE: | | | 413.39 | |
| SHELTON EXCAVATING INC | | | | |
| 2023-350 | EMERGENCY SEWER DIG ON ANCHOR ST | 09/30/2024 | 4,244.80 | 500-50-510-3015 Contractor |
| Total SHELTON EXCAVATING INC : | | | 4,244.80 | |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|----------------------------------|-------------------------------------|--------------|-----------------------|---------------------------------------|
| THE LAKE + CO. | | | | |
| 1198 | BE.MEDIA MARKETING | 10/14/2024 | 1,800.00 | 100-15-115-3040 Advertising |
| 3502 | MEDIA AND MARKETING | 10/10/2024 | 7,200.00 | 100-15-115-3040 Advertising |
| Total THE LAKE + CO.: | | | 9,000.00 | |
| THOMSON REUTERS-WEST | | | | |
| 850857364 | THOMSON REUTERS CLEAR | 10/04/2024 | 151.54 | 100-20-210-4433 Dues & Subscriptions |
| Total THOMSON REUTERS-WEST: | | | 151.54 | |
| TROYS SERVICE | | | | |
| 68444 | 2023 TAHOE - SQUAD 123 / TIRE PATCH | 10/02/2024 | 34.50 | 100-20-210-4400 Repairs & Maintenanc |
| Total TROYS SERVICE: | | | 34.50 | |
| US BANK VOYAGER | | | | |
| 869217786244 | FUEL | 10/08/2024 | 1,579.07 | 100-20-210-2212 Fuels & Lubricants |
| Total US BANK VOYAGER: | | | 1,579.07 | |
| USA TOWING & RECOVERY | | | | |
| 2723 | 24127758 - TOW CHARGE | 09/30/2024 | 120.00 | 100-20-210-3000 Professional Services |
| Total USA TOWING & RECOVERY: | | | 120.00 | |
| W.L.S.S.D. | | | | |
| 168512024101 | 2ND HALF DISTRICT WIDE ALLOCATION | 10/15/2024 | 3,427.50 | 500-50-510-3085 Sewer - WLSSD Billin |
| Total W.L.S.S.D.: | | | 3,427.50 | |
| WEX BANK | | | | |
| 100237817 | FUEL - FIRE | 10/07/2024 | 99.65 | 100-20-220-2212 Fuels & Lubricants |
| 100237817 | FUEL - PUC | 10/07/2024 | 401.21 | 700-71-720-2212 Fuels & Lubricants |
| 100237817 | FUEL - STREET DEPT | 10/07/2024 | 623.21 | 100-30-300-2212 Fuels & Lubricants |
| Total WEX BANK: | | | 1,124.07 | |
| ZIEGLER INC. | | | | |
| SI000546377 | BACKHOE THROTTLE REPAIRS | 09/27/2024 | 1,202.86 | 500-50-510-4400 Repairs & Maintenanc |
| Total ZIEGLER INC.: | | | 1,202.86 | |
| Grand Totals: | | | 77,407.40 | |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|----------------|-------------|--------------|-----------------------|----------------------|
|----------------|-------------|--------------|-----------------------|----------------------|

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 = 10/21/2024

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 = 10/21/2024

Liquor Bills

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|-----------------------------------|-------------|--------------|--------------------|------------------------------------|
| AMERICAN BOTTLING COMPANY | | | | |
| 4616701703 | SODA | 10/07/2024 | 276.30 | 600-60-600-2254 Soft Drinks & Mix |
| Total AMERICAN BOTTLING COMPANY : | | | 276.30 | |
| ARTISAN BEER COMPANY | | | | |
| 1785254 | THC | 10/11/2024 | 85.20 | 600-60-600-2255 THC Products |
| 3718715 | BEER | 10/11/2024 | 356.85 | 600-60-600-2252 Beer Purchases |
| Total ARTISAN BEER COMPANY: | | | 442.05 | |
| BERNICKS PEPSI | | | | |
| 30121481 | THC | 10/02/2024 | 394.00 | 600-60-600-2255 THC Products |
| 30121482 | BEER | 10/02/2024 | 4,302.80 | 600-60-600-2252 Beer Purchases |
| 30122742 | THC | 10/09/2024 | 212.00 | 600-60-600-2255 THC Products |
| 30122743 | BEER | 10/09/2024 | 6,298.00 | 600-60-600-2252 Beer Purchases |
| 30122744 | BEER | 10/09/2024 | 125.00- | 600-60-600-2252 Beer Purchases |
| 30122745 | THC | 10/09/2024 | 550.00 | 600-60-600-2255 THC Products |
| 30122746 | SODA | 10/09/2024 | 28.65 | 600-60-600-2254 Soft Drinks & Mix |
| 30123906 | THC | 10/16/2024 | 251.00 | 600-60-600-2255 THC Products |
| 30123907 | BEER | 10/16/2024 | 7,384.25 | 600-60-600-2252 Beer Purchases |
| 30123908 | SODA | 10/16/2024 | 57.30 | 600-60-600-2254 Soft Drinks & Mix |
| 30123909 | BEER | 10/16/2024 | 50.00- | 600-60-600-2252 Beer Purchases |
| 6072040 | BEER | 10/02/2024 | 37.50- | 600-60-600-2252 Beer Purchases |
| Total BERNICKS PEPSI: | | | 19,265.50 | |
| BREAKTHRU BEVERAGE | | | | |
| 118014206 | SERVICE FEE | 10/03/2024 | 9.71 | 600-60-600-3033 Freight & Express |
| 118014206 | LIQUOR | 10/03/2024 | 463.41 | 600-60-600-2251 Liquor Purchases |
| 118115364 | SERVICE FEE | 10/10/2024 | 30.43 | 600-60-600-3033 Freight & Express |
| 118115364 | LIQUOR | 10/10/2024 | 1,994.79 | 600-60-600-2251 Liquor Purchases |
| 118215587 | SERVICE FEE | 10/17/2024 | 29.60 | 600-60-600-3033 Freight & Express |
| 118215587 | LIQUOR | 10/17/2024 | 1,610.61 | 600-60-600-2251 Liquor Purchases |
| Total BREAKTHRU BEVERAGE: | | | 4,138.55 | |
| C&L DISTRIBUTING | | | | |
| 1986248 | BEER | 10/01/2024 | 8,450.05 | 600-60-600-2252 Beer Purchases |
| 1986248 | SHIPPING | 10/01/2024 | 3.00 | 600-60-600-3033 Freight & Express |
| 1994368 | BEER | 10/15/2024 | 2.19- | 600-60-600-2252 Beer Purchases |
| 1994369 | SHIPPING | 10/15/2024 | 3.00 | 600-60-600-3033 Freight & Express |
| 1994369 | BEER | 10/15/2024 | 1,194.25 | 600-60-600-2252 Beer Purchases |
| Total C&L DISTRIBUTING: | | | 9,648.11 | |
| CINTAS | | | | |
| 4207409397 | MATS | 10/07/2024 | 252.13 | 600-60-600-2210 Operating Supplies |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|-------------------------------------|-----------------------|--------------|-----------------------|-----------------------------------|
| Total CINTAS: | | | 252.13 | |
| COCA COLA BOTTLING CO | | | | |
| 3486988 | SODA | 10/01/2024 | 166.95 | 600-60-600-2254 Soft Drinks & Mix |
| Total COCA COLA BOTTLING CO: | | | 166.95 | |
| DAHLHEIMER BEVERAGE | | | | |
| 10172024credit | BEER | 10/17/2024 | 63.05- | 600-60-600-2252 Beer Purchases |
| 2298431 | BEER | 10/02/2024 | 1,525.50 | 600-60-600-2252 Beer Purchases |
| Total DAHLHEIMER BEVERAGE: | | | 1,462.45 | |
| JOHNSON BROTHERS INC | | | | |
| 2636505 | DELIVERY CHARGE | 10/02/2024 | 10.90 | 600-60-600-3033 Freight & Express |
| 2636505 | LIQUOR | 10/02/2024 | 360.00 | 600-60-600-2251 Liquor Purchases |
| 2636506 | DELIVERY CHARGE | 10/02/2024 | 23.98 | 600-60-600-3033 Freight & Express |
| 2636506 | WINE | 10/02/2024 | 844.00 | 600-60-600-2253 Wine Purchases |
| 2641240 | DELIVERY CHARGE | 10/09/2024 | 29.60 | 600-60-600-3033 Freight & Express |
| 2641240 | LIQUOR | 10/09/2024 | 1,230.79 | 600-60-600-2251 Liquor Purchases |
| 2641241 | DELIVERY CHARGE | 10/09/2024 | 4.36 | 600-60-600-3033 Freight & Express |
| 2641241 | WINE | 10/09/2024 | 106.50 | 600-60-600-2253 Wine Purchases |
| 2641242 | DELIVERY CHARGE | 10/09/2024 | 2.18 | 600-60-600-3033 Freight & Express |
| 2641242 | LIQUOR | 10/09/2024 | 37.00 | 600-60-600-2251 Liquor Purchases |
| 2641243 | THC | 10/09/2024 | 73.80 | 600-60-600-2255 THC Products |
| 2643588 | DELIVERY CHARGE | 10/11/2024 | 73.75 | 600-60-600-3033 Freight & Express |
| 2643588 | LIQUOR | 10/11/2024 | 4,465.72 | 600-60-600-2251 Liquor Purchases |
| 2643589 | DELIVERY CHARGE | 10/11/2024 | 15.26 | 600-60-600-3033 Freight & Express |
| 2643589 | WINE | 10/11/2024 | 608.75 | 600-60-600-2253 Wine Purchases |
| 2646118 | DELIVERY CHARGE | 10/16/2024 | 2.73 | 600-60-600-3033 Freight & Express |
| 2646118 | LIQUOR | 10/16/2024 | 246.53 | 600-60-600-2251 Liquor Purchases |
| 2646119 | DELIVERY CHARGE | 10/16/2024 | 15.26 | 600-60-600-3033 Freight & Express |
| 2646119 | WINE | 10/16/2024 | 365.00 | 600-60-600-2253 Wine Purchases |
| 2646120 | THC | 10/16/2024 | 295.20 | 600-60-600-2255 THC Products |
| Total JOHNSON BROTHERS INC: | | | 8,811.31 | |
| LAKESHORE ICE | | | | |
| 06-404918 | ICE | 10/09/2024 | 112.30 | 600-60-600-2258 Misc Merchandise |
| Total LAKESHORE ICE: | | | 112.30 | |
| MEDIACOM | | | | |
| 8-26-24 | MEDIACOM LIQUOR STORE | 08/26/2024 | 743.55 | 600-60-600-3080 Utilities |
| Total MEDIACOM: | | | 743.55 | |
| MICHAUD DISTRIBUTING COMPANY | | | | |
| 391661 | BEER | 09/30/2024 | 233.25 | 600-60-600-2252 Beer Purchases |
| 391661 | FUEL SURCHARGE | 09/30/2024 | 3.00 | 600-60-600-3033 Freight & Express |
| 391864 | FUEL SURCHARGE | 09/07/2024 | 3.00 | 600-60-600-3033 Freight & Express |
| 391864 | BEER | 09/07/2024 | 1,461.60 | 600-60-600-2252 Beer Purchases |
| 392094 | BEER | 10/14/2024 | 394.65 | 600-60-600-2252 Beer Purchases |
| 392094 | FUEL SURCHARGE | 10/14/2024 | 3.00 | 600-60-600-3033 Freight & Express |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--|---|--------------|--------------------|------------------------------------|
| Total MICHAUD DISTRIBUTING COMPANY: | | | 2,098.50 | |
| MINNESOTA ENERGY RESOURCES | | | | |
| 5210709945 | 0502591202-00001 MOUNTAIN SPIRITS GAS SERVICE | 10/11/2024 | 19.51 | 600-60-600-3080 Utilities |
| Total MINNESOTA ENERGY RESOURCES: | | | 19.51 | |
| PHILLIPS WINE & SPIRITS CO. | | | | |
| 6856940 | DELIVERY | 10/02/2024 | 5.26 | 600-60-600-3033 Freight & Express |
| 6856940 | LIQUOR | 10/02/2024 | 334.05 | 600-60-600-2251 Liquor Purchases |
| 6856942 | DELIVERY | 10/02/2024 | 8.72 | 600-60-600-3033 Freight & Express |
| 6856942 | MIX | 10/02/2024 | 156.30 | 600-60-600-2254 Soft Drinks & Mix |
| 6858941 | DELIVERY | 10/02/2024 | 28.34 | 600-60-600-3033 Freight & Express |
| 6858941 | WINE | 10/02/2024 | 717.60 | 600-60-600-2253 Wine Purchases |
| 6860630 | DELIVERY | 10/09/2024 | 52.41 | 600-60-600-3033 Freight & Express |
| 6860630 | LIQUOR | 10/09/2024 | 1,865.03 | 600-60-600-2251 Liquor Purchases |
| 6860631 | DELIVERY | 10/09/2024 | 4.36 | 600-60-600-3033 Freight & Express |
| 6860631 | MIX | 10/09/2024 | 109.80 | 600-60-600-2254 Soft Drinks & Mix |
| 6864478 | DELIVERY | 10/16/2024 | 4.09 | 600-60-600-3033 Freight & Express |
| 6864478 | LIQUOR | 10/16/2024 | 275.69 | 600-60-600-2251 Liquor Purchases |
| 6864479 | DELIVERY | 10/16/2024 | 2.18 | 600-60-600-3033 Freight & Express |
| 6864479 | WINE | 10/16/2024 | 144.00 | 600-60-600-2253 Wine Purchases |
| Total PHILLIPS WINE & SPIRITS CO.: | | | 3,707.83 | |
| PUBLIC UTILITIES COMMISSION | | | | |
| 1016900000-1 | UTILITIES - 9301 WESTGATE - MTN SPIRITS | 09/23/2024 | 716.59 | 600-60-600-3080 Utilities |
| Total PUBLIC UTILITIES COMMISSION: | | | 716.59 | |
| RANGE PAPER | | | | |
| 80890 | BAGS | 10/02/2024 | 84.24 | 600-60-600-2210 Operating Supplies |
| 84416 | BAGS | 10/09/2024 | 59.88 | 600-60-600-2210 Operating Supplies |
| Total RANGE PAPER: | | | 144.12 | |
| SOUTHERN WINE & SPIRITS | | | | |
| 2537357 | DELIVERY | 10/04/2024 | 49.88 | 600-60-600-3033 Freight & Express |
| 2537357 | LIQUOR | 10/04/2024 | 1,866.06 | 600-60-600-2251 Liquor Purchases |
| 2540356 | DELIVERY | 10/11/2024 | 91.36 | 600-60-600-3033 Freight & Express |
| 2540356 | LIQUOR | 10/11/2024 | 3,924.99 | 600-60-600-2251 Liquor Purchases |
| Total SOUTHERN WINE & SPIRITS: | | | 5,932.29 | |
| TOTAL REGISTER SYSTEMS | | | | |
| 2528 | MISC. HARDWARE | 09/27/2024 | 292.21 | 600-60-600-2205 Office Supplies |
| TOTAL REGISTER SYSTEMS : | | | 292.21 | |
| URSA MINOR BREWING | | | | |
| e-7358 | BEER | 10/01/2024 | 267.60 | 600-60-600-2252 Beer Purchases |
| e--7359 | BEER | 10/03/2024 | 419.80 | 600-60-600-2252 Beer Purchases |
| e-7444 | BEER | 10/10/2024 | 83.10 | 600-60-600-2252 Beer Purchases |
| e-7494 | BEER | 10/17/2024 | 299.80 | 600-60-600-2252 Beer Purchases |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---------------------------|-------------|--------------|-----------------------|-----------------------------------|
| Total URSA MINOR BREWING: | | | 1,070.30 | |
| VINOCOPIA | | | | |
| 0359686-IN | SHIPPING | 10/09/2024 | 2.50 | 600-60-600-3033 Freight & Express |
| 0359686-IN | LIQUOR | 10/09/2024 | 360.75 | 600-60-600-2251 Liquor Purchases |
| Total VINOCOPIA: | | | 363.25 | |
| Grand Totals: | | | 59,663.80 | |

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 = 10/21/2024

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

Check Register

| Check Issue Date | Check Number | Payee | Amount |
|------------------|--------------|--------------------------------|-----------|
| 10/21/2024 | 43674 | AMERICAN BOTTLING COMPANY | 276.30 |
| 10/21/2024 | 43675 | ANIMAL ALLIES HUMANE SOCIETY | 30.00 |
| 10/21/2024 | 43676 | ARTISAN BEER COMPANY | 442.05 |
| 10/21/2024 | 43677 | AT&T MOBILITY | 2,324.69 |
| 10/21/2024 | 43678 | BREAKTHRU BEVERAGE | 4,138.55 |
| 10/21/2024 | 43679 | BUFFALO MEDIA GROUP MN | 2,000.00 |
| 10/21/2024 | 43680 | C&L DISTRIBUTING | 9,648.11 |
| 10/21/2024 | 43681 | CINTAS | 1,050.93 |
| 10/21/2024 | 43682 | CINTAS | 207.38 |
| 10/21/2024 | 43683 | CINTAS | 252.13 |
| 10/21/2024 | 43684 | CINTAS | 71.29 |
| 10/21/2024 | 43685 | CONSOLIDATED COMMUNICATIONS | 457.78 |
| 10/21/2024 | 43686 | DEN'S AUTOBODY | 6,190.12 |
| 10/21/2024 | 43687 | ELAN CORPORATE PAYMENT SYSTEMS | 841.71 |
| 10/21/2024 | 43688 | ESS BROTHERS AND SONS INC | 5,180.00 |
| 10/21/2024 | 43689 | HAVE FUN BIKING | 2,880.00 |
| 10/21/2024 | 43690 | JOHNSON BROTHERS INC | 8,811.31 |
| 10/21/2024 | 43691 | KLATTE GOLF MANAGEMENT LLC | 7,500.00 |
| 10/21/2024 | 43692 | LAKE SUPERIOR PUBLISHING | 1,510.00 |
| 10/21/2024 | 43693 | LAKESHORE ICE | 112.30 |
| 10/21/2024 | 43694 | LEADSONLINE LLC | 466.00 |
| 10/21/2024 | 43695 | LEAGUE OF MINNESOTA CITIES | 1,353.00 |
| 10/21/2024 | 43696 | LEMASTERS, JEREMY | 349.74 |
| 10/21/2024 | 43697 | MACQUEEN EMERGENCY | 365.12 |
| 10/21/2024 | 43698 | MEDIACOM | 993.54 |
| 10/21/2024 | 43699 | MN BUREAU OF CRIM APPREHENSION | 600.00 |
| 10/21/2024 | 43700 | MNIT SERVICES | 101.38 |
| 10/21/2024 | 43701 | PHILLIPS WINE & SPIRITS CO. | 3,707.83 |
| 10/21/2024 | 43702 | PROCTOR BUILDERS-PARK DEPT | 36.98 |
| 10/21/2024 | 43703 | RANGE PAPER | 144.12 |
| 10/21/2024 | 43704 | SALLY HEDTKE | 413.39 |
| 10/21/2024 | 43705 | SHELTON EXCAVATING INC | 4,244.80 |
| 10/21/2024 | 43706 | THOMSON REUTERS-WEST | 151.54 |
| 10/21/2024 | 43707 | TOTAL REGISTER SYSTEMS | 292.21 |
| 10/21/2024 | 43708 | US BANK VOYAGER | 1,579.07 |
| 10/21/2024 | 43709 | USA TOWING & RECOVERY | 120.00 |
| 10/21/2024 | 43710 | WEX BANK | 1,124.07 |
| 10/21/2024 | 43711 | ZIEGLER INC. | 1,202.86 |
| 10/21/2024 | 999914662 | BERNICKS PEPSI | 19,265.50 |
| 10/21/2024 | 999914663 | MINNESOTA ENERGY RESOURCES | 774.50 |
| 10/21/2024 | 999914664 | PUBLIC UTILITIES COMMISSION | 3,296.95 |
| 10/21/2024 | 999914665 | SOUTHERN WINE & SPIRITS | 5,932.29 |
| 10/21/2024 | 999914666 | 1ST AYD | 239.05 |
| 10/21/2024 | 999914667 | BE.MEDIA HOUSE | 1,800.00 |
| 10/21/2024 | 999914668 | BRAY&REED | 2,500.00 |
| 10/21/2024 | 999914669 | COCA COLA BOTTLING CO | 166.95 |
| 10/21/2024 | 999914670 | DAHLHEIMER BEVERAGE | 1,462.45 |
| 10/21/2024 | 999914671 | FRYBERGER LAW FIRM | 1,657.50 |

| Check Issue Date | Check Number | Payee | Amount |
|------------------|--------------|----------------------------------|-------------------|
| 10/21/2024 | 999914672 | INTEGRIS LLC | 3,556.37 |
| 10/21/2024 | 999914673 | KEY ENTERPRISES LLC | 4,950.00 |
| 10/21/2024 | 999914674 | LESLIE BRUNFELT | 559.22 |
| 10/21/2024 | 999914675 | MICHAUD DISTRIBUTING COMPANY | 2,098.50 |
| 10/21/2024 | 999914676 | MIDWAY SEWER SERVICE | 275.00 |
| 10/21/2024 | 999914677 | NORTHERN ENGINE & SUPPLY INC | 235.89 |
| 10/21/2024 | 999914678 | NORTHLAND CONSTRUCTORS OF DULUTH | 1,290.64 |
| 10/21/2024 | 999914679 | PROCTOR BUILDERS-STREET DEPT | 1.79 |
| 10/21/2024 | 999914680 | PROCTOR JOURNAL | 167.75 |
| 10/21/2024 | 999914681 | RASMUSSEN CLEANING SERVICE LLC | 3,575.00 |
| 10/21/2024 | 999914682 | THE LAKE + CO. | 7,200.00 |
| 10/21/2024 | 999914683 | TROYS SERVICE | 34.50 |
| 10/21/2024 | 999914684 | URSA MINOR BREWING | 1,070.30 |
| 10/21/2024 | 999914685 | VINOCOPIA | 363.25 |
| 10/21/2024 | 999914686 | W.L.S.S.D. | 3,427.50 |
| Grand Totals: | | | <u>137,071.20</u> |

Summary by General Ledger Account Number

| GL Account | Debit | Credit | Proof |
|-----------------|-----------|------------|------------|
| 100-00-000-2020 | .00 | 58,375.63- | 58,375.63- |
| 100-10-110-3052 | 167.75 | .00 | 167.75 |
| 100-10-110-3094 | 96.97 | .00 | 96.97 |
| 100-10-110-4433 | 1,353.00 | .00 | 1,353.00 |
| 100-10-120-2205 | 13.22 | .00 | 13.22 |
| 100-10-120-3009 | 3,556.37 | .00 | 3,556.37 |
| 100-10-120-3021 | 457.78 | .00 | 457.78 |
| 100-10-120-3022 | 6.60 | .00 | 6.60 |
| 100-10-130-2211 | 65.29 | .00 | 65.29 |
| 100-10-130-3000 | 4,442.57 | .00 | 4,442.57 |
| 100-10-130-3080 | 2,693.95 | .00 | 2,693.95 |
| 100-10-150-3031 | 559.22 | .00 | 559.22 |
| 100-10-160-3004 | 2,500.00 | .00 | 2,500.00 |
| 100-15-115-3000 | 413.39 | .00 | 413.39 |
| 100-15-115-3040 | 20,340.00 | .00 | 20,340.00 |
| 100-20-210-2205 | 21.61 | .00 | 21.61 |
| 100-20-210-2212 | 1,636.12 | .00 | 1,636.12 |
| 100-20-210-3000 | 120.00 | .00 | 120.00 |
| 100-20-210-3009 | 169.23 | .00 | 169.23 |
| 100-20-210-3021 | 2,324.69 | .00 | 2,324.69 |
| 100-20-210-3031 | 349.74 | .00 | 349.74 |
| 100-20-210-3035 | 300.00 | .00 | 300.00 |
| 100-20-210-4400 | 34.50 | .00 | 34.50 |
| 100-20-210-4408 | 30.00 | .00 | 30.00 |
| 100-20-210-4433 | 1,318.92 | .00 | 1,318.92 |
| 100-20-220-2210 | 40.12 | .00 | 40.12 |
| 100-20-220-2212 | 99.65 | .00 | 99.65 |
| 100-20-220-3000 | 207.38 | .00 | 207.38 |
| 100-20-220-3080 | 116.34 | .00 | 116.34 |

| GL Account | Debit | Credit | Proof |
|-----------------|------------|-------------|------------|
| 100-20-220-4400 | 6,555.24 | .00 | 6,555.24 |
| 100-30-300-2210 | 275.78 | .00 | 275.78 |
| 100-30-300-2212 | 623.21 | .00 | 623.21 |
| 100-30-300-2214 | 71.29 | .00 | 71.29 |
| 100-30-300-2217 | 183.36 | .00 | 183.36 |
| 100-30-300-2220 | 5,180.00 | .00 | 5,180.00 |
| 100-30-300-3012 | 33.52 | .00 | 33.52 |
| 100-30-300-3021 | 249.99 | .00 | 249.99 |
| 100-30-300-3080 | 380.70 | .00 | 380.70 |
| 100-30-330-2224 | 1,290.64 | .00 | 1,290.64 |
| 100-40-410-2210 | 36.98 | .00 | 36.98 |
| 100-40-410-3080 | 60.51 | .00 | 60.51 |
| 500-00-000-2020 | .00 | 9,473.06- | 9,473.06- |
| 500-50-510-2210 | 239.05 | .00 | 239.05 |
| 500-50-510-3015 | 4,519.80 | .00 | 4,519.80 |
| 500-50-510-3080 | 83.85 | .00 | 83.85 |
| 500-50-510-3085 | 3,427.50 | .00 | 3,427.50 |
| 500-50-510-4400 | 1,202.86 | .00 | 1,202.86 |
| 550-00-000-2020 | .00 | 7,500.00- | 7,500.00- |
| 550-55-550-3000 | 7,500.00 | .00 | 7,500.00 |
| 600-00-000-2020 | 277.74 | 59,941.54- | 59,663.80- |
| 600-60-600-2205 | 292.21 | .00 | 292.21 |
| 600-60-600-2210 | 396.25 | .00 | 396.25 |
| 600-60-600-2251 | 19,035.42 | .00 | 19,035.42 |
| 600-60-600-2252 | 32,671.50 | 277.74- | 32,393.76 |
| 600-60-600-2253 | 2,785.85 | .00 | 2,785.85 |
| 600-60-600-2254 | 795.30 | .00 | 795.30 |
| 600-60-600-2255 | 1,861.20 | .00 | 1,861.20 |
| 600-60-600-2258 | 112.30 | .00 | 112.30 |
| 600-60-600-3033 | 511.86 | .00 | 511.86 |
| 600-60-600-3080 | 1,479.65 | .00 | 1,479.65 |
| 700-00-000-2020 | .00 | 401.21- | 401.21- |
| 700-71-720-2212 | 401.21 | .00 | 401.21 |
| 830-00-000-2020 | .00 | 1,657.50- | 1,657.50- |
| 830-80-800-3004 | 1,657.50 | .00 | 1,657.50 |
| Grand Totals: | 137,626.68 | 137,626.68- | .00 |

Report Criteria:

Report type: Summary
 Check.Type = {<>} "Adjustment"
 Bank.Account description = "City Checking"

City of Proctor Payroll Summary by Department

Check Date Range 10/11/2024 to 10/11/2024

| Department | Gross Wages | Overtime Hours | Overtime Wages | Double Overtime Hours | Double Overtime Wages |
|-------------------|--------------------|---------------------------|---------------------------|--------------------------------------|--------------------------------------|
| Council | 200.00 | - | - | - | - |
| City Admin | 8,020.80 | - | - | - | - |
| Finance | 3,344.00 | - | - | - | - |
| Police Department | 27,468.83 | 43.00 | 2,623.52 | - | - |
| Fire Department | 13,842.42 | - | - | - | - |
| Street Department | 10,778.63 | - | - | - | - |
| Liquor Store | 6,210.91 | - | - | - | - |
| PUC | 7,383.79 | - | - | - | - |
| Committees | 750.00 | - | - | - | - |
| Election Judges | - | - | - | - | - |
| Total | 77,999.38 | 43.00 | 2,623.52 | - | - |