

*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, December 16, 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 Monday, December 2, 2024 and Budget Working Session, November 21, 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. Gordy Downs Trust Fund – December 4, 2024
- B. Hoghead Information Meeting Memo
- C. Payroll Report – 12/06/2025

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

- A.

***3. COMMITTEE REPORTS**

- A. A. 2025 Committee, Commission and Meetings Information DRAFT

***4. CLERK ADVISES COUNCIL**

- A. LOI – Property Exchange
- B. 2025 Legislation Session Agenda Update

5. UNFINISHED BUSINESS

- A. City of Proctor Blight Policy
- B. St. Lukes Arena – Parking Improvements/Accommodations

6. NEW BUSINESS

- A. Proctor Area Historical – Museum Operations Request
- B. Resolution 71-24 2nd St Final Acceptance
- C. Resolution 72-24 Assessment Deferral
- D. Resolution 73-24 Approving 2025 Budget

- E. Approving Year End Transfers
- F. Resolution 74-24 Prosecution Services Agreement
- G. Ordinance 01-25 Floodplain Ordinance – First Reading
- H. Ordinance 02-25 Cannabis Ordinance – First Reading
- I. Year End Vacation Accrual

MEMBER CONCERNS

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

BILLS FOR APPROVAL

General: \$228,785.02
Liquor: \$17,116.42
TOTAL BILLS FOR APPROVAL: \$245,901.44

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING DECEMBER 2, 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, Councilor Rory Johnson, Administrator Rich

OTHERS PRESENT: City Attorney Matt Hanka, Chief Gaidis, Finance Director Leslie Brunfelt, Jim Schwarzbauer, Sergeant Matt Riebel, Derek Pederson, Korey Halvorson, Ben LaLone, Ted Kiefat

M/S/P: Rohweder/Johnson to suspend the regular city council meeting and open the Truth and Taxation public hearing for the 2025 proposed levy.

Finance Director Brunfelt presents the proposed 2025 budget and levy as required by MN law. The planned increase to the tax levy is 5.5% over last year, and a 1.5% reduction over the originally proposed increase of 7% back in September. Finance Director Brunfelt presents a summary of the tax levy impact, projected expenditures, equipment replacement, capital purchases, and projected revenues.

M/S/P: Ward/DeWall to close the Truth and Taxation hearing and resume the regular council meeting.

M/S/P: Rohweder/Johnson to approve the City Council minutes from Monday, November 18, 2024.

M/S/P: Ward/Rohweder to approve the agenda for Monday, December 2, 2024, adding item 7A: Closed Session as permitted by section §13D.05, subdivision 3(C) potential sale of parcel: 185-0240-00535.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Jim Schwarzbauer – 827 Almac Dr, on behalf of the Proctor Area Historical Society, expressing gratitude for all of assistance the city has provided both past and present towards museum operations. Schwarzbauer states a decline in volunteer participation, fewer board members, and lack of financial assistance has lead to the termination of the historical society. The accomplishment has been made and completed, also nothing the MN Historical Society is aware of the current situation. Mayor Ward states the council discussed museum operations at the recent budget meeting, and requests clarification and priority of the needs to be considered at the next council meeting.

Schwarzbauer extends gratitude to Councilor Rohweder for his service and contribution to the community over the years both as a member of city staff and as an elected official.

M/S/P: Johnson/Rohweder to approve the consent agenda for Monday, December 2nd, 2024, pulling items 4B and 5B for discussion and clarifying the July 1st implementation of the recently approved sales tax increase for trails.

***1: COMMUNICATIONS**

A. Tourism Minutes – November 25, 2024

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

***3. COMMITTEE REPORTS**

***4. CLERK ADVISES COUNCIL**

A. Local Sales Tax Next Steps

B: MOU Market Rate Adjustment

Councilor DeWall: Signature clarification and receipt of MOU, with Administrator Rich stating completed drafts were submitted by the union representatives, with signatures completed after receipt. Administrator Rich states the drafts are being presented to council prior to final signatures.

M/S/P: Rohweder/Johnson to approve the MOU market rate adjustment memo of understanding with the different unions.

Mayor Ward clarifies with legal whether to abstain from the vote for approval, with Attorney Hanka recommending his vote abstains from approval. Mayor Ward suggests approving each MOU individually with Attorney Hanka in support.

Rohweder/Johnson to rescind original motion for individual approval.

M/S/P: Rohweder/Johnson to approve the MOU between the International Brotherhood of Electrical Works, Local No.31 and the City of Proctor as submitted.

M/S/P: Benson/DeWall to approve the MOU between the Police Officers/Police Sergeants LELS Local No. 21 and the City of Proctor.

M/S/P: Rohweder/Johnson to approve the letter of understanding between the Teamsters General Local Union No. 346 and the City of Proctor.

Mayor Ward abstains, motion passes.

M/S/P: Ward/Benson to approve the letter of understanding between The City of Proctor and UFCW Local No. 1189.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

Councilor Benson is requesting moving items for action to be brought forward for legislation. Councilor Benson summarizes a variety of legislative items and previously discussed opportunities for the City of Proctor.

Administrator Rich adds the infrastructure addition request is currently in place on a federal level. Councilor Benson summarizes six legislative possibilities, adding it is not a bonding year at the state level. Also adding the necessity of updating paperwork and engineering estimates.

Mayor Ward agrees with advancing infrastructure development, the Munger Trail spur, fairground fencing, while eliminating requesting funding for the sports complex from the list. Councilor Benson presents a summary of the Newspaper Sustainability Act and the possible tax incentives. Councilor Rohweder adds the benefit of approaching utilizing the current year to implement the sales tax, prepare for a bonding year, and add the Munger Trail Spur at that time rather than spend the time to request on a non-bonding year. Rohweder agrees with advancing the infrastructure along I-35 and the fairground fencing. Discussion follows with council suggesting scheduling a meeting with two councilors and state representatives to discuss and brainstorm future bonding items for the City of Proctor. M/S/P: Rohweder/DeWall directing Administrator Rich to schedule a meeting with Senator Hauschild to discuss future bonding legislation for the City of Proctor.

C. St. Lukes Arena – Parking Improvements/Accommodations

6. NEW BUSINESS

A. Resolution 67-24: Tourism Marketing Grant

M/S/P: Benson/Johnson to approve Resolution 67-24 as submitted, granting a \$1500 tourism marketing grant to PAHA as submitted.

B. Resolution 68-24: Approval of the Final Levy for 2025

M/S/P: Rohweder/Johnson to approve Resolution 68-24 approving the final levy for 2025 at 5.5% as submitted.

C. Resolution 69-24: Johnson Controls Service Contract Renewal

M/S/P: Ward/DeWall to approve Resolution 69-24 renewing the five-year Johnson Controls Service Contract as submitted. Noting corrections: changing from “three-year” to, “five-year” in the last paragraph of the submitted resolution.

D. Resolution 70-24: Accepting Liability Coverage from the LMCIT

M/S/P: Ward/Johnson to approve Resolution 70-24 accepting liability coverage, not waiving the monetary limits on municipal torque liability.

E. Proctor Public Utilities – Commissioner Resignation

M/S/P: Rohweder/Benson to accept the resignation of Derek Pederson as a Utility Commissioner effective December 31, 2024.

F. Proctor Public Utilities – Commissioner Recommendation

M/S/P: Benson/DeWall to approve the recommendation from Proctor Public Utilities, appointing the next highest scoring candidate, Korey Halvorson to finish the term of Commissioner Pederson, effective 1/1/2025 – 8/31/2026.

Extending gratitude to Derek for his serviced and congratulating Korey on his recent appointment.

M/S/P: Rohweder/DeWall to suspend the regular council meeting and open a closed session as permitted by MN State Statute §13D.05, subdivision 3(C) potential sale of parcel: 185-0240-00535.

M/S/P: Rohweder/Johnson to resume the regular council meeting at 7:18 pm.

MEMBER CONCERNS

Rohweder: None

DeWall: None

Benson: Appreciation and gratitude for holiday light display

Johnson: None

Mayor Ward: Hope everyone had a happy and safe Thanksgiving over the long weekend.

Administrator Rich: None

City Attorney – Matt Hanka: Drafted cannabis ordinance is currently in progress, hope to be completed and ready for first reading soon. Drafted zoning changes have been submitted to city administration. Notes the cannabis and zoning ordinances correlate with additional changes, confirms the blight policy is included with the drafted zoning changes.

Chief Gaidis:

TOTAL BILLS FOR APPROVAL:

General: \$68,961.39

Liquor: \$50,825.45

TOTAL BILLS FOR APPROVAL: \$119,786.84

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

M/S/P: DeWall/Ward to adjourn the meeting at 7:23 pm.

MINUTES OF THE PROCTOR CITY COUNCIL BUDGET WORKING SESSION NOVEMBER 21, 2024

Mayor Ward called the meeting to order at 4:00 pm.

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

OTHERS PRESENT: Administrator Rich, Finance Director Leslie Brunfelt, Councilor-elect Derek Pederson, Administrative Assistant Megan Mazzuco

M/S/P: Rohweder/Benson to approve the agenda for the working session as indicated:

Item 1: Decide on the final levy increase so the Truth in Taxation materials can be created.

Item 2: Confirm the decision to lease the Fire Truck.

Item 3: Consider increasing transfers from Police and Fire general fund budgets to the Public Safety Fund.

Item 4: Consider whether more will be needed for the Public Works Garage.

Finance Director Brunfelt summarizes the agenda items requested for action, noting the fire truck lease has previously been approved and already in progress.

Discussion begins noting the surplus of the general fund for 2024 was ~\$300,000.00, following about a 65% in fund surplus from 2023. The council discusses the current state of the public works garage considering the rebidding process and factoring the additional expenses for completion. Currently, the city has earmarked \$300,000 for this completion and after discussions, council agrees with needing a total of about \$428,000.00 to complete, noting that an additional \$76,000.00 should be added to the city's portion to cover additional costs.

The Public Safety fund transfers are discussed, and it is determined not to increase the amount of the annual transfer at this time. This has been completed in order to create a sustainable schedule for equipment and vehicle purchases, accounting for the cost of ~\$35,000 annually in order to purchase new squad cars every other year.

Generally, the city's goal for available fund balance is 30-50%. It is noted this was at 65% for 2023, and anticipated to be 57% for 2024 after the purchase of the plow truck and payments related to the Public Works Garage. With the proposed levy increases, a 3% increase would result in a 49% available fund balance, while a 5.5% increase would result in an available fund balance of 50.3% and would add about \$50,000.00. After discussion, council proposes a 5.5% increase, which is a 1.5% reduction from the originally proposed 7% increase back in September of this year.

A brief discussion is held regarding museum operations and staffing with council in agreement of providing and discussing assistance. The council would like to see a written request describing and prioritizing the needs of the historical society.

M/S/P: DeWall/Rohweder to adjourn the budget working session at 5:00 pm.

Downs Trust Committee
12/4/2024 11:30 A.M.

Members Present: Cindy Upton, Timmy Larson, Rick Thoreson, Jill Karlson (New member)

Absent: Dick Wickland

Meeting came to order and introduced Jill Karlson to members- She is a long time golfer at the Proctor course and golfs in both Women's Wednesday Morning and Afternoon Leagues.

All members are in favor of adding Jill as one of the committee members:

Jill Karlson email: JKarlson57@yahoo.com phone: 218-393-6619 Address: 9128 Park Pl, Duluth, MN 55810

Discussion was started about the utilities and water bill for the course. I gave copies of emails provided to us by North Shore Bank. I have been on the committee for many years and this has been a subject that comes up every year. It is stated in the Email, from NSBank that we need to be cautious about the distributions that are not earmarked in the Trust document. Just because Gordy has approved paying things like the water bill in the past, if the document doesn't follow that in its language it will most likely not be approved for distribution.

That being said, the committee feels that this is something that the course manager and the city need to work out and should not be paid in accordance with the trust document.

Next on the agenda was the distributions for the 2024 year. With the full cost of the mower being \$43,274.72 NS Bank has indicated there may be very little "carry over" from the previous years, however the distribution amount for 2024 has been satisfied.

All members of the committee were in agreement with no more expenses for the 2024 year. Dick Wickland was unable to make the meeting but also agreed to no more expenses for the 2024 year via Email.

The committee then looked at the funding requests for the coming years. All were in favor of adding more cart paths to improve the course. Of the members present we also know that a blower for the course would come in handy. This will be addressed at our next meeting.

Adjourned at 12:20

Respectfully Submitted by

Cindy Upton

CC: Aili Ratike, Jess Rich, Downs Trust Committee Members

- Proctor Historical Society
- Proctor Hermantown Community Education
- Hylla Family
- Proctor Golf Course
- Hermantown Chamber of Commerce
- PHS Soccer
- Proctor Youth Soccer
- Proctor Rails Football Boosters
- proctorhogheadparade@gmail.com
-

Feedback Request:

Please share your thoughts on the proposed meeting details and invitation list. Advise on any additional individuals, organizations, or groups you'd like to include?

SOURCE OF FUNDS (if applicable) None

ATTACHMENT(S) None

City of Proctor Payroll Summary by Department

Check Date Range 12/6/2024 to 12/6/2024

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	-	-	-	-	-
City Admin	8,020.81	-	-	-	-
Finance	3,344.00	-	-	-	-
Police Department	26,488.34	-	-	-	-
Fire Department	-	-	-	-	-
Street Department	10,918.68	7.00	348.13	-	-
Liquor Store	6,083.54	-	-	-	-
PUC	7,414.71	2.25	94.84	8.00	486.08
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
Total	62,270.08	9.25	442.97	8.00	486.08

2025 Meeting Schedule and Committee/Commission Appointment

Meets: 1st and 3rd Mondays of every month 6:00 PM (Tuesday if regular schedule falls on a holiday) 6:00 pm – City Council Chambers 100 Pionk Drive, Proctor MN

Jan: Monday, 6	July: Monday, 7
Tuesday, 21	Monday, 21
Feb: Monday, 3	Aug: Monday, 4
Tuesday, 18	Monday, 18
Mar: Monday, 3	Sept: Tuesday, 2
Monday, 17	Monday, 1
April: Monday, 7	Oct: Monday, 6
Monday, 21	Monday, 20
May: Monday, 5	Nov: Monday, 3
Monday, 19	Monday, 17
June: Monday, 2	Dec: Monday, 1
Monday, 16	Monday, 15

PUBLIC UTILITIES COMMISSION

Meets: 2nd Monday, of every month 6:00 pm, City Council Chambers

Jan: Monday, 14	July: Monday, 14
Feb: Monday, 10	Aug: Monday, 11
Mar: Monday, 10	Sept: Monday, 8
April: Monday, 14	Oct: Monday, 13
May: Monday, 12	Nov: Monday, 10
June: Monday, 9	Dec: Monday, 8

PLANNING & ZONING COMMISSION

Meets: 4th Monday of every month – 5:00 pm City Council Chambers

Jan: Monday, 27	July: Monday, 28
Feb: Monday, 24	Aug: Monday, 25
Mar: Monday, 24	Sept: Monday, 22
April: Monday, 28	Oct: Monday, 27
May: Monday, 26	Nov: Monday, 24
June: Monday, 23	Dec: Monday, 22

PROCTOR ECONOMIC DEVELOPMENT AUTHORITY

Meets: 2nd Tuesday of every month 6:00 pm City Council Chambers

Jan: Tuesday, 14	July: Tuesday, 8
Feb: Tuesday, 11	Aug: Tuesday, 12
Mar: Tuesday, 11	Sept: Tuesday, 9
April: Tuesday, 8	Oct: Tuesday 14
May: Tuesday, 13	Nov: Tuesday, 11
June: Tuesday 10	Dec: Tuesday, 9

EXHIBIT A

PLANNING AND ZONING COMMISSION

At Large (Aldridge)	12/31/2024
At Large (Harnell)	12/31/2025
At Large (Inman)**	12/31/2026
At Large (Tuomi)	12/31/2024
Building Inspector	Permanent
City Administrator (Adv)	Permanent
City Attorney (Adv)	Permanent

PUBLIC UTILITIES COMMISSION

At Large (DeWall)	8/31/2025
At Large (Bingamon)	8/31/2027
At Large (Halverson)	8/31/2026
Utilities Operations Manager (Adv)	Permanent
City Attorney (Adv)	Permanent
City Administrator (Adv)	Permanent

PEDA

At Large (Madson)**	12/31/2026
At Large (Jauhola)	12/31/2024
At Large (Bingaman)	12/31/2025
At Large (Schwarzbaur)	12/31/2026
Mayor	Permanent
City Administrator (Adv)	Permanent
City Attorney (Adv)	Permanent

POLICE CIVIL SERVICE COMMISSION

At Large (Anderson)	12/31/2024
At Large (Elder)	12/31/2025
At Large (Diane Giuliani)*	12/31/2026
Chief of Police (Adv)	Permanent

CABLE TV COMMISSION

At Large (N. Aldridge)	12/31/2024
At Large (Benson)	12/31/2025
At Large (Engman)	12/31/2026
At Large (Kiefat)	12/31/2024
At Large (Martinek)	12/31/2025
City Administrator (Adv)	Permanent

BEAUTIFICATION AND TREES COMMITTEE

At Large (E. Habermann)	12/31/2024
At Large (T. Habermann)	12/31/2025
At Large (Hannan)*	12/31/2026
City Administrator (Adv)	Permanent

LIQUOR CONTROL COMMITTEE

At Large (Johnson)	12/31/2024
At Large (Rohweder)	12/31/2025
At Large (Kari)*	12/31/2026
Chief of Police	Permanent
Liquor Store Manager (Adv)	Permanent
City Administrator (Adv)	Permanent

PARKS AND RECREATION COMMITTEE

At Large (Annala)	12/31/2025
At Large (Johnson)	12/31/2026
At Large (McDonald)	12/31/2026
At Large (Rohweder)	12/31/2024
Street Dept Foreman	Permanent
School AD and Facilities	Permanent
City Administrator (Adv)	Permanent

STREET COMMITTEE

Street Forman	Permanent
Street Dept. Employer	Permanent
City Councilor	Permanent
At Large (Annala)	12/31/2024
At Large (Jones)	12/31/2025
At Large (Tuomi)*	12/31/2026
City Administrator (Adv)	Permanent

PUBLIC CHARITABLE TRUST FUND BOARD

Mayor	Permanent
City Administrator	Permanent
Business Comm. Member (Benson)	12/31/2024
Banking Professional (Bryant)	12/31/2025
Parks and Rec (Vacant)	12/31/2026

PROCTOR GOLF ADVISORY COMMITTEE

Barb Olson, Rory Johnson, Dick Wicklund, Rick Thoreson, Cindy Upton.

TOURISM COMMITTEE Brook Olson, Best Western, Jake Benson, Proctor City Council, Mary Nikko, Food & Beverage, Sally Hedtke, City of Proctor Staff, Mary Korich, Fair Board Fairgrounds, Ryan Jones, Americas Best Value Inn

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

December 4, 2024

Independent School District #704
131 Ninth Avenue
Proctor, MN 55810

Subject: Letter of Intent – ISD 704 and City of Proctor Property Exchange

The City of Proctor is pleased to present to you a Letter of Intent to exchange land between ISD 704 and City of Proctor to encourage economic development in the City of Proctor.

Submitted to: ISD 704
131 Nineth Avenue
Proctor, MN 55810

Parties: City of Proctor
ISD 704

Property: 185-0240-00607 (2.97 acres)
185-240-00750 (10-12 acres)
185-0240-00534 (15.85 acres)
185-0240-00602 (.50 acres)

Price: \$0.00 – Land-for-Land Exchange.

Terms:

1. The City of Proctor will transfer 2.97 acres of parcel 185-0240-00607 (city garage property) to ISD 704. The city to retain ownership of property north of Kingsbury Creek, Pionk Drive ROW, and the western side (golf course buffer.)
2. The City of Proctor will be granted the right to occupy the parcel currently known as 185-0240-00607 (city garage property) for at least five (5) years with the option to extend to eight (8) years at a nominal lease rate of \$1 per year. Should the city not need to occupy and use the property at the current use in less time than ISD 704 has full access and use to the property.
3. ISD 704 will transfer approximately 10 -12 acres of southeast section of 185-0240-00750 (arena property) to the City of Proctor (drawing attached) with a cross-parking agreement. The actual amount of acreage to be transferred to the City of Proctor PEDA will be determined according to development needs and timeline taking into consideration the school has parking needs that may be addressed by a cross-parking agreement.

4. ISD 704 will transfer the section west of the railroad tracks of 185-0240-00750 to the City of Proctor.
5. The City of Proctor will transfer 185-0240-00534 (snow storage) to ISD 704
6. ISD 704 will grant the City of Proctor the right to occupy parcel 185-0240-00531 (turf field drainage property) to the City for use as a snow dump if needed.
7. Reversion Clause or Delay Transaction until needed with a three-year term.
8. ISD 704 will transfer approximately .50 acres of 185-0240-00602 on the eastern side of Kingsbury Creek and adjacent to the Proctor Golf Course to the City of Proctor.
9. The City of Proctor will retain ownership and access rights to the Proctor Golf Course storage building located on parcel 185-0240-00607. Should the City of Proctor decide to vacate the golf storage building, ISD 704 will be given the first right to negotiate a purchase. The City of Proctor reserves the right to relocate the golf storage building at which time the land the storage facility is located on will revert to ISD 704.

Earnest Money: \$0.00

Environmental: Each party will be responsible for meeting all applicable state, federal and local environmental laws, rules, and regulations on the parcel(s) each party is receiving in the exchange.

Zoning: Each party understands local zoning requirements and regulations on the parcel received in the exchange. Each party is responsible for all costs in any proposed zoning requests/changes.

Attorney Fees: Each party will pay its own attorney fees for review and counsel.

Other Fees: The City of Proctor will be responsible for all survey, parcel split, and recordings fees.

Contingency: The exchange is contingent on the City of Proctor and the Proctor Economic Development Authority receiving a development agreement for their development needs.

The exchange of property is expressly conditional upon the parties entering into a mutually satisfactory written Purchase Agreement.

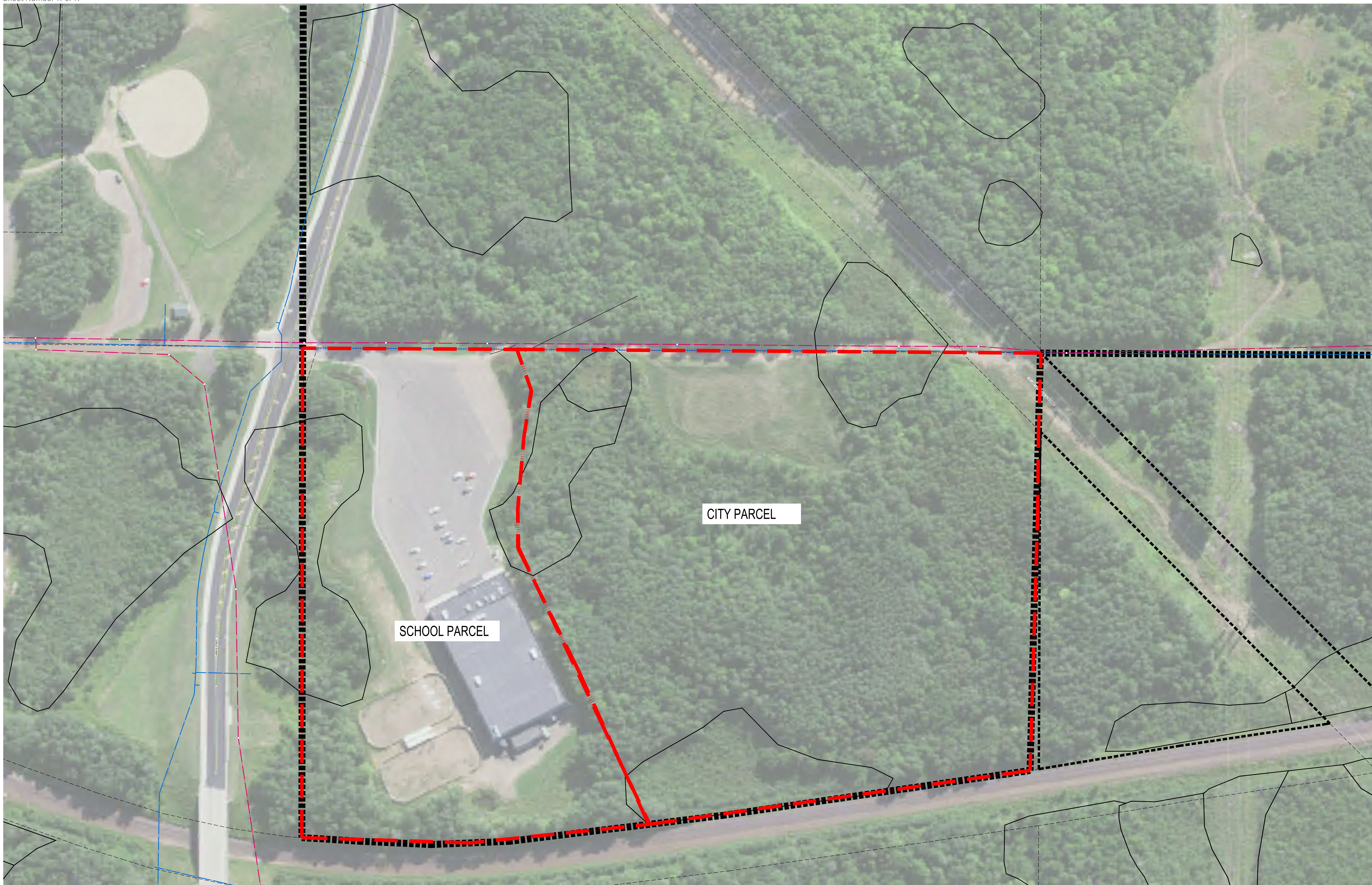
By signing this the parties have agreed to the above terms.

_____ of the City of Proctor
 Jess Rich, Administrator

Dated: _____

_____ of Proctor ISD 704

Dated: _____



SCHOOL PARCEL

CITY PARCEL

SEC. 10

C 1/4 COR SEC. 10,
TWP. 49N, RGE. 15W

N89°11'16"E 209.21
N LINE OF NW
1/4 OF SE 1/4

S89°11'16"W 190.82

E 1/4 COR SEC. 10,
TWP. 49N, RGE. 15W,
POC

S89°11'16"W 2232.86

0 50
SCALE IN FEET

LINE	BEARING	DISTANCE
L1	S24°09'01"E	41.89
L2	S62°23'32"E	45.21
L3	S40°44'30"E	82.68
L4	S17°13'50"E	106.24
L5	S56°54'04"E	13.50

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
CI	168.64	916.00	10°32'54"	S22°40'50"W	168.40

WISCONSIN CENTRAL
LTD RAIL ROAD
(FORMERLY DULUTH, MISSABE &
IRON RANGE RAIL ROAD)

INDEPENDENT SCHOOL
DISTRICT #704
PID NO. 185-0240-00604

VILLAGE OF PROCTOR
PID NO. 185-0240-00607
PARCEL B
129,543 Sq. Feet
2.97 Acres

VILLAGE OF PROCTOR
PID NO. 185-0240-00607
PARCEL A
135,097 Sq. Feet
3.10 Acres

INDEPENDENT SCHOOL
DISTRICT #704
PID NO. 185-0240-00533

N00°03'42"W 270.53
W LINE OF NW
1/4 OF SE 1/4

N21°23'38"E 571.91
441.12

N89°11'16"E 400.03
INDEPENDENT SCHOOL
DISTRICT #704
PID NO. 185-0240-00602

S LINE OF N 800 FT
OF NW 1/4 OF SE 1/4

RGE. 15W

PARENT LEGAL DESCRIPTION OF PID NO. 185-0240-00607
The North 800 feet of the West 400 feet of the Northwest Quarter of the Southeast Quarter lying Southeasterly of a line drawn parallel to and 100 feet Southeasterly of the Southeast boundary of railroad right of way, Section 10, Township 49 North, Range 15 West of the Fourth Principal Meridian, St. Louis County, Minnesota.

LEGAL DESCRIPTION OF PARCEL A
That part of the Northwest Quarter of the Southeast Quarter of Section 10, Township 49 North, Range 15 West of the Fourth Principal Meridian, St. Louis County, Minnesota described as follows:

Commencing at the East Quarter corner of said Section 10; then on an assumed bearing of South 89 degrees 11 minutes 16 seconds West, along the East-West Quarter line of said Section 10 for a distant of 2232.86 feet to a line parallel and distant 400 feet East of the West line of said Northwest Quarter of the Southeast Quarter; then continue South 89 degrees 11 minutes 16 seconds West, along said East-West Quarter line 190.82 feet to a line parallel with and distant 100 feet Southeasterly of the Southeasterly line of the Wisconsin Central Limited Rail Road (formerly the Duluth, Missabe & Iron Range Rail Road); then South 21 degrees 23 minutes 38 seconds West, along said parallel line 130.79 feet to the point of beginning of the parcel herein described; then South 24 degrees 09 minutes 01 seconds East 41.89 feet; then South 62 degrees 23 minutes 32 seconds East 45.21 feet; then South 40 degrees 44 minutes 30 seconds East 82.68 feet; then South 17 degrees 13 minutes 50 seconds East 106.24 feet; then South 56 degrees 54 minutes 04 seconds East 13.50 feet; then Southwesterly, along a non-tangential curve, concave to the Southeast, said curve having a radius of 916.00 feet and a delta angle of 10 degrees 32 minutes 54 seconds, the chord of said curve bears South 22 degrees 40 minutes 50 seconds West for a chord distance of 168.40 feet; then South 15 degrees 12 minutes 55 seconds West 303.45 feet to the South line of the North 800 feet of said Northwest Quarter of the Southeast Quarter; then North 89 degrees 11 minutes 16 seconds East, along said parallel line 230.03 feet to a line parallel with and distant 400 feet East of the West line of said Northwest Quarter of the Southeast Quarter; then North 00 degrees 03 minutes 42 seconds West, along said parallel line 800.07 feet to the said East-West Quarter line of Section 10; then South 89 degrees 11 minutes 16 seconds West, along said East-West Quarter line 190.82 to a line parallel with and distant 100 feet Southeasterly of the Southeasterly line of the Wisconsin Central Limited Rail Road (formerly the Duluth, Missabe & Iron Range Rail Road); then South 21 degrees 23 minutes 38 seconds West, along said parallel line 130.79 feet to the point of beginning. Said parcel contains 135,097 square feet or 3.10 acres.

LEGAL DESCRIPTION OF PARCEL B
That part of the Northwest Quarter of the Southeast Quarter of Section 10, Township 49 North, Range 15 West of the Fourth Principal Meridian, St. Louis County, Minnesota described as follows:

Commencing at the East Quarter corner of said Section 10; then on an assumed bearing of South 89 degrees 11 minutes 16 seconds West, along the East-West Quarter line of said Section 10 for a distant of 2232.86 feet to a line parallel and distant 400 feet East of the West line of said Northwest Quarter of the Southeast Quarter; then continue South 89 degrees 11 minutes 16 seconds West, along said East-West Quarter line 190.82 feet to a line parallel with and distant 100 feet Southeasterly of the Southeasterly line of the Wisconsin Central Limited Rail Road (formerly the Duluth, Missabe & Iron Range Rail Road); then South 21 degrees 23 minutes 38 seconds West, along said parallel line 130.79 feet to the point of beginning of the parcel herein described; then South 24 degrees 09 minutes 01 seconds East 41.89 feet; then South 62 degrees 23 minutes 32 seconds East 45.21 feet; then South 40 degrees 44 minutes 30 seconds East 82.68 feet; then South 17 degrees 13 minutes 50 seconds East 106.24 feet; then South 56 degrees 54 minutes 04 seconds East 13.50 feet; then Southwesterly, along a non-tangential curve, concave to the Southeast, said curve having a radius of 916.00 feet and a delta angle of 10 degrees 32 minutes 54 seconds, the chord of said curve bears South 22 degrees 40 minutes 50 seconds West for a chord distance of 168.40 feet; then South 15 degrees 12 minutes 55 seconds West 303.45 feet to the South line of the North 800 feet of said Northwest Quarter of the Southeast Quarter; then North 89 degrees 11 minutes 16 seconds West, along said South line 170.00 feet to the West line of said Northwest Quarter of the Southeast Quarter; then North 00 degrees 03 minutes 42 seconds West, along said West line 270.53 feet to a line parallel with and distant 100 feet Southeasterly of the Southeasterly line of said Wisconsin Central Limited Rail Road (formerly the Duluth, Missabe & Iron Range Rail Road); then North 21 degrees 23 minutes 38 seconds East, along said parallel line 441.12 feet to the point of beginning. Said parcel contains 129,543 square feet or 2.97 acres.

LEGEND

- CONCRETE SURFACE
- BITUMINOUS SURFACE
- GRAVEL SURFACE
- EXISTING BUILDINGS
- POC-POINT OF COMMENCEMENT
- POB-POINT OF BEGINNING
- EXISTING BUILDING LINE
- FENCE LINE
- OVERHEAD UTILITIES
- STORM SEWER
- CREEK CENTERLINE
- SECTION SUBDIVISION LINE
- BOUNDARY LINE AS SURVEYED
- PROPOSED PARCEL LINE
- GAS METER
- UTILITY SERVICE
- HYDRANT
- WATER VALVE
- TELECOM PEDESTAL
- UTILITY VAULT
- LIGHT POLE
- SIGN
- POST/BOLLARD
- REFER TO SURVEYOR'S NOTES
- CAST IRON MON
- ALUM CAPPED MONUMENT
- GUY ANCHOR
- UTILITY POLE
- SANITARY MANHOLE
- STORM MANHOLE
- CATCH BASIN
- CULVERT

SURVEYOR'S NOTES

- THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A TITLE COMMITMENT OR TITLE OPINION. A TITLE SEARCH FOR RECORDED OR UNRECORDED EASEMENTS WHICH MAY BENEFIT OR ENCUMBER THIS PROPERTY HAS NOT BEEN COMPLETED BY ALTA LAND SURVEY COMPANY. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR SHOWING THE LOCATION OF RECORDED OR UNRECORDED EASEMENTS OR OTHER ENCUMBRANCES NOT PROVIDED TO THE SURVEYOR AS OF THE DATE OF THE SURVEY.
- BEARINGS ARE BASED ON THE ST. LOUIS COUNTY TRANSVERSE MERCATOR COORDINATE SYSTEM OF 1996. (NAD 83 2011)
- BUILDING DIMENSIONS SHOWN ARE FOR HORIZONTAL & VERTICAL PLACEMENT OF STRUCTURE ONLY. SEE ARCHITECTURAL PLAN FOR BUILDING FOUNDATION DIMENSIONS.
- NO SPECIFIC SOILS INVESTIGATION HAS BEEN COMPLETED ON THIS LOT BY ALTA LAND SURVEY COMPANY. THE SUITABILITY OF SOILS TO SUPPORT THE SPECIFIC STRUCTURE PROPOSED IS NOT THE RESPONSIBILITY OF ALTA LAND SURVEY COMPANY OR THE SURVEYOR.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

David R. Evanson
David R. Evanson
MN License #49505
DATE: 10-15-2024

CERTIFICATE OF SURVEY

CLIENT: CITY OF PROCTOR
ADDRESS: 104 PIONK DRIVE
PROCTOR, MN 55810
DATE: 10-15-2024

REVISIONS:
JOB NO: 24-262 SHEET 1 OF 1

ALTA
LAND SURVEY COMPANY
PHONE: 218-727-5211
LICENSED IN MN & WI
WWW.ALTLANDSURVEYDULUTH.COM



CITY COUNCIL AGENDA DATE: December 16, 2024

TO: Proctor City Council

FROM: City Administrator Jess Rich

SUBJECT: CAC – 4B Legislative Session Agenda Update

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION: None

BACKGROUND

Councilor Benson and Administrator Rich met with Senator Hauschild on Friday December 13, 2024, to discuss the following legislative agenda items:

I-35 / Ugstad Road Extension and Replacements

- \$400,000 for immediate extension to go under I-35
- \$7,000,000 for extension and replacements

Munger Trail Spur

Fairground Fencing

- Replace all existing fencing
- \$150,000

PACC

Northern Light Academy Cooperative interest in locating a facility in Proctor.

SOURCE OF FUNDS (if applicable) None

ATTACHMENT(S) None



100 Pionk Drive
Proctor, MN 55810

www.proctorhistory.org
(218) 206-7880

The Proctor Area Historical Society (PAHS) is requesting yearly funding from the City of Proctor to cover expenditure costs directly related to operating and maintaining the Proctor Museum. PAHS owns the Proctor Museum and does **NOT** want to sell the building to the City of Proctor. The PAHS savings account will continue to cover our additional train expenditures. Our #225 account (**pages 10-12**). will be used to cover promotional costs such as ads in Proctor Journal and laser engraving of plaques.

Based upon the enclosed budget expenditure sheets (**pages 2-3**), our yearly disbursements directly related to the Proctor Museum are approximately \$6,000. Because we own the building the only additional yearly expense directly related to the building is the yearly insurance costs of approximately \$2,500 (**City of Proctor can't pay insurance costs**). We will continue to pay this amount using the yearly contribution from the Missabe Golf Scramble which this year totaled \$2,600 (**page 9**).

PAHS priority request to Proctor City Council:

1. **\$6,000 to cover yearly costs directly related to the Proctor Museum.**
 - a. PAHS will reimburse the City of Proctor for the difference on or before June 30, 2025. For example, FY 2023-24 shows a cost of \$5,840.99. PAHS would have reimbursed the City of Proctor \$159.01 if this agreement was in place from that fiscal year. PAHS anticipates that number to be less than \$6,000 again this fiscal year.
2. **Reimbursement for capital expenditures related to building.**
 - a. For example, PAHS has a signed agreement with Duluth Roofing Company to replace broken/missing roof tiles. Some of the work was done this year but PAHS did not have all the necessary tiles to finish the job. On December 4, 2024, Duluth Roofing Company informed us the tiles they ordered have finally arrived and will attempt to finish the job in December, if not they will finish work this spring. PAHS is estimating the job, when completed, will cost approximately \$2,500 (**pages 14-15**).
3. **Someone from city to staff museum 12 hours a week—June-August**
 - a. Suggested options of days and times

i. Monday, Tuesday, Thursday, Friday	1:00-4:00
ii. Thursday, Friday	10:00-4:00

PAHS needs to concentrate on increasing our membership and community volunteers. Currently we are always in fundraising mode with little time to engage in community outreach.

Submitted on behalf of PAHS:

Jim Schwarzbauer
PAHS Treasurer
December 16, 2024, at Proctor City Council Meeting

The Proctor Area Historical Society was founded in 1994 to collect, preserve and disseminate knowledge about history of the Proctor area.

PAHS MONTHLY EXPENDITURES CHECKING FY 2023-24 (FOR BUILDING)														
Disbursements	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL	TOTAL
Minnesota Energy	\$197.00	\$197.00	\$197.00	\$197.00	\$197.00	\$197.00	\$156.94	\$0.00	\$0.00	\$0.00	\$77.05	\$125.13	\$1,541.12	
Proctor Utilities	\$56.06	\$58.73	\$85.73	\$53.15	\$54.38	\$75.11	\$88.84	\$113.52	\$68.78	\$71.63	\$66.28	\$71.91	\$864.12	
Media com	\$557.78	\$227.87	\$32.87	\$78.70	\$79.65	\$79.65	\$79.65	\$79.44	\$79.44	\$79.44	\$79.13	\$79.13	\$1,532.75	
Amendola Storage	\$990.00												\$990.00	
Arrowlift--Phone		\$252.00						\$436.00					\$688.00	
MN. Dept of Labor		\$100.00											\$100.00	
Northland Comfort			\$125.00										\$125.00	
COSTS	\$1,800.84	\$835.60	\$440.60	\$328.85	\$331.03	\$351.76	\$325.43	\$628.96	\$148.22	\$151.07	\$222.46	\$276.17	\$5,840.99	\$5,840.99
PAHS MONTHLY EXPENDITURES CHECKING FY 2023-24 (FOR PAHS)														
Disbursements	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL	TOTAL
Proctor Builders		\$81.86	\$62.61	\$21.46	\$125.17	\$2.85	\$9.99	\$14.28	\$12.98	\$50.99		\$31.48	\$413.67	
Reliable Agency							\$2,446.21						\$2,446.21	
MN. Attorney General					\$25.00								\$25.00	
Postmaster--Stamps	\$66.00						\$26.40					\$27.20	\$119.60	
Check Book Order												\$21.00	\$21.00	
Web Site Domain					\$289.00				\$67.00				\$356.00	
Todd Signs			\$55.00										\$55.00	
Tree Ring Yearbooks (2)												\$126.49	\$126.49	
Proctor Moose				\$75.00									\$75.00	
MN. Hist. Society	\$35.00												\$35.00	
Missabe Railroad Hist										\$35.00			\$35.00	
COSTS	\$101.00	\$81.86	\$117.61	\$96.46	\$439.17	\$2.85	\$2,482.60	\$14.28	\$79.98	\$85.99	\$0.00	\$206.17	\$3,707.97	\$3,707.97
Taken from Savings														
Gerry Jones Train Fund		\$87.98								\$370.89			\$458.87	
Taken from #225														
Glenwood Signs	\$80.00												\$80.00	
Proctor Journal			\$100.00	\$600.00			\$100.00		\$40.50		\$100.00		\$940.50	
Donation--Proctor Shop											\$200.00		\$200.00	
COSTS	\$80.00	\$87.98	\$100.00	\$600.00			\$100.00		\$40.50	\$370.89	\$300.00		\$1,679.37	\$1,679.37
TOTAL COSTS													\$11,228.33	\$11,228.33

Proctor's Journey to a Museum

Without our Roots, we are “*Blowing in the Wind.*” Myrtle Hoverson Fujii, Proctor Class of 1951

It's been said all journeys begin with that first step. That first step in Proctor's Journey to have a museum started with the Proctor “Shortline Railroad”. In the late 1950s Proctor realized the steam era of railroad locomotives was coming to an end. Since our history is so closely entwined with the railroad, Proctor embarked on a mission to forever immortalize the steam era. Bud Streed President of both the Proctor Shortline R.R. and Proctor Development Council, with the help of his good friend Burt Wagner, a Conductor with the DM&IR, along with a group of determined individuals moved Yellowstone #225 on August 8, 1963. The story ends with, *“At 4:00 pm the move was complete”* but Proctor's Journey to have a museum was only beginning! As Bud Streed said, *“This is not the end of our struggles, now that we've consummated the legal action, we can devote our full efforts to the museum.”*

It would take over 30 years but as Proctor was preparing to celebrate their centennial the idea of having a museum became a reality. It was so popular that when the question of how important is Proctor History to you? A petition signed by 351 people stated, *“I have enjoyed the Proctor Centennial Museum and believe that Proctor should have a permanent place to show its history and artifacts. I hereby ask that we apply for a grant to set up a Proctor Historical Museum.”* Realizing the best way to have a permanent museum in Proctor was to create a non-profit historical society. Eighteen citizens became charter members and elected their first officers. The Proctor Area Historical Society (PAHS) was founded in 1994 to collect, preserve, and share the history of the Proctor area. Thus continued Proctor's Journey to find a permanent place to show their history and artifacts.

By 1997 in search of a permanent location to house artifacts, the historical society started re-modeling the Club House and hosted Hoghead 1998, giving Proctor and those back for class reunions an opportunity to connect with their “Proctor Roots”. However, with the tearing down of the Club House Proctor's Journey to find a permanent location for the Proctor Museum would continue. The City of Proctor gave the historical society a location in the newly built city hall. However, the Proctor Comprehensive Plan of 2009 stated, *“Find a new home for the history museum, as it has outgrown its existing space within the community center.”* The historical society, as the lead group, worked closely with Proctor City Staff on Proctor's Journey to find a permanent place to show their history and artifacts.

In early 2010 the historical society heard Canadian National (CN) planned to demolish the Car Shop Superintendent's Office built in 1927. Could this be Proctor's permanent museum? The historical society approached CN and was given one year to raise the over \$60,000 necessary to just move the building off railroad property. The historical society immediately went to work fundraising and on February 7, 2011, after they received a \$10,000 donation from Coke and Pat Emberg, informed CN enough money had been raised to move the superintendent's office. This was a full three months ahead of the May 2011 deadline CN had given the historical society. In July 2011 Coke and Pat Emberg gave the historical society a no-interest loan of \$32,000 to finish the basement in preparation of the building move. They were willing to forgive the entire loan on one condition; for every dollar donated to the museum, Coke and Pat would subtract one dollar from the loan. It was said best by Chad Brenna, *“That is a great gesture, from two very giving people.”* The building was moved on Friday, September 15, 2011. Proctor's Journey to find a permanent place to show their history and artifacts was over but the work was just beginning!

The determination of Proctor to have a museum started in 1963 with Yellowstone #225, a monument to Proctor's railroad men and women, and the efforts of the Centennial Museum in 1994. In an article published in the Proctor Journal dated August 31, 1994, Claire Schumacher stated, *“We don't intend to let the dream die. We will start over and find the legal way and means to officially start a Heritage Foundation. Those wonderful people who contributed or intend to contribute from their portfolios of historical memorabilia to a permanent place of railroad and Proctor artifacts will not be disappointed.”* Claire was right and Proctor was not disappointed. Nor were Bud Streed and Burt Wagner, or the 18 charter members of the historical society. Find another town in America where individuals, families, and businesses beginning with Yellowstone #225 in 1963 never gave up on their “Proctor Roots” to make the Proctor Museum a reality. **ONLY IN PROCTOR!**



1963 Planning Committee



Centennial Museum Volunteers



Clubhouse



Bud Streed at Cornerstone Dedication



Coke and Pat Emberg at Cornerstone Dedication



Bud Emberg in Proctor Museum



Volunteers one year after moving of Museum



Lemonade Stand to raise money for Museum



Crowd at Grand Opening of Proctor Museum



Claire Schumacher at Proctor Museum

Proctor Museum



Volunteers Today



Proctor Museum in 1928—Car Shop Superintendent's Office—Moved on September 15, 2011

7

November 8, 2024 posting on Facebook and responses related to Proctor Museum

Kasha Parmeter Top contributor

Okay Proctor Peeps! I own a photography business in town. I really want to create a studio space and keep it in PROCTOR. soooo I'm looking for a commercial space. Something open, well lit with natural windows and more rustic feel. Space to do my custom apparel and promotional items would be a PLUS. I'd be open to a house if the landlord is willing to rent to a business. If you know of a space, let me know. PLEASE.

Don Raihala

Once they figure out what to do with the museum, that will be a perfect place. The space should be treated as a business incubator and not a permanent home, but that's not my decision.

Stephanie Reinsch

Don Raihala is the museum leaving?

Kasha Parmeter Author

Stephanie Reinsch that's my question too.

Don Raihala

Stephanie Reinsch They have financial issues. Just a matter of time, I'm sure.

Kristine Lyons

Where do people get their information? The PAHS Building is NOT for sale. It is operating as a museum with Proctor and area history! People are there for sure on Wednesdays! Call to make an appointment.

Kasha Parmeter Author

Kristine Lyons I didn't think it was.

Kristine Lyons

Kasha Parmeter I like what you posted and your pictures. Good luck in your business setup.

Kasha Parmeter Author

Kristine Lyons thank you.

Eric Bingaman

Kristine old Donny Boy knows everything going on around Proctor. Just ask him and he can give you a book of wrong information on just about any topic

Kristine Lyons

Eric Bingaman Thank you. So, the source does matter?



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Proctor Area Historical Society (PAHS) Comparison of Changes July 2020 to July 2023

July 1, 2020

Checking Account:	\$11,728.75
Saving Account:	\$5,876.54
#225 Account:	\$0
TOTAL AMOUNT:	\$17,605.29
Officers & Board:	4 officers & 5 Board
Debt/Loans:	\$25,125
ADA Compliant:	NO

Expenditures FY 2019-20

MN. Energy:	\$1,491.00
Proctor Utilities:	\$795.26
Media com	\$864.33
Amendola Storage:	\$960.00
Reliable Agency:	\$1,580.89
Proctor Builders:	\$660.75
Proctor Journal:	\$113.57
Stamps:	\$220.60
Web Site Domain:	\$97.78
Northland Comfort:	\$120.00
Yearbooks:	\$0
Arrowlift—Phone/Service:	\$0
MN. Dept. of Labor:	\$0
TOTAL:	\$6,904.18

Revenue FY 2019-20

Member Dues:	\$1,755
Hoghead:	\$190.40
Christmas Lights:	\$70.00
Gift Shop:	\$145.00
Donation Jar:	\$239.00
Aluminum Cans:	\$27.60
Proctor Chamber:	\$500.00
Proctor Lions:	\$175.00
Kwik Trip:	\$1000
Irving Club:	\$1,000
Give to the Max:	\$260.00
DM&IR Golf:	\$1,200
Memorial Plaques:	\$465.00
Donations/In Memory of:	\$778.14
Donation Russell H.	\$1000
Forrest Nelson Trust	\$1000
TOTAL:	\$9,805.14

July 1, 2023

Checking Account:	\$7,483.59
Savings Account:	\$2,384.96
#225 Account:	\$2,372.63
TOTAL AMOUNT:	\$12,241.18
Officers & Board:	2 officers & O Board
Debt/Loans:	\$0
ADA Compliant:	YES

Expenditures FY 2022-23

MN. Energy:	\$2,458
Proctor Utilities:	\$944.65
Media com	\$939.12
Amendola Storage:	\$960.00
Reliable Agency:	\$2,040.47
Proctor Builders:	\$157.10
Proctor Journal:	\$60.00
Stamps:	\$40.00
Web Site Domain:	\$300.00
Northland Comfort:	\$185.00
Yearbooks:	120.00
Arrowlift—Phone/Service:	\$667.00
MN. Dept. of Labor:	\$100.00
TOTAL:	\$8,971.34

Revenue FY 2022-23

Member Dues:	\$1,115
Hoghead:	\$0
Christmas Lights:	\$30.00
Gift Shop:	\$109.00
Donation Jar:	\$254.75
Aluminum Cans:	\$59.35
Proctor Chamber:	\$0
Proctor Lions:	\$0
Kwik Trip:	\$0
Irving Club:	\$2,000
Give to the Max:	\$210.00
DM&IR Golf:	\$2,100
Memorial Plaques:	\$0
Donations/In Memory of:	\$886
In Memory of Jan R.	\$710
Forest Nelson Trust	\$0
TOTAL:	\$7,474.10

The Proctor Area Historical Society was founded in 1994 to collect, preserve and disseminate knowledge about history of the Proctor area.



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Golf Scramble Donations 2016-2024 to the Proctor Museum

YEAR	AMOUNT
2016	\$200
2017	\$750
2018	\$1000
2019	\$1200
2020	Covid-19
2021	\$2000
2022	\$2100
2023	\$2100
2024	\$2600
TOTAL	\$11,950



Picture taken on first anniversary of Museum move!

The Proctor Museum is driven 100% by volunteers and funded 100% with donations. On behalf of the Proctor Area Historical Society, we appreciate your continued support of the Proctor Museum.

The Proctor Area Historical Society was founded in 1994 to collect, preserve and disseminate knowledge about history of the Proctor area.

225 Account started Summer 2019 (* Means PayPal)

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DONOR	NAME ON PLAQUE	AMOUNT	MONTH 2019	Number
Chad & Morgan Ward	Chad and Daughter Morgan Ward	\$225.00	July	
Wendy & Bill Wennberg	Bill and Wendy Wennberg	\$225.00	July	
Kristin (Schwarzbauer) Peterso	For My Parents	\$225.00	July	
Jim & Ann Schwarzbauer	In Memory of Francis Gorham	\$225.00	July	4
Bart & Erin Berglund	In Memory of Sandy Berglund	\$225.00	August	
* Elmo Beal	Elmo Beal	\$225.00	August	
* Chad Wennberg	Violet, Nelson and Annika Wennberg	\$225.00	August	
Darlene Lundberg	In Memory of Darren Lundberg	\$225.00	August	
Steve and Carol Warren	In Honor of Steve and Carol Warren	\$225.00	August	
Ruth Olson	In Memory of Herbert I. Soderburg	\$225.00	August	
Rich Borg	Rich Borg	\$225.00	August	
James and Ann Mosack	James and Ann Mosack	\$225.00	August	
* Brian Bailey	The Haar Family	\$225.00	August	
Eugene Dahlquist	In Honor of Eugene Dahlquist	\$500.00	August	
Eugene Dahlquist	In Memory of Dorothy Dahlquist	\$500.00	August	
William Barquist	In Memory of A. B. Barquist	\$225.00	August	
* Kathy Sneide-Jones	In Memory of John Sneide	\$225.00	August	
* LeRoy Hieb	LeRoy and Sue Hieb	\$225.00	August	
Jack & Nancy Eilefson	In Memory of Carol and Bud Emberg	\$225.00	August	
Mike Urie	In Memory of James Elwood Ramfjord	\$225.00	August	
Dennis Nettleton	Dennis Nettleton	\$225.00	August	
Marilyn Lee	Marilyn Lee	\$225.00	August	
Janice Cleary	In Memory of James Richard Cleary	\$225.00	August	
Bryon Backus	In Memory of Reno Eugene (Gene) Backus	\$225.00	August	
Wendy Carlberg	Family of Wen and Maxine Lambert	\$225.00	August	
Joe & Judith Spencer	In Memory of F. E. and Ruth Spencer	\$225.00	August	
Doris Von Busch	In Memory of Douglas M. Von Busch	\$225.00	August	
Donna Busick	Jim and Dorie Liskiewicz	\$225.00	August	
* William Watson	In Memory of Mary K. and Donald P. Watson	\$225.00	August	
Mathieu Service Center, Inc.	In Honor of Troy's Service Center	\$225.00	August	
Anthony Bush	Ashley McDonald and Anthony Bush	\$225.00	August	27
Proctor Chamber of Commerce	Proctor Area Chamber of Commerce	\$225.00	September	
Steve & Lori Anderson	Steve and Lori Anderson	\$225.00	September	
Claudia Hendrickson	In Memory of Joseph and Norbert Lindgard	\$225.00	September	
Cindy & Dan Erceg	In Honor of Doug and Doris VonBusch	\$225.00	September	
Proctor Pizza	Proctor Pizza and Sub Shop	\$225.00	September	5
Jack & Marge Peterson	Jack and Marge Peterson	\$225.00	October	
Sarah Eilefson	In Memory of Bud and Carol Emberg	\$225.00	October	2
Trident Inc. Atlas Games	Trident Inc. Atlas Games	\$225.00	November	
Peggy Schuster	In Memory of Charles and Virginia Austin	\$225.00	November	2
			MONTH 2020	
All Class Reunion	All Class Reunion 2012	\$225.00	January	1
All Class Reunion	For Schwarzbauer loan	\$2,500.00	February	1
Lollie Downs	In Honor of Elmer and Kathryn Gorham	\$225.00	March	1
Glen Nelson	Glen Nelson	\$225.00	May	1
Russell Habermann	Habermann Family	\$225.00	July	
Thomas R. Ward	Thomas R. Ward	\$225.00	July	
Jake and Diane	Proctor Journal		July	
Thomas R. Ward	In Memory of Thomas B. and Viola M. Ward	\$225.00	July	4
Lynn Dart-Nelson	In Memory of my parents Bob and Gloria Dart	\$225.00	August	
Dick & Jan Moran	In Memory of Mary and Willie Moran	\$225.00	August	
Gary Warren	In Honor of Coach Bill McGann	\$225.00	August	3
Bob Lambert	In Memory of Art and Irene Lambert		September	
Annette Foucault	In Memory of my Grandfather Robert D. Emsley	\$225.00	September	

Ron Johnson	Laura Radtke Jr. Hi. Geography Teacher 1957-1979	\$225.00	September	
Connie Olson Stanley	In Memory of my Parents Harvey G. and Thelma I. Olson	\$225.00	September	4
David Boushor	In Memory of Charles W., Lily and Kate Bouschor	\$250.00	October	
David Boushor	In Memory of Elsie, Royal, Charles F, and Elizabeth Bous	\$250.00	October	
Nicole Okstad	In Memory of Sidney and Tyne Okstad		October	
Bob Lambert	Bob and Bev Lambert		October	4
Jim Jackson--PayPal	Larry and Norma Monroe	\$225.00	November	1
James Ward--PayPal	Jim and Cher Ward (Kilby) '1974'	\$225.00	December	
Nancy Eilefson	Proctor Class of 1970	\$225.00	December	2
			MONTH 2021	
Steve Jonland	Steve and Marty Jonland	\$225.00	January	1
Jim & Betty Merling	Jim and Betty Merling	\$225.00	February	
Bob Drazich	Bob Drazich	\$225.00	February	
Mick Ward	Mick and Carol Ward Family	\$225.00	February	
Gerry Jones	In Memory of Robert and Agnes Jones	\$225.00	February	
Nina Bijold	Tom and Nina Bijold		February	
Mary Eblom	In Honor of Carl (Pete) and Evelyn Peterson	\$225.00	February	6
Leslie Van Dell Jr.	Leslie J. Van Dell Sr. & Shirley D. (Brayden)Van Dell	\$225.00	March	1
Joan Miller	In Honor of the Dedicated Proctor Museum Workers	\$225.00	April	
Jim & Roberta Myers	Jim and Roberta Myers	\$225.00	April	2
Lynette (Lee) Specht & Brain	In Memory of Reuben, David and Brent Lee	\$225.00	May	
Proctor Pizza	Duane Benoit Creator of Proctor Pizza Railroad Gallery	\$225.00	May	
Kris Lyons	In Honor of the Class of 1971	\$225.00	May	
Brenna Family	In Memory of Joyce and Marvin O. Brenna	\$225.00	May	
*Kathy Holland	In Honor of Robert Martin Wombacher, a DM&N Railroa	\$225.00	May	
*Kathy Holland	In Honor of Louisa Strassburger Wombacher, a local suffr	\$225.00	May	6
Mark & Mary Jo Gagne	In Honor of Mark & Mary Jo Gagne	\$225.00	June	
Mark & Mary Jo Gagne	In Memory of Robert L. Gagne & Dorothy J. Gagne	\$225.00	June	
Greg, Steve & Gary Warren	Al and Millie Warren In Honor of Their Memory	\$225.00	June	
Chuck & Helen Kallberg	In Memory of our dear Daughter Linda K. Thiry	\$225.00	June	4
Doug & Nancy Kalland	In Honor of PHS 1960 Class	\$250.00	July	
*John & Sally Ward	John and Sally Ward Family	\$225.00	July	
Dick and Jan Moran	PHS Class of 1966	\$225.00	July	
Dick and Jan Moran	Dick and Jan Moran PHS Class of 1966 and 1967	\$225.00	July	4
Bill, Jake and Jim Bonkowske	In Memory of our Mother Florence Bonkowske	\$225.00	August	
Jim Rohweder	The Rohweder Family	\$225.00	August	
Terry & Nancy Olson	Terry and Nancy Olson Family	\$225.00	August	
Gary Eklund	In Memory of George and Ruth Eklund	\$225.00	August	
George Brown	In Memory of Robert E. Brown	\$225.00	August	
George Brown	In Memory of Theo L. Keenlyne	\$225.00	August	
George Brown	George Brown	\$225.00	August	
Jake Benson & Diane Giuliani	In Memory of John and Blanche Benson	\$225.00	August	
Jess Rich	In Honor of Proctor City Staff past, present & future	\$225.00	August	
Gary Klitsch	Klitsch Family	\$200.00	August	
Ruth V. Olson	In Memory of Herbert I., DM&IR Engineer and Vivian So	\$225.00	August	11
Joyce Gagne	In Memory of Alfred "Red" Gagne Letter Carrier in	\$225.00	September	
Pam Elstad	In Memory of Robert Elstad	\$225.00	September	
Jean Johnson & Pam Elstad	In Memory of Selden and Loretta Hanson	\$225.00	September	
Jean Royer	Herbert and Jean (Marino) Royer Family	\$225.00	September	
Mark and Irene Ward	Mark and Irene Ward Family	\$225.00	September	
David & Deborah Johnston	In Memory of Bob and June Johnston	\$225.00	September	
*Linda Erickson	In Memory of Wally and Lois Erickson	\$225.00	September	
Louis Wagner III	In Memory of Burt and Minnie Wagner	\$225.00	September	
Sam Talarico	Sam Talarico PHS 71	\$225.00	September	9
Arlene Thygeson	For Kerry (tige) Thygeson from Arlene Thygeson	\$225.00	October	
Sandy Kershaw	In Memory of Jim and Lee Patterson	\$225.00	October	
Sandy Kershaw	In Memory of Leroy Larson	\$225.00	October	3

Betty Smith	In Memory of Ivor, Alice and Jim Anderson	\$225.00	November	
Gloria Lavato	The Lavato Family	\$225.00	November	2
Jim Schwarzbauer	In Memory of Claire Schumacher a "Missabe Misses"	\$225.00	December	
Carol Schramm	Schramm Family Russell, Carol, Todd, Rayann & Tomas	\$225.00	December	
*Bob Dahnke	Bob Dahnke	\$225.00	December	3
			MONTH 2022	
Frank Mudrak	Frank Mudrak Historical Society Member	\$225.00	January	
Ron & Sheron Johnson	In Memory of Jean and Mel Voltzke	\$225.00	January	
Lois Fichtner	In Memory of William Kernan	\$225.00	January	3
Bonnie Lindstrom	In Memory of Charles and Virginia Austin	\$225.00	February	
John & Karen Moran	In Memory of John and Irene Moran	\$225.00	February	2
Lee Harnell	Harnell Family	\$225.00	March	
Gerald Waldholm	In Memory of Donna Waldholm	\$225.00	March	2
Jim Schwarzbauer	Thank you, Shelton Excavating	\$225.00	April	
Anonymous		\$2,500.00	April	2
Steve & Lori Anderson	In Honor of William and Evelyn Anderson	\$225.00	May	
Steve & Lori Anderson	In Honor of Skip and Sandra Fontaine	\$225.00	May	
Sherm & Louise Carlson	Sherm and Louise Carlson	\$225.00	May	3
Kris Lyons	Kris Lyons Kathy Wolffe (The Brenna Sisters	\$225.00	July	1
Ed & Roseann Zuraw	Thomas A. Oraskovich, PHS Class of 1972	\$225.00	August	1
			MONTH 2023	
Bonnie Peterson	In Memory of My Grandfather, Ivor F. Anderson	\$225.00	January	1
Glenn Tridgell	In Memory of Vern Eilola	\$225.00	September	1
Proctor Lions Club	In Memory of Jan Resberg	\$225.00	October	1
Kerry Welsh	Bill "Chick" Welsh and Jeanne Welsh	\$225.00	December	
Kerry Welsh	Kevin, Kerry, Barbara, John, Carolyn Welsh	\$225.00	December	
Kerry Welsh	Kerry and Nancy Welsh	\$225.00	December	3
			MONTH 2024	
Tom Lambert	Tom and Mary Lambert Monica, Dana, Amanda, Sarah	\$225.00	January	
Dan Verville Family	In Memory of Jim Verville, Mick Verville, and Nancy Ver	\$225.00	January	2
Gary & Patricia Klitsch	Gary & Patricia Klitsch Sons: Raymond & Philip	\$225.00	July	
Melanie Gorham	In Memory of Gene Gorham	\$225.00	July	2
Kim Lopez	In Loving Memory of Phyllis Donley from her Family	\$225.00	August	1
Betty Morin	In Memory of James Morin	\$225.00	October	
Connie Olson Stanley	Proctor Class of 1974	\$225.00	October	2
Barbara Olson	In Memory of R. James Melde	\$225.00	November	1
TOTAL GIVEN SINCE JULY 2019		\$35,975.00		142
There are 148 plaques on the board. Six of those are reflected by donations of time and expertise.				
This document ONLY reflects those who paid.				

RECEIPT

DATE 7-1-2024 No. 069538

RECEIVED FROM Proctor Historical \$990.00

Michael Muth, Jr DOLLARS

FOR RENT Storage #63

FOR _____

ACCOUNT			<input type="radio"/> CASH
PAYMENT			<input type="radio"/> MONEY ORDER
BAL. DUE			<input type="radio"/> CHECK
			<input type="radio"/> CREDIT CARD

FROM July 1st 2024 TO June 30th 2025

BY [Signature]

© 1182

PROCTOR AREA HISTORICAL SOCIETY
100 PIONK DRIVE PH. 218-206-7880
PROCTOR, MN 55810

1605
75-0906/0919

Date July 8, 2024

Pay to the Order of Amendola Storage

Nine hundred ninety and 00/100 \$ 990.00

Dollars

FIRST NATIONAL BANK OF PROCTOR
Proctor, Minnesota
218-622-1633

For Storage #63

[Signature]

1605

Photo Safe Deposit

Barrel Style Clay Tile Repair Quote

05/02/2024



Duluth Roofing Company

MN License # BC740208
4502 East Superior Street
Duluth, MN 55804

Phone: 218-727-8868

Company Representative

Aaron Leinbaugh
Phone: (218) 727-8868
aaron@duluthroofing.com

Jim Schwarzbauer

300 1st Street
Proctor, MN 55810
(218) 349-8445

Slate/Synthetic Section

- Remove any existing partial or broken tiles down to deck.
 - Install new clay tiles as necessary - client has all tiles on site.
 - Clean up all job related debris.
 - Our Crews are licensed and insured.
 - Cost of permit is included as necessary.
 - Crews will maintain safety requirement at all times during the construction process.
 - UV fade may be present with the installation of new roofing material next to the old.
- ** All work to be completed on a time/materials needed basis at a rate of \$250/per man hour.

Get low monthly payment options with Acorn FINANCE

Authorization/Terms :

The specifications and conditions are satisfactory and hereby accepted. Payment for materials required prior to job start to secure materials & delivery. Payment for labor due within five business days of completion, late payments are subject to an 8% late fee, after thirty days a 14% of total job cost will incur. To confirm please sign, date, and return. We thank you for your business.

Breach of contract : If at any point any of these articles outlined in this agreement are not met it will be considered a breach, and the contractor reserves the right to cancel this contract effective immediately. At this time a 20% of total job cost fee shall be incurred.

This proposal may be withdrawn by us if not approved within 10 days.

e-Signed by Aaron Leinbaugh	05/03/2024
Company Authorized Signature	Date

e-Signed by Jim Schwarzbauer	05/02/2024
Customer Signature	Date



Duluth Roofing Company
 4502 E Superior Street
 Suite 100
 Duluth, MN 55804

Phone # 2187278868

Invoice

Date	Invoice #
10/22/2024	2645

Bill To
Jim Schwarzbauer 300 1st Street Proctor, MN 55810

Terms	Project
Upon Completion	Tile Repair

Description	Amount				
Labor and Materials as per bid to: Slate/Synthetic Section - Remove any existing partial or broken tiles down to deck. - Install new clay tiles as necessary - client has all tiles on site. - Clean up all job related debris. ** All work to be completed on a time/materials needed basis at a rate of \$250/per man hour. 4 man-hours plus man-lift rental	1,627.38				
It's been a pleasure working with you!	<table border="1" style="width: 100%;"> <tr> <td>Payments/Credits</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Balance Due</td> <td style="text-align: right;">\$1,627.38</td> </tr> </table>	Payments/Credits	\$0.00	Balance Due	\$1,627.38
Payments/Credits	\$0.00				
Balance Due	\$1,627.38				



Building a Better World
for All of Us®

6B

November 26, 2024

RE: City of Proctor
Road & Utility Reconstruction
SAP 069-594-001 / CP 0000-617698
SEH No. PROCT 161800 14.00

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

Dear Ms. Rich:

The Proctor Road and Utility Reconstruction project (2nd Street, 9th Avenue, 3rd Street) has now been completed and we recommend the City of Proctor accepts the project improvements pending the approval of the change order items listed below and receipt of all closeout documentation from the Contractor, also listed below.

Change Order Items for Approval:

- \$1,670 payment deduction to the Contractor for turf establishment items unable to be completed until Spring of 2025.
- \$4,708 payment deduction to the Contractor for the 840 2nd Street alley/driveway high spot which is unable to be completed until the Spring of 2025.
- \$854.50 payment deduction to the Contractor for the bituminous pavement density disincentive based on the final material testing report.

Contractor Closeout Documentation:

- Withholding Affidavit for Contractors and Subcontractors (IC-134 form)
- Lien waivers
- Letter from Contractor stating that all subcontractors and suppliers have been paid.
- NPDES Notice of Termination
- SALT Final Contract Acceptance

After the Change Order items are approved, and St. Louis County approves final payment, the final pay application will be prepared. After all items addressed in this letter have been completed, we recommend final payment to Utility Systems of America, inc. The estimated final pay application with the inclusion of the change order items listed above and the release of the remaining retainage (1.0%), is anticipated to be \$24,258.81.

This estimated final pay application will bring the total project cost to \$3,141,898.81, approximately 2.2% under the contracted amount and approximately 17.1% under the Engineer's Estimate budgeted amount.

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

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Jess Rich
November 26, 2024
Page 2

Once the final pay application is prepared and ready for review and approval, we will send you the final pay application under a separate letter.

We recommend that City Council accepts the project contingent on the items outlined in this letter. If Council chooses to accept the project under these conditions, the project's 1-year warranty period will commence on the date of Council's approval of project acceptance.

Please don't hesitate to contact me with any questions or comments. Thank you.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Tyler Yngsdal, PE
Project Manager
(Lic. MN)

ty

x:\pt\p\proct\161800\7-const-svcs\73-app-pymt\final acceptance letter.docx

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 71-24

A RESOLUTION ACCEPTING THE IMPROVEMENTS FOR PROJECT SAP 069-594-001/CP 0000-617698 2ND STREET, 9TH AVENUE, 3RD STREET AND UTILITY IMPROVEMENTS

NOW, THEREFORE, BE IT RESOLVED the City of Proctor City Council accepts the project improvements on project SAP 069-594-001 / CP 0000-617698 (2nd Street, 9th Avenue, 3rd Street) and authorize the City Administrator to approve the final pay application contingent on:

1. \$1,670 payment deduction to the Contractor for turf establishment items unable to be completed until Spring of 2025.
2. \$4,708 payment deduction to the Contractor for the 840 2nd Street alley/driveway high spot which is unable to be completed until the Spring of 2025.
3. \$854.50 payment deduction to the Contractor for the bituminous pavement density disincentive based on the final material testing report.

Adopted by the City Council of the City of Proctor on the 16th day of December 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator

CITY OF PROCTOR APPLICATION FOR DEFERRED ASSESSMENT

FOR SENIOR CITIZENS OR CITIZENS PERMANENTLY DISABLED or ORDERED INTO ACTIVE MILITARY SERVICE

The following information is required when completing/applying for the deferral for Seniors, Disabled, or Military persons:

1. Driver's License, Photo ID or other documentation to verify age of applicant.
2. A copy of the most recent federal tax filing form to determine income eligibility or, if you no longer file income taxes, please provide a Social Security Benefit Statement and indicate any other income sources (Pensions, Retirement Account, etc.).
3. Copy of deployment documents if applicable.

The request for a deferred assessment will be decided by the Proctor City Council. If approved, the assessment will be deferred with interest, until such time as it is deemed that the applicant no longer qualifies, or the property loses eligibility. Under the City policy and Minnesota Statutes § 435.193 through 435.195, **the deferment is terminated and payable upon any of the following:**

- The death of the owner (if the surviving spouse is not eligible for the deferment)
- The sale, transfer, or subdivision of any part of the property
- The loss of homestead status of the property
- A determination by the City Council that requiring immediate or partial payment would no longer impose a hardship
- No longer deployed or in the military.

Please return the attached application form along with the documentation requested to:

**Proctor City Administrator
100 Pionk Drive
Proctor, MN 55810**

Upon review of your application, a decision will be made to approve or deny your request, based on compliance with the conditions as set out in the appropriate laws. You will be notified in writing as to whether your application has been approved. If you have any questions about the application form or documentation required, please call the City Administrator's Office at 218-624-3641.

435.193 HARDSHIP ASSESSMENT DEFERRAL FOR SENIORS, DISABLED, OR MILITARY PERSONS.

(a) Notwithstanding the provisions of any law to the contrary, any county, statutory or home rule charter city, or town, making a special assessment may, at its discretion, defer the payment of that assessment for any homestead property:

(1) owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments; or

(2) owned by a person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service, as defined in section 190.05, subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments.

(b) Any county, statutory or home rule charter city, or town electing to defer special assessments shall adopt an ordinance or resolution establishing standards and guidelines for determining the existence of a hardship and for determining the existence of a disability, but nothing herein shall be construed to prohibit the determination of hardship on the basis of exceptional and unusual circumstances not covered by the standards and guidelines where the determination is made in a nondiscriminatory manner and does not give the applicant an unreasonable preference or advantage over other applicants.

CITY OF PROCTOR APPLICATION FOR DEFERRED ASSESSMENT

Property Owner Name: Gayle Malmstein

I am: (check one)

- Age 65 or older
- Retired by virtue of permanent and total disability
- Ordered into active military service:

Property Address: 704 2nd Street, Proctor MN 55810

Phone Number: 763-742-6531 Email: Rmalmstein@gmail.com

Property Identification Number (PIN) Number: 185-0010-01336

Assessment Project Name: 2nd Street, 9th Avenue and 3rd Street Project

Original Assessment Amount \$ 10,196.25

AUTHORIZATION FOR DEFERRAL OF SPECIAL ASSESSMENTS PURSUANT TO MINNESOTA STATUTES, SECTION 435.194

I, (owner name(s)) Gayle Malmstein, declare under penalties of perjury that I reside at (address) 704 2nd ST Proctor MN and that I/we am the owner of the property legally described as listed above and which is identified by the PIN number listed above.

Gayle Malmstein 12/5/2024
 Property Owner Signature Date Property Owner Signature Date

----- PORTION BELOW TO BE FILLED OUT BY CITY OF PROCTOR -----

I _____, of the City of Proctor in St. Louis County, State of Minnesota, do hereby certify that the application of above named, their age and annual income, has been duly reviewed and that in accordance with the deferred assessment policies of the City of Proctor was duly approved by the Proctor City Council on _____.

That in accordance with approval granted, the special assessments on the above described property in the amount of \$ _____, should be deferred with interest, at the annual rate of ___ %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

City Clerk Date

Mayor Date

**RIGHTS OF SUBJECTS OF GOVERNMENT DATA
DEFERRED ASSESSMENT PROGRAM
"TENNESSEN WARNING"**

In accordance with the Minnesota Government Data Practices Act, the City of Proctor is required to inform you of your rights as they pertain to the information collected about you. Public information is that information which is available to the general public; Private information is that information which is available to you, not to the public; and confidential information is that information which is not available to you or the public. The information we collect from you is either public or private. The separation of that information is as follows:

PUBLIC – NAME AND ADDRESS OF APPLICANT(S) AT THE TIME OF APPLICATION

PRIVATE – SOCIAL SECURITY INFORMATION, AGE, INCOME LEVEL, HOME TELEPHONE NUMBER [MS 13.355 AND MS 13.37(A)]

The information collected and required from you is to determine your eligibility for a City of Proctor deferred assessment program. If you do not supply the required information, the City of Proctor will not be able to determine your eligibility.

The dissemination and use of the private data we collect is limited to that necessary for the administration and management of the deferred assessment program. Persons or agencies with whom this information may be shared include:

CITY AND COUNTY PERSONNEL INVOLVED IN DETERMINING ELIGIBILITY AND RECORDING OF APPROVAL, CONTRACTED PUBLIC AUDITORS AND THOSE INDIVIDUALS TO WHOM YOU GIVE YOUR EXPRESS WRITTEN PERMISSION.

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

**THE RIGHT TO SEE AND OBTAIN COPIES OF THE DATA MAINTAINED ON YOU.
THE RIGHT TO BE TOLD THE CONTENTS AND MEANING OF THE DATA.
THE RIGHT TO CONTEST THE ACCURACY AND COMPLETEMESS OF THE DATA.**

To exercise these rights, contact the City Administrator, City Hall, 100 Pionk Drive, Proctor, MN 55810.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATE.



Signature of Data Subject



Date

Signature of Data Subject

Date

DEFERRED ASSESSMENTS
CITY OF PROCTOR
PROJECT No. 161800
SECOND STREET, THIRD AVENUE, AND NINETH AVENUE PUBLIC IMPROVEMENT PROJECT

GAYLE MALMSTEIN
704 2ND ST
185-0010-01330
LOTS 14, 15, AND 16

Chad Ward
Mayor

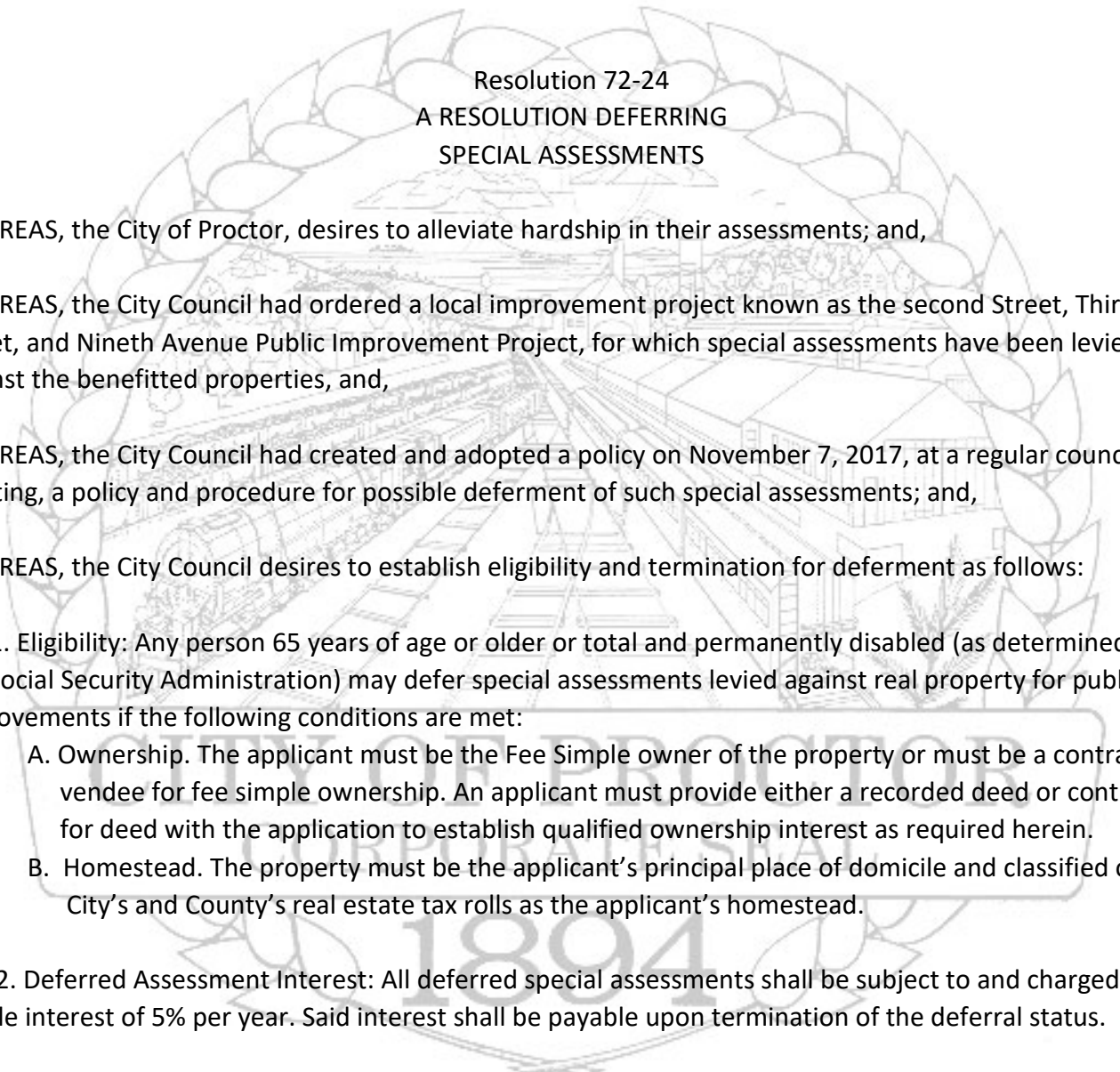
City of Proctor

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 72-24
A RESOLUTION DEFERRING
SPECIAL ASSESSMENTS

WHEREAS, the City of Proctor, desires to alleviate hardship in their assessments; and,

WHEREAS, the City Council had ordered a local improvement project known as the second Street, Third Street, and Ninth Avenue Public Improvement Project, for which special assessments have been levied against the benefitted properties, and,

WHEREAS, the City Council had created and adopted a policy on November 7, 2017, at a regular council meeting, a policy and procedure for possible deferment of such special assessments; and,

WHEREAS, the City Council desires to establish eligibility and termination for deferment as follows:

Sec.1. Eligibility: Any person 65 years of age or older or total and permanently disabled (as determined by the Social Security Administration) may defer special assessments levied against real property for public improvements if the following conditions are met:

- A. Ownership. The applicant must be the Fee Simple owner of the property or must be a contract vendee for fee simple ownership. An applicant must provide either a recorded deed or contract for deed with the application to establish qualified ownership interest as required herein.
- B. Homestead. The property must be the applicant's principal place of domicile and classified on the City's and County's real estate tax rolls as the applicant's homestead.

Sec. 2. Deferred Assessment Interest: All deferred special assessments shall be subject to and charged simple interest of 5% per year. Said interest shall be payable upon termination of the deferral status.

Sec. 3. Termination of Deferral Status: Special assessment payments deferred pursuant to the eligibility requirements set forth by the resolution shall become payable upon the occurrence of one of the following events:

- A. Sale of Property. The subject property is sold, transferred, subdivided, or in any way conveyed to another by the fee owner qualified for deferral status.

B. Death of Owner. The death of the fee owner qualified for deferral status unless a surviving joint

tenant, tenant in common, or contract vendee is eligible for the deferral benefit provided hereunder.

C. Non-homestead Property. The subject property loses its homestead status for any reason.

NOW THEREFORE, BE IT RESOLVED by the city Council of the City of Proctor, Minnesota pursuant to Minnesota State Statutes §435.193 through 435.195 that senior citizens and retired disabled homeowners may defer special assessments levied against homestead property owned by the applicant if the criteria set forth in sections 1 through 3 of this resolution are met by the applicant.

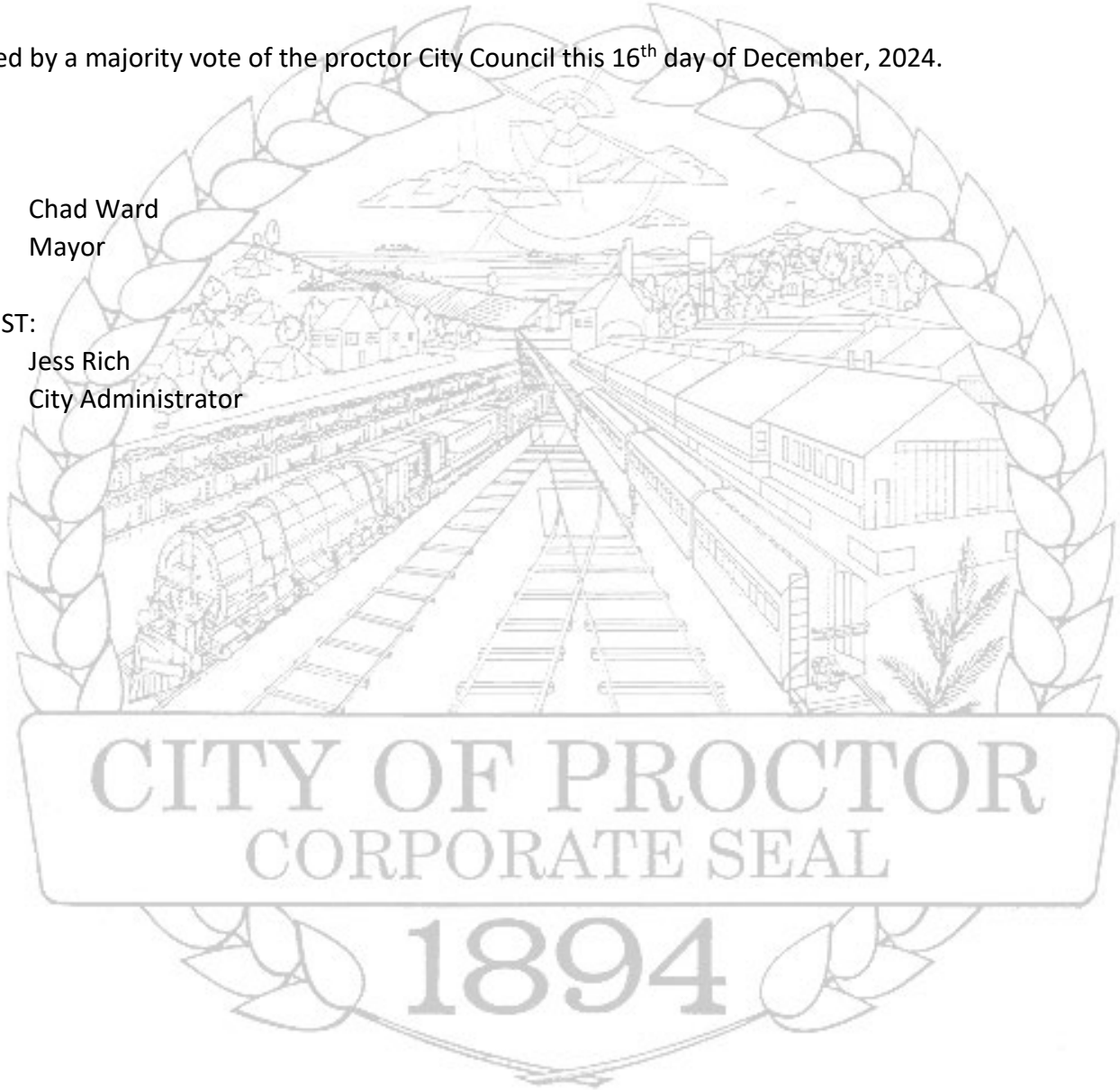
Passed by a majority vote of the proctor City Council this 16th day of December, 2024.

BY:

Chad Ward
Mayor

ATTEST:

Jess Rich
City Administrator





6D

CITY COUNCIL AGENDA DATE: December 16, 2024

TO: Proctor City Council

FROM: Finance Director Leslie Brunfelt

SUBJECT: 2025 Budget Approval

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Approve the 2025 Budget with Resolution 73-24

BACKGROUND

The Council approved a 5.5% Levy increase at the meeting on December 2, 2024. The resulting budget was reviewed at the budget meeting in November. The changes from the November budget to what is currently attached are listed below:

1. Changed the levy increase from 3% to 5.5%.
 2. Changed the General Fund Capital amount to reflect using the remaining fund balance from the 2009A Bond Fund to pay a portion of the Loader cost.
 3. Updated the YTD numbers to include November.
 4. On the capital expenditure sheet – removed the additional surplus for a 7% levy and updated the general fund balance to include the 2024 fund balance. Added \$75,000 contingency from the general fund reserve for the Public Works Garage.
-

SOURCE OF FUNDS (if applicable) N/A

ATTACHMENT(S) 2025 Budget Packet

City of Proctor

2025 Budget Summary

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	% change from 2024 Budget	2024 YTD Nov	2023 YTD Nov
Unrestricted General Fund Revenues:								
General Tax	1,437,291	1,465,739	1,589,539	1,604,600	1,672,000	4.2%	1,612,211	837,679
Licenses & Permits	22,532	21,546	30,860	27,820	30,000	7.8%	21,952	21,338
Intergovernmental and Grants	1,205,891	1,194,057	1,180,877	1,302,235	1,280,722	-1.7%	740,979	627,329
Charges for Services	169,528	181,804	220,693	163,850	220,300	34.5%	228,551	152,094
Fines & Forfeits	7,926	13,371	23,776	23,000	27,000	17.4%	21,444	22,323
Miscellaneous	25,014	82,811	47,838	11,400	11,000	-3.5%	22,125	42,464
Other Financing sources	3,661	49,463	209,653	36,186	106,186	193.4%	160,648	186,258
Total Revenue	2,871,843	3,008,791	3,303,236	3,169,091	3,347,208	5.6%	2,807,910	1,889,485
General Fund Expenses:								
Police	1,001,434	1,170,341	1,204,018	1,278,549	1,347,563	5.4%	1,028,611	1,079,359
Salary	868,114	998,884	1,057,356	1,067,573	1,149,353	7.7%	898,674	943,413
Other Services	58,698	75,550	68,815	86,481	89,515	3.5%	74,068	62,435
Supplies	36,013	41,631	30,323	67,731	47,025	-30.6%	27,002	25,618
Repairs, Rentals, Misc	13,608	29,276	22,524	21,765	26,670	22.5%	28,867	22,892
Transfer to PS Fund	25,000	25,000	25,000	35,000	35,000	0.0%	-	25,000
Fire	189,535	277,980	248,938	270,983	257,223	-5.1%	147,421	178,970
Salary	94,058	124,110	94,834	100,670	92,610	-8.0%	70,898	80,809
Other Services	25,351	27,403	23,233	27,842	28,148	1.1%	23,182	21,088
Supplies	44,489	42,400	35,876	51,359	42,950	-16.4%	26,675	35,547
Repairs, Rentals, Misc	25,638	29,000	37,210	26,111	18,515	-29.1%	26,666	36,525
Transfer to PS Fund	-	55,067	57,785	65,000	75,000	15.4%	-	5,000
Civil Defense	-	4,599	153	300	-		-	153
Repairs, Rentals, Misc	-	4,599	153	300	-		-	153
Streets	461,549	492,814	503,734	531,177	586,203	10.4%	414,801	453,879
Salary	349,894	360,112	377,054	370,250	413,688	11.7%	337,172	339,323
Other Services	25,242	26,869	40,852	35,867	47,290	31.9%	28,615	34,050
Supplies	76,541	55,681	62,376	68,930	70,050	1.6%	35,641	57,175
Repairs, Rentals, Misc	9,871	50,152	23,451	56,130	55,175	-1.7%	13,373	23,330

City of Proctor

2025 Budget Summary

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	% change from 2024 Budget	2024 YTD Nov	2023 YTD Nov
Parks	47,918	49,289	72,634	88,988	87,158	-2.1%	66,615	63,004
Salary	23,271	22,833	23,880	26,522	28,358	6.9%	24,800	20,587
Other Services	19,877	9,793	28,750	43,559	40,800	-6.3%	26,618	25,433
Supplies	3,477	2,533	9,277	5,791	5,500	-5.0%	4,004	6,258
Repairs, Rentals, Misc	1,293	14,131	10,726	13,116	12,500	-4.7%	11,194	10,726
City Admin	646,917	693,262	784,869	762,937	827,317	8.4%	810,178	689,545
Council & Administration	411,935	411,965	483,852	473,350	521,001	10.1%	550,945	422,031
City Hall Building	113,919	136,127	131,006	128,522	134,320	4.5%	119,696	121,268
Elections	672	4,626	367	5,236	500	100.0%	5,513	367
Finance & Legal	108,474	125,316	154,306	136,669	150,875	10.4%	125,358	137,526
Building & Planning	11,917	15,227	15,338	19,160	20,621	7.6%	8,666	8,353
General Fund Support for PEDAs	36,819	55,000	55,000	55,000	55,000	0.0%	-	-
General Fund Support for Golf Course	10,000	20,000	20,000	25,000	20,000	-20.0%	-	-
Total General Fund Expenses:	2,394,173	2,763,285	2,889,346	3,012,933	3,180,464	5.6%	2,467,625	2,464,909
Police Dept	4,412	-	-	-	-		-	-
Fire Dept	125,008	12,679	-	-	-		-	-
Street Dept	32,226	153,833	18,549	121,375	89,773		265,034	18,549
Parks	-	-	-	-	-		(6,664)	-
City Hall	2,339	144,024	-	6,600	-		19,689	-
Total General Fund Capital:	163,984	310,535	18,549	127,975	89,773	-29.9%	278,059	18,549
Change in Net Position-Undesignated	313,687	(65,029)	395,342	28,183	76,972	173.1%	62,225	(593,973)

City of Proctor

2025 Budget Summary

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	% change from 2024 Budget Fund Balance at the end of 2025	2024 YTD Nov	2023 YTD Nov
Designated, Restricted and Assigned Funds								
General Sales Tax Revenue	400,603	494,617	517,920	483,000	515,000		314,078	426,819
Expenses paid from Sales Tax								
3rd Avenue (ends in 2024)	6,217	6,217	6,217	6,217			6,217	6,217
12th Street (ends in 2024)	526	526	526	526			526	526
Bond Payments for 2012A Equipment Cert Refunding	40,000	8,099	-	-	-		-	-
Bond Payments for Kirkus	50,000	50,000	50,000	40,000	40,000		40,000	
Street Maintenance/Sidewalks	87,926	46,557	44,110	299,413	207,000		41,572	37,116
City Hall Upgrades		100,000	28,088	100,000	100,000		50,287	20,043
Playground for Everybody		30,000						
Pickleball Courts (proposed)					99,500			
Parks					50,000			
Change in Designated Fund Balance	215,934	253,218	388,979	36,844	18,500	1,848,198	175,476	362,916
Grant Revenue	398,008	370,397			51,000		520,000	
Expenses paid from Grant Revenue								
FEMA for SCBA Gear and Extracation Equipment	130,585	24,944						
CDBG - Playground for Everybody		50,000						
DNR Grant - Playground for Everybody		180,000					20,000	
Small Cities Road Grant - 2nd street engineering		51,971						
LRIP Grant - 2nd Street								
MN Bonding - Sand Salt Shed							500,000	
ARPA - Fire SCBA Packs		21,404						
ARPA - Sand & Salt Shed		200,000						
ARPA - Playground for Everybody			7,331				12,669	
ARPA - 3rd Street Park Improvements								
ARPA - Sidewalk Improvments								
ARPA -Plow truck							89,502	
Small Cities Road Grant - Chip Sealing					51,000			
Change in Designated Fund Balance	267,423	(157,922)	(7,331)	-	-	102,171	(102,171)	-

City of Proctor

2025 Budget Summary

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	% change from 2024 Budget	2024 YTD Nov	2023 YTD Nov
Food & Beverage Tax Revenue	65,026	72,673	80,350	65,000	78,000		60,690	51,635
Expenses paid from F&B Tax								
Trails				50,000			13,445	
2nd Street Trail								
Munger Trail					100,000			
Change in Designated Fund Balance	65,026	72,673	80,350	15,000	(22,000)	613,840	47,245	51,635
Lodging Tax Revenue	144,976	155,661	148,879	150,000	150,000		150,188	130,074
Expenses paid from Lodging Tax								
Tourism Expenses	101,855	112,077	98,187	151,138	200,957		142,010	89,853
Admin	7,249	7,783	7,444	7,500	7,500		7,509	6,504
Tourist Attraction	14,498	15,566	14,888	15,000	15,000		15,019	13,007
Change in Designated Fund Balance	21,374	20,235	28,360	(23,638)	(73,457)	122,765	(14,349)	20,710
Tourist Attraction Revenue	14,498	15,566	14,888	15,000	15,000		15,019	13,007
Expenses paid from Tourist Attraction Fund								
Tourist Attraction Maintenance	-	-	3,777	-	100,000			
Change in Designated Fund Balance	14,498	15,566	11,111	15,000	(85,000)	70,034	15,019	13,007
Charitable Gambling Revenue	12,181	14,257	17,651	14,000	18,000		13,881	14,345
Expenses paid from Gambling Revenue								
Gambling Expenses	2,645	1,198	1,910	10,000	10,000		737	1,910
	9,536	13,059	15,741	4,000	8,000	73,552	13,145	12,435

City of Proctor

2025 Budget Summary

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	% change from 2024 Budget	2024 YTD Nov	2023 YTD Nov
Police Forfeitures	9,810	-	-	-	-		3,091	-
Expenses paid from Police Forfeitures								
Donation to First Witness	-	1,000	-	1,000	1,000		1,000	-
Change in Designated Fund Balance	9,810	(1,000)	-	(1,000)	(1,000)	20,722	2,091	-
Public Safety Fund - Transfers In								
Lease Proceeds	802,215						9,472	-
Grants			141,257	-	-		5,000	5,731
Transfers In	-	80,067	82,786	100,000	110,000		-	30,000
Sale of Police Vehicles	-		8,044				-	30,000
Interest	-	392	2,862	-	1,000		-	-
Expenses paid from Public Safety Fund								
Lease Payments	-	61,488	63,428	65,430	128,872		65,430	63,428
Expenses paid from Public Safety Fund	-	24,202	26,505	20,259	23,220		16,179	35,640
Public Safety \$135,622 - Police Squad			66,686					
Public Safety \$135,622 - Fire Helmets, Gear, Hose, Floor coating			19,470	31,750			41,179	
Public Safety \$135,622 - Remaining for Police Tasers							8,287	
Capital Purchases	802,215	22,742	0	65,000	65,000		58,666	46,538
Change in Designated Fund Balance	-	(27,973)	58,858	(82,440)	(106,092)	(29,467)	(175,270)	(79,876)

City of Proctor																
Capital Expenditures																
Description		General Fund Unassigned Reserves	General Fund 2025 Budget	ARPA Grant	DNR Grant	Read3	Small Cities Road Grant	2023 MN Public Safety Grant	Public Safety Fund	Food & Beverage Sales Tax	General Sales Tax	Lease	Bonding	PUC	Sewer	
Fund Balance beginning 1/1/2024	12,979,117	1,945,682	1,279,065	102,169				13,167	193,036	620,840	1,792,854			5,487,205	1,545,099	
General Fund Budget Surplus (2024)			28,183													
Projected 2024 additional surplus			270,102													
General Fund Budget Surplus (2025) with 5.5% levy increase (before Loader purchase)			166,744													
Transfer from 2009A			155,227													
Grant from DNR/MN					20,000		51,000									
Donation from READ3						60,000										
Transfer from Police (24-25)									70,000							
Transfer from Fire (24-25)									130,000							
Sale of used Fire Truck									20,000							
F&B Sales Tax (24-25)										143,000						
Sales Tax (24-25)											998,000					
Lease Financing												518,000				
Bond Issue 2025A													1,500,000	1,500,000		
Total increases to Fund Balance			-	620,256	-	20,000	60,000	51,000	-	220,000	143,000	998,000	518,000	1,500,000	1,500,000	-
		Total Cost														
Public Works Garage (remaining from original bid of \$733,000)	428,255	214,127													214,127	
Public Works Garage (contingency for rebid)	150,000	75,000													75,000	
Public Works Garage (RRI owed \$165,431.52, MN Power \$18,843.34)	183,915	91,957													91,957	
Council Contingency	110,000	110,000														
Plow Truck -replaces 1985 Ford Dump (less budgeted lease payment \$43,875)	265,034	175,532		89,502												
Catepillar Loader through Ziegler, quote on 1.15.24 (before potential trade in \$50-80K)	245,000		245,000													
Playground for Everybody	32,667			12,667	20,000											
Pickleball	159,500					60,000										
Police Squad Car (5 yr Captial Lease) - Final payment in 2025	10,292								10,292							
2024 Police Squad Car	65,000								65,000							
2025 Police Squad Car	65,000								65,000							
2024 Fire Hall floor coating (partial - remaining after payment in 2024)	4,880							4,880								
2024 Tasers	34,823		26,536					8,287								
Fire Truck (10 year capital lease - 2021) (24-25)	149,084								149,084							
Replace 1993 Spartan Fire Truck	518,000											518,000				
2024 Fire Truck (10 year capital lease) payment \$66,402.23 at 5.72%	66,402								66,402							
Munger Trail Spur (25)	100,000									100,000						
3rd Avenue and 12th Street (24)	6,743										6,743					
Operating Transfer for bond payments (24-25)	80,000										80,000					
City Hall - Year 4 HVAC work (24)	50,000										50,000					
City Hall Upgrades and Repairs (24)	50,000										50,000					
City Hall Windows (25)	100,000										100,000					
3rd Street Blacktop park (24)	50,000										50,000					
1st Street Storm Sewer (24)	50,000										50,000					
Sidewalks (24-25)	100,000										100,000					
General Street Repair (24-25)	78,413										78,413					
Westgate Mill and overlay (24)	100,000										100,000					
7th Avenue mill and overlay (25)	100,000										100,000					
Chipsealing and Striping (24-25)	65,000						51,000				14,000					
Dust Control (24-25)	12,000										12,000					
Westgate improvement	3,000,000												1,500,000	1,500,000		225,000
Ugstad Road Water/Sewer	450,000															
Water Tower Maintenace and Repainting	638,500														638,500	
Utility Truck	100,000														100,000	
Total Capital Expenditures	7,618,508	666,617	271,536	102,169	20,000	60,000	51,000	13,167	355,778	100,000	890,656	518,000	1,500,000	2,844,585	225,000	
Fund Balance Ending 12/31/2025	10,990,866	1,279,065	1,627,786	-	-	-	-	-	57,258	663,840	1,900,198	-	-	4,142,620	1,320,099	
Fund balance compared to general fund expenses		40%	51%													
									Annual Spend	Current Annual Contribution	Additional Amount needed		2024 Surplus (projected)			
									Fire Truck Lease	140,944	65,000	75,944	1,161	Fire dept		
									Police Squad	65,000	35,000	30,000	36,939	Police dept		

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
Unrestricted General Fund Revenue:							
100-31-310-3101	Property Taxes - Current	1,416,714.85	1,539,618.94	1,583,600.00	1,649,000.00	1,610,367.52	826,541.22
100-31-310-3102	Property Taxes - Delinquent	42,315.07	41,586.81	18,000.00	20,000.00	1,451.06	7,844.53
100-31-310-3115	Misc R&E Taxes	498.96	30.19	-	-	-	-
100-31-310-3191	Property Taxes - Int & Penaltie	4,276.05	7,179.61	3,000.00	3,000.00	392.01	2,169.82
100-31-310-3192	Forfieted Land Sale	1,933.84	1,123.41	-	-	-	1,123.41
Total Taxes		1,465,738.77	1,589,538.96	1,604,600.00	1,672,000.00	1,612,210.59	837,678.98
100-32-320-3211	Alcoholic Beverages	7,783.48	11,100.00	8,000.00	10,000.00	11,100.00	2,300.00
100-32-320-3219	Business Permits	1,015.00	395.00	900.00	900.00	520.00	395.00
100-32-322-3221	Building Permits	9,869.75	16,428.33	16,000.00	18,000.00	7,694.25	15,846.83
100-32-322-3223	Plumbing Permits	360.00	410.00	400.00	-	535.00	350.00
100-32-322-3224	Animal Licenses	4.00	132.00	50.00	120.00	380.00	52.00
100-32-322-3225	Sign Permit	243.30	59.50	50.00	-	62.50	59.50
100-32-322-3226	Excavation Permits	1,050.00	1,255.00	1,500.00	-	800.00	1,255.00
100-32-322-3227	Variance Application Fees	300.00	300.00	300.00	300.00	300.00	300.00
100-34-341-3412	Deer Hunting Fees	380.00	380.00	420.00	380.00	60.00	380.00
100-34-342-3413	Rezoning Application Fees	540.00	400.00	200.00	300.00	500.00	400.00
Total Licenses and Permits		21,545.53	30,859.83	27,820.00	30,000.00	21,951.75	21,338.33
100-33-334-3347	Fire Dept State Aid	29,546.97	-	-	-	-	-
100-33-334-3348	State Grants	56,616.63	63,912.12	87,200.00	64,000.00	94,206.58	63,912.12
100-33-336-3340	Local Government Aid	1,101,073.00	1,106,996.00	1,208,235.00	1,209,222.00	639,397.50	553,498.00
100-34-341-3415	State Bldg Surcharge	232.00	877.50	500.00	500.00	279.50	827.00
100-34-342-3426	Police Training Reimbursement	6,088.90	9,091.78	6,300.00	7,000.00	7,095.50	9,091.78
100-36-362-3710	Other Grant Revenue	500.00	-	-	-	-	-
Total Intergovernmental and Grants		1,194,057.50	1,180,877.40	1,302,235.00	1,280,722.00	740,979.08	627,328.90

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
100-34-341-3410	Rent	8,000.00	9,819.14	8,500.00	11,500.00	11,350.00	9,350.00
100-34-341-3414	Plan Checking Fee	500.00	500.00	500.00	500.00	100.00	500.00
100-34-341-3416	Land Lease	79,529.67	68,643.35	65,100.00	78,000.00	81,223.49	65,834.20
100-34-341-3417	Assessment Searches	1,700.00	1,220.00	1,500.00	1,500.00	1,460.00	1,160.00
100-34-341-3418	Administrative Services	7,464.25	6,080.00	6,000.00	6,000.00	5,040.00	5,576.00
100-34-342-3421	Special Police Services	5,678.54	48,452.37	4,000.00	44,500.00	58,220.41	4,073.29
100-34-342-3422	Special Fire Services	-	5,350.00	-	-	(100.00)	4,750.00
100-34-342-3423	Fire Contracts - Midway	50,067.00	52,785.00	50,000.00	50,000.00	30,368.00	29,385.00
100-34-342-3425	Police Contracts - SRO ISD #70	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
100-34-342-3435	Towing	-	70.00	-	-	-	70.00
100-36-361-3616	Garbage Assessment	102.70	-	-	-	15,481.87	6,027.19
100-36-361-3617	Garbage Assessment - Int & Pen	2,218.28	2,472.81	1,750.00	1,800.00	153.73	67.87
100-36-361-3618	City Handling Fee Garbage Assm	1,543.77	300.00	1,500.00	1,500.00	253.82	300.00
Total Charges for Services		181,804.21	220,692.67	163,850.00	220,300.00	228,551.32	152,093.55
100-35-351-3514	Court Fines	13,031.89	20,838.88	20,000.00	23,000.00	18,444.24	19,487.46
100-35-351-3515	Administrative Fines	339.58	2,937.59	3,000.00	4,000.00	3,000.00	2,835.09
Total Fines		13,371.47	23,776.47	23,000.00	27,000.00	21,444.24	22,322.55
100-34-341-3419	Miscellaneous Revenue	82,062.90	38,306.82	10,000.00	10,000.00	20,863.75	32,932.90
100-32-320-3216	Home Occupation	-	-	400.00	-	-	-
100-36-362-3624	Contributions	748.08	9,531.00	1,000.00	1,000.00	1,261.00	9,531.00
Total Miscellaneous		82,810.98	47,837.82	11,400.00	11,000.00	22,124.75	42,463.90
100-36-362-3622	Interest Earnings	16,425.72	119,521.39	30,000.00	100,000.00	92,493.12	108,267.47
100-36-362-3623	Unrealized Gains(Losses)Invest	(6,000.00)	75,900.00	-	-	63,750.00	65,100.00
100-39-391-3910	Sale General Fixed Assets	9,150.00	8,044.52	-	-	-	8,044.52
100-39-391-3912	Sale of Property	2,338.65	1.00	-	-	-	1.00
100-39-392-3924	Transfer from Other Funds	6,186.00	6,186.00	6,186.00	6,186.00	4,405.00	4,845.50
100-39-395-3950	Proceeds of Leases	21,362.27	-	-	-	-	-
Total Other Financing Sources		49,462.64	209,652.91	36,186.00	106,186.00	160,648.12	186,258.49

City of Proctor

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
Total Revenue	3,008,791.10	3,303,236.06	3,169,091.00	3,347,208.00	2,807,909.85	1,889,484.70

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
Police							
100-33-334-3348	State Grants	55,616.63	63,912.12	87,200.00	64,000.00	94,206.58	63,912.12
100-34-342-3426	Police Training Reimbursement	6,088.90	9,091.78	6,300.00	7,000.00	7,095.50	9,091.78
100-34-342-3421	Special Police Services	5,678.54	48,452.37	4,000.00	44,500.00	58,220.41	4,073.29
100-34-342-3425	Police Contracts - SRO ISD #70	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
100-34-342-3435	Towing	-	70.00	-	-	-	70.00
100-35-351-3514	Court Fines	13,031.89	20,838.88	20,000.00	23,000.00	18,444.24	19,487.46
100-35-351-3515	Administrative Fines	339.58	2,937.59	3,000.00	4,000.00	3,000.00	2,835.09
Police Revenues		105,755.54	170,302.74	145,500.00	167,500.00	205,966.73	124,469.74
100-20-210-1100	Salaries	593,127.56	614,290.83	619,200.00	706,247.50	551,744.08	541,062.62
100-20-210-1123	Police Pension Contribution	104,209.82	106,966.75	109,600.00	125,005.00	97,447.85	94,069.97
100-20-210-1125	Medicare	8,232.25	8,605.20	8,960.00	10,220.00	7,748.14	7,552.37
100-20-210-1126	Family Medical Leave	-	-	-	6,200.00	-	-
100-20-210-1131	Employer Paid Health Insurance	151,965.54	171,968.95	174,000.00	179,900.00	131,357.06	153,001.95
100-20-210-1151	Worker s Comp Insur Premiums	49,069.06	61,295.50	52,960.00	45,060.00	47,769.90	61,295.50
100-20-211-1100	Salaries	72,314.82	73,559.81	78,900.00	56,160.00	46,606.59	67,792.91
100-20-211-1121	PERA Contribution	5,441.39	5,517.00	5,671.00	4,070.00	3,495.44	5,084.49
100-20-211-1122	FICA Contribution	4,272.95	4,357.74	4,852.00	3,480.00	2,798.47	4,013.10
100-20-211-1125	Medicare	999.38	1,019.13	1,130.00	810.00	654.43	938.53
100-20-211-1131	Employer Paid Health Insurance	9,251.28	9,775.00	12,300.00	11,700.00	9,052.44	8,602.00
Police Salaries & Benefits		998,884.05	1,057,355.91	1,067,573.00	1,148,852.50	898,674.40	943,413.44
100-20-210-3000	Professional Services	145.95	880.73	2,000.00	5,300.00	6,182.75	880.73
100-20-210-3005	Medical & Dental Fees	5,696.80	107.44	6,300.00	6,300.00	1,972.00	107.44
100-20-210-3009	Computer Services	15,148.47	11,211.48	12,080.00	13,680.00	11,377.28	8,846.08
100-20-210-3012	Meeting Expense	31.77	102.27	210.00	200.00	-	102.27
100-20-210-3020	Communication	11,943.61	13,396.98	12,000.00	13,095.00	13,074.98	13,396.98
100-20-210-3021	Telephone	9,445.52	8,521.87	7,570.50	9,200.00	7,066.40	7,833.55
100-20-210-3022	Postage	268.30	74.20	525.00	300.00	107.08	53.20

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
100-20-210-3031	Travel & Lodging Expense	-	2,042.10	4,300.00	3,500.00	1,575.72	1,898.47
100-20-210-3035	Training Expense	10,248.70	5,524.58	13,155.00	12,000.00	6,492.29	4,434.08
100-20-210-3052	General Notices & Public Infor	-	-	-	-	75.00	-
100-20-210-3061	Insurance: General Liability	13,182.00	15,807.00	18,000.00	16,300.00	17,406.00	15,807.00
100-20-210-3062	Insurance: Property	8,921.00	9,075.00	10,200.00	9,500.00	8,738.00	9,075.00
100-20-210-3065	Notary Bond Expense	-	-	140.00	140.00	-	-
100-20-210-6604	Lease Financing Principal	470.83	1,821.14	-	-	-	-
100-20-210-6615	Interest Expense	46.91	249.82	-	-	-	-
Police Other Services		75,549.86	68,814.61	86,480.50	89,515.00	74,067.50	62,434.80
100-20-210-2205	Office Supplies	1,570.90	1,973.65	1,890.00	1,800.00	1,529.42	1,742.38
100-20-210-2210	Operating Supplies	4,148.27	2,951.68	4,500.00	4,500.00	3,061.08	2,489.07
100-20-210-2212	Fuels & Lubricants	17,800.99	19,448.56	20,000.00	19,000.00	16,961.79	15,868.54
100-20-210-2214	Safety Items	329.67	386.62	29,791.00	9,600.00	227.76	591.72
100-20-210-2217	Clothing	17,484.04	5,362.76	11,025.00	11,600.00	4,749.48	4,727.01
100-20-210-2220	Supplies - Repair & Maint	297.20	199.55	525.00	525.00	472.34	199.55
Police Supplies		41,631.07	30,322.82	67,731.00	47,025.00	27,001.87	25,618.27
100-20-210-4400	Repairs & Maintenance	18,404.65	16,978.66	14,070.00	17,500.00	20,674.55	18,011.41
100-20-210-4408	Boarding Fee	3,929.00	1,726.00	1,575.00	2,000.00	924.00	1,120.00
100-20-210-4430	Miscellaneous	397.92	94.07	-	-	-	94.07
100-20-210-4433	Dues & Subscriptions	6,360.26	3,545.56	5,460.00	6,900.00	7,088.64	3,486.64
100-20-210-4438	Licenses & Permits	184.18	180.00	659.72	270.00	180.00	180.00
Total Repairs, Rentals, Misc		29,276.01	22,524.29	21,764.72	26,670.00	28,867.19	22,892.12
100-20-210-7725	Operating Trsfr-Public Safety	25,000.00	25,000.00	35,000.00	35,000.00	-	25,000.00
Total Police Expenditures		1,170,340.99	1,204,017.63	1,278,549.22	1,347,062.50	1,028,610.96	1,079,358.63
Net Police		(1,064,585.45)	(1,033,714.89)	(1,133,049.22)	(1,179,562.50)	(822,644.23)	(954,888.89)

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
Fire							
100-33-334-3347	Fire Dept State Aid	29,546.97	-	-	-	-	-
100-34-342-3422	Special Fire Services	15,461.25	6,350.00	-	-	(100.00)	4,750.00
100-34-342-3423	Fire Contracts - Midway	50,067.00	52,785.00	50,000.00	50,000.00	30,368.00	29,385.00
Fire Revenue		95,075.22	59,135.00	50,000.00	50,000.00	30,268.00	34,135.00
100-20-220-1100	Salaries	37,184.87	41,852.52	45,950.00	46,770.00	28,406.86	35,166.56
100-20-220-1122	FICA Contribution	2,305.44	2,594.89	2,850.00	2,890.00	1,761.22	2,180.36
100-20-220-1124	Fire Pension Contribution	39,546.97	10,000.00	10,000.00	-	10,000.00	10,000.00
100-20-220-1125	Medicare	539.22	606.92	670.00	690.00	411.89	509.95
100-20-220-1126	Family Medical Leave	-	-	-	410.00	-	-
100-20-220-1151	Worker s Comp Insur Premiums	10,141.43	11,262.00	10,250.00	7,680.00	10,250.00	11,262.00
100-20-250-1100	Salaries	31,948.40	26,491.52	28,750.00	31,480.00	18,641.71	20,148.48
100-20-250-1122	FICA Contribution	1,980.81	1,642.50	1,780.00	1,950.00	1,155.79	1,249.23
100-20-250-1125	Medicare	463.24	384.11	420.00	460.00	270.31	292.16
100-20-250-1126	Family Medical Leave	-	-	-	280.00	-	-
Fire Salaries and Benefits		124,110.38	94,834.46	100,670.00	92,610.00	70,897.78	80,808.74
100-20-220-3000	Professional Services	2,226.05	2,439.75	2,211.30	2,248.00	3,049.62	2,267.78
100-20-220-3001	Auditing & Accounting Services	5,300.00	5,200.00	-	-	-	5,200.00
100-20-220-3005	Medical & Dental Fees	152.00	-	-	150.00	252.00	-
100-20-220-3009	Computer Services	63.00	-	-	-	-	-
100-20-220-3020	Communication	117.70	610.68	-	-	209.41	610.68
100-20-220-3021	Telephone	1,588.13	1,519.50	2,205.00	3,000.00	2,265.64	1,262.90
100-20-220-3031	Travel & Lodging Expense	-	279.08	432.60	400.00	184.20	279.08
100-20-220-3035	Training Expense	6,624.00	542.19	8,662.50	6,750.00	6,022.50	542.19
100-20-220-3061	Insurance: General Liability	302.00	227.00	220.00	300.00	377.00	227.00
100-20-220-3062	Insurance: Property	3,305.00	3,952.00	4,000.00	5,300.00	5,644.00	3,952.00
100-20-220-3080	Utilities	6,774.71	6,347.95	7,770.00	7,000.00	3,895.32	4,632.01
100-20-220-3084	Refuse Disposal	427.70	470.74	540.75	500.00	380.31	470.74
100-20-250-3000	Professional Services	522.52	-	-	-	-	-

City of Proctor

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
100-20-250-3035 Training Expense	-	1,644.00	1,800.00	2,500.00	901.95	1,644.00
Fire Other Services	27,402.81	23,232.89	27,842.15	28,148.00	23,181.95	21,088.38

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
100-20-220-2205	Office Supplies	47.89	883.49	324.45	325.00	625.69	883.49
100-20-220-2210	Operating Supplies	11,719.59	8,815.54	10,500.00	8,000.00	6,653.79	8,807.25
100-20-220-2212	Fuels & Lubricants	4,020.94	3,425.26	4,200.00	4,000.00	1,980.12	3,147.24
100-20-220-2214	Safety Items	8,035.60	16,372.50	10,920.00	7,900.00	1,624.14	16,357.01
100-20-220-2217	Clothing	1,747.45	179.06	10,920.00	7,900.00	2,946.73	179.06
100-20-220-2220	Supplies - Repair & Maint	2,532.26	530.08	5,670.00	5,000.00	4,519.04	503.17
100-20-220-2240	Small Tools and Equipment	13,832.66	4,855.42	6,825.00	6,825.00	7,857.54	4,855.42
100-20-250-2210	Operating Supplies	463.29	814.53	2,000.00	3,000.00	467.81	814.53
Fire Supplies		42,399.68	35,875.88	51,359.45	42,950.00	26,674.86	35,547.17
100-20-220-4400	Repairs & Maintenance	27,342.92	34,894.75	23,775.00	16,275.00	25,077.97	34,490.25
100-20-220-4433	Dues & Subscriptions	1,657.00	2,195.00	2,336.25	2,120.00	1,588.25	1,915.00
100-20-220-4438	Licenses & Permits	-	120.00	-	120.00	-	120.00
Fire Repairs, Rentals, Misc		28,999.92	37,209.75	26,111.25	18,515.00	26,666.22	36,525.25
100-20-220-7725	Operating Trsfr-Public Safety	55,067.00	57,785.00	65,000.00	75,000.00	-	5,000.00
Total Fire Expenditures		277,979.79	248,937.98	270,982.85	257,223.00	147,420.81	178,969.54
Net Fire		(182,904.57)	(189,802.98)	(220,982.85)	(207,223.00)	(117,152.81)	(144,834.54)
100-20-260-4400	Repairs & Maintenance	4,599.00	153.00	300.00	-	-	153.00
Total Civil Defense		4,599.00	153.00	300.00	-	-	153.00

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
Streets							
100-30-300-1100	Salaries	227,032.02	234,732.46	232,000.00	269,020.00	212,069.46	210,497.58
100-30-300-1121	PERA Contribution	16,907.93	17,557.52	16,750.00	19,438.00	15,884.62	15,739.93
100-30-300-1122	FICA Contribution	13,676.80	14,382.01	14,500.00	16,670.00	12,999.26	12,899.77
100-30-300-1125	Medicare	3,198.52	3,363.55	3,350.00	3,880.00	3,040.12	3,016.89
100-30-300-1126	Family Medical Leave	-	-	-	2,360.00	-	-
100-30-300-1131	Employer Paid Health Insurance	81,710.80	86,464.31	84,600.00	85,800.00	76,021.73	76,614.90
100-30-300-1151	Worker s Comp Insur Premiums	17,586.25	20,554.40	19,050.00	16,520.00	17,156.80	20,554.40
Streets Payroll & Benefits		360,112.32	377,054.25	370,250.00	413,688.00	337,171.99	339,323.47
100-30-300-3000	Professional Services	574.00	140.00	757.05	-	-	140.00
100-30-300-3005	Medical & Dental Fees	110.00	170.00	216.30	250.00	35.00	170.00
100-30-300-3009	Computer Services	-	-	1,800.00	1,000.00	3,062.50	-
100-30-300-3012	Meeting Expense	228.65	414.70	432.60	450.00	475.12	414.70
100-30-300-3015	Contractor	3,840.10	14,184.42	8,111.25	14,000.00	1,979.00	9,994.90
100-30-300-3021	Telephone	2,040.00	2,040.00	2,520.00	3,840.00	3,693.33	1,870.00
100-30-300-3061	Insurance: General Liability	2,143.00	3,237.00	3,000.00	3,900.00	4,134.00	3,237.00
100-30-300-3062	Insurance: Property	3,750.00	5,099.00	5,100.00	6,600.00	6,271.00	5,099.00
100-30-300-3080	Utilities	11,953.61	13,343.61	11,550.00	13,800.00	6,440.20	11,104.12
100-30-300-3084	Refuse Disposal	2,229.29	2,223.60	2,379.30	3,450.00	2,524.51	2,020.61
Streets Other Services		26,868.65	40,852.33	35,866.50	47,290.00	28,614.66	34,050.33
100-30-300-2205	Office Supplies	-	-	-	-	151.70	-
100-30-300-2210	Operating Supplies	5,819.70	15,351.57	23,100.00	18,100.00	11,521.79	13,599.77
100-30-300-2212	Fuels & Lubricants	28,088.33	24,645.76	23,100.00	28,000.00	10,665.75	22,149.41
100-30-300-2214	Safety Items	111.06	932.45	-	1,000.00	956.67	898.70
100-30-300-2217	Clothing	1,901.09	1,627.89	1,730.40	1,950.00	1,694.96	1,521.09
100-30-300-2220	Supplies - Repair & Maint	19,319.54	19,818.64	21,000.00	21,000.00	10,650.53	19,006.22
100-30-300-2224	Street Maintenance Materials	441.25	-	-	-	-	-
Streets Supplies		55,680.97	62,376.31	68,930.40	70,050.00	35,641.40	57,175.19

City of Proctor

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
100-30-300-4400 Repairs & Maintenance	41,527.35	19,512.54	55,156.50	50,000.00	9,937.11	19,512.54
100-30-300-4410 Rentals	8,457.66	3,797.35	648.90	5,000.00	3,375.00	3,797.35
100-30-300-4438 Licenses & Permits	166.75	141.50	324.45	175.00	60.75	20.00
Streets Repairs, Rentals, Misc	50,151.76	23,451.39	56,129.85	55,175.00	13,372.86	23,329.89
Total Street Expenditures	492,813.70	503,734.28	531,176.75	586,203.00	414,800.91	453,878.88

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
Parks							
100-40-410-1100	Salaries	19,517.60	20,246.87	22,680.00	24,390.00	21,474.47	17,386.05
100-40-410-1121	PERA Contribution	565.75	585.59	587.00	648.00	314.32	371.02
100-40-410-1122	FICA Contribution	1,206.04	1,252.63	1,418.00	1,520.00	1,331.04	1,076.17
100-40-410-1125	Medicare	282.03	292.91	317.00	350.00	311.21	251.67
100-40-410-1126	Family Medical Leave	-	-	-	220.00	-	-
100-40-410-1151	Worker s Comp Insur Premiums	1,261.81	1,501.70	1,520.00	1,230.00	1,369.00	1,501.70
Parks Payroll & Benefits		22,833.23	23,879.70	26,522.00	28,358.00	24,800.04	20,586.61
100-40-410-2220	Beautification	39.93	2,882.74	12,000.00	5,000.00	8,133.20	-
100-40-410-2221	Fairgrounds	-	-	10,000.00	10,000.00	-	-
100-40-410-3000	Professional Services	825.00	1,993.50	2,205.00	4,200.00	3,405.36	1,660.50
100-40-410-3015	Contractor	-	9,012.00	5,407.50	7,500.00	825.00	9,012.00
100-40-410-3062	Insurance: Property	8,642.00	13,529.00	13,600.00	12,700.00	13,596.00	13,529.00
100-40-410-3080	Utilities	286.12	1,333.23	346.50	1,400.00	658.17	1,231.53
Parks Other Services		9,793.05	28,750.47	43,559.00	40,800.00	26,617.73	25,433.03
100-40-410-2210	Operating Supplies	2,532.53	9,277.14	5,250.00	5,500.00	3,813.33	6,257.67
100-40-410-2214	Safety Items	-	-	540.75	-	-	-
Parks Supplies		2,532.53	9,277.14	5,790.75	5,500.00	3,813.33	6,257.67
100-40-410-4400	Repairs & Maintenance	14,130.63	10,726.42	12,575.00	12,500.00	11,193.56	10,726.42
100-40-410-4410	Rentals	-	-	540.75	-	-	-
Parks Repairs, Rentals, Misc		14,130.63	10,726.42	13,115.75	12,500.00	11,193.56	10,726.42
Total Park Expenditures		49,289.44	72,633.73	88,987.50	87,158.00	66,424.66	63,003.73

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
City Administration							
100-10-110-1100	Salaries	29,704.16	32,550.00	30,900.00	30,900.00	24,406.50	26,350.00
100-10-110-1121	PERA Contribution	176.25	260.00	240.00	240.00	200.00	220.00
100-10-110-1122	FICA Contribution	1,544.06	1,683.30	1,650.00	1,630.00	1,277.60	1,360.90
100-10-110-1125	Medicare	430.75	469.15	450.00	450.00	356.83	382.14
100-10-110-1126	Family Medical Leave	-	-	-	290.00	-	-
100-10-110-1151	Worker s Comp Insur Premiums	124.57	145.00	150.00	60.00	-	145.00
100-10-110-2210	Operating Supplies	29.32	29.25	100.00	150.00	147.52	29.25
100-10-110-3000	Professional Services	253.44	3,149.51	3,000.00	4,000.00	1,940.52	3,149.51
100-10-110-3001	Auditing & Accounting Services	24,900.00	28,050.00	28,700.00	29,000.00	28,000.00	28,050.00
100-10-110-3003	Engineering Fees	15,665.98	52,607.88	35,000.00	50,000.00	46,509.33	42,260.48
100-10-110-3012	Meeting Expense	-	74.00	100.00	100.00	-	74.00
100-10-110-3031	Travel & Lodging Expense	-	-	565.00	550.00	-	-
100-10-110-3035	Training Expense	-	-	1,200.00	1,200.00	-	-
100-10-110-3052	General Notices & Public Infor	6,282.43	4,498.32	6,300.00	6,000.00	7,342.80	4,082.81
100-10-110-3061	Insurance: General Liability	2,664.00	368.00	350.00	2,500.00	2,468.00	368.00
100-10-110-3093	Contingency Fund	6,150.98	7,120.75	7,300.00	12,000.00	121,654.71	7,120.75
100-10-110-4433	Dues & Subscriptions	4,987.00	3,881.00	5,100.00	5,530.00	1,353.00	-

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
100-10-120-1100	Salaries	155,931.49	160,146.36	162,654.00	174,060.00	144,391.17	134,267.16
100-10-120-1121	PERA Contribution	12,305.76	12,855.07	11,773.00	12,663.50	10,896.39	10,168.41
100-10-120-1122	FICA Contribution	9,343.31	9,565.64	10,090.00	10,800.00	8,027.03	7,571.56
100-10-120-1125	Medicare	2,185.83	2,238.02	2,357.50	2,527.50	1,877.29	1,771.69
100-10-120-1126	Family Medical Leave	-	-	-	1,570.00	-	-
100-10-120-1131	Employer Paid Health Insurance	40,381.52	40,927.42	44,400.00	54,700.00	42,851.89	36,524.92
100-10-120-1151	Worker s Comp Insur Premiums	951.80	1,131.00	1,060.00	850.00	954.70	1,131.00
100-10-120-2205	Office Supplies	2,085.13	752.21	2,203.75	2,500.00	2,306.13	752.21
100-10-120-2210	Operating Supplies	1,002.92	804.50	1,075.00	1,100.00	100.44	779.74
100-10-120-3000	Professional Services	5,351.69	18,217.77	12,925.00	2,300.00	8,957.20	18,130.46
100-10-120-3009	Computer Services	65,979.41	75,612.71	78,700.00	79,500.00	62,847.20	71,455.39
100-10-120-3012	Meeting Expense	-	128.80	105.00	100.00	-	128.80
100-10-120-3021	Telephone	9,373.75	10,531.94	9,912.00	11,640.00	13,012.07	9,297.24
100-10-120-3022	Postage	1,493.08	835.43	2,500.00	1,500.00	2,249.32	2,830.86
100-10-120-3031	Travel & Lodging Expense	-	229.77	600.00	3,500.00	1,731.98	229.77
100-10-120-3035	Training Expense	1,291.25	480.00	1,100.00	-	1,113.75	480.00
100-10-120-3061	Insurance: General Liability	1,751.00	1,747.00	1,600.00	2,200.00	2,341.00	1,747.00
100-10-120-3065	Notary Bond Expense	-	-	140.00	140.00	321.00	-
100-10-120-4400	Repairs & Maintenance	3,078.80	2,818.24	3,000.00	4,400.00	4,477.06	4,198.88
100-10-120-4430	Miscellaneous	200.75	(0.08)	525.00	300.00	135.25	-
100-10-120-4431	Cash Short (Over)	-	19.97	-	-	-	20.00
100-10-120-4432	Bank Charges	130.00	261.00	300.00	250.00	200.00	236.00
100-10-120-4433	Dues & Subscriptions	4,597.97	4,493.00	4,824.75	9,500.00	6,288.00	4,493.00
100-10-120-4438	Licenses & Permits	-	-	40.00	-	-	-
100-10-120-4441	Credit Card Service fees	247.30	2,247.58	360.00	300.00	208.97	2,223.71
100-10-120-6604	Lease Financing Principal	1,309.80	2,663.23	-	-	-	-
100-10-120-6615	Interest Expense	59.54	259.33	-	-	-	-
Total Council & Administration Expenditures		411,965.04	483,852.07	473,350.00	521,001.00	550,944.65	422,030.64

City of Proctor

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
City Hall Building						
100-10-130-2210 Operating Supplies	863.42	2,364.79	1,300.00	3,000.00	1,493.16	2,224.81
100-10-130-2211 Cleaning Supplies	2,605.22	1,579.75	3,000.00	2,500.00	1,402.57	1,579.75
100-10-130-2214 Safety Items	-	168.39	170.00	170.00	-	168.39
100-10-130-2220 Supplies - Repair & Maint	236.67	46.44	-	200.00	137.87	-
100-10-130-3000 Professional Services	48,969.30	46,954.10	48,090.00	48,000.00	44,040.75	46,576.61
100-10-130-3061 Insurance: General Liability	222.00	380.00	400.00	300.00	363.00	380.00
100-10-130-3062 Insurance: Property	10,848.00	15,296.00	11,200.00	13,600.00	14,574.00	15,296.00
100-10-130-3080 Utilities	20,915.35	38,393.16	36,000.00	33,000.00	25,173.59	32,531.55
100-10-130-3084 Refuse Disposal	3,880.59	4,210.96	4,075.00	4,500.00	4,394.78	3,874.07
100-10-130-4400 Repairs & Maintenance	46,489.66	18,079.98	22,812.00	27,450.00	25,434.01	17,711.99
100-10-130-4406 Pest Control	382.90	630.91	675.00	800.00	599.25	630.91
100-10-130-4443 Security Systems	714.00	2,901.56	800.00	800.00	2,037.83	294.00
Total City Hall Building Expenditures	136,127.11	131,006.04	128,522.00	134,320.00	119,695.81	121,268.08

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
Elections							
100-10-140-1100	Salaries	3,093.86	-	3,190.00	-	4,074.25	-
100-10-140-1122	FICA Contribution	191.83	-	200.00	-	252.62	-
100-10-140-1125	Medicare	44.90	-	46.00	-	59.07	-
100-10-140-1126	Family Medical Leave	-	-	-	-	-	-
100-10-140-2210	Operating Supplies	59.99	-	100.00	-	464.55	-
100-10-140-3000	Professional Services	-	22.00	-	-	-	22.00
100-10-140-3052	General Notices & Public Infor	1,055.62	-	1,200.00	-	297.86	-
100-10-140-4400	Repairs & Maintenance	180.00	330.00	500.00	500.00	255.00	330.00
Total Elections Expenditures		4,626.20	352.00	5,236.00	500.00	5,512.74	352.00

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
Finance and Legal							
100-10-150-1100	Salaries	55,726.43	55,997.85	63,000.00	62,990.00	51,943.95	49,536.57
100-10-150-1121	PERA Contribution	4,051.32	4,199.80	4,565.00	4,565.00	3,895.88	3,715.21
100-10-150-1122	FICA Contribution	3,224.01	3,399.94	3,910.00	3,910.00	3,156.68	3,008.37
100-10-150-1125	Medicare	753.83	795.19	914.00	910.00	738.25	703.61
100-10-150-1126	Family Medical Leave	-	-	-	550.00	-	-
100-10-150-1131	Employer Paid Health Insurance	9,420.40	8,922.50	8,800.00	8,900.00	7,536.65	7,941.40
100-10-150-1151	Worker s Comp Insur Premiums	338.23	400.36	410.00	310.00	369.30	400.36
100-10-150-3021	Telephone	420.00	420.00	420.00	420.00	385.00	385.00
100-10-150-3031	Travel & Lodging Expense	-	1,631.53	1,140.00	1,810.00	1,435.44	1,631.53
100-10-150-3035	Training Expense	44.00	85.00	500.00	835.00	872.00	85.00
100-10-150-3061	Insurance: General Liability	142.00	75.00	80.00	200.00	207.00	75.00
100-10-150-4433	Dues & Subscriptions	230.00	530.00	430.00	475.00	332.00	530.00
100-10-160-3004	Legal Fees	50,966.00	77,849.05	52,500.00	65,000.00	54,485.90	69,514.05
Total Finance and Legal Expenditures		125,316.22	154,306.22	136,669.00	150,875.00	125,358.05	137,526.10

City of Proctor

		2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
Building and Planning							
100-10-180-1100	Salaries	8,074.53	7,307.92	8,280.00	9,310.00	6,239.10	6,453.16
100-10-180-1121	PERA Contribution	604.72	548.05	600.00	676.00	466.78	483.95
100-10-180-1122	FICA Contribution	495.66	453.20	510.00	580.00	386.84	400.19
100-10-180-1125	Medicare	115.98	106.10	120.00	130.00	90.58	93.69
100-10-180-1126	Family Medical Leave	-	-	-	80.00	-	-
100-10-180-1151	Worker s Comp Insur Premiums	62.81	71.50	70.00	60.00	63.00	71.50
100-10-180-3000	Professional Services	4,810.00	6,546.05	7,350.00	7,000.00	-	546.05
100-10-180-3031	Travel & Lodging Expense	93.75	-	420.00	430.00	100.50	-
100-10-180-3035	Training Expense	243.00	-	210.00	700.00	658.00	-
100-10-180-3052	General Notices & Public Info	560.93	221.36	700.00	720.00	52.00	221.36
100-10-180-4433	Dues & Subscriptions	75.00	-	100.00	135.00	135.00	-
100-10-180-4442	State Bldg Permit Surcharge	90.85	83.50	800.00	800.00	474.50	83.50
Total Building & Planning Expenditures		15,227.23	15,337.68	19,160.00	20,621.00	8,666.30	8,353.40

City of Proctor

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2024 YTD Nov	2023 YTD Nov
General Fund Capital						
100-10-110-5510 Land Purchase	-	-	-	-	-	-
100-10-120-5570 Office Equip & Furnishings	144,023.77	-	-	-	-	-
100-10-140-5580 Other Equipment Purchase	-	-	6,600.00	-	6,560.00	-
100-20-210-5540 Vehicle or Heavy Machinery	-	-	-	-	-	-
100-20-210-5570 Office Equip & Furnishings	-	-	-	-	-	-
100-20-210-5580 Other Equipment Purchase	-	-	-	-	-	-
100-20-220-5540 Vehicle or Heavy Machinery Pur	7,565.82	-	-	-	-	-
100-20-220-5580 Other Equipment Purchase	5,112.84	-	-	-	-	-
100-30-300-5540 Vehicle or Heavy Machinery Pur	35,633.01	-	96,375.00	245,000.00	265,034.00	-
100-30-300-5580 Other Equipment Purchase	8,200.00	18,548.50	-	-	-	18,548.50
100-30-300-7725 Transfer to another fund	110,000.00	-	25,000.00	-	-	-
100-40-410-5530 Improvements other than Bldgs	-	-	-	-	-	-
100-40-410-5580 Other Equipment Purchase	-	-	-	-	6,781.49	-
Total General Fund Capital	310,535.44	18,548.50	127,975.00	245,000.00	291,504.49	18,548.50

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 73-24

A RESOLUTION APPROVING THE FINAL 2025 BUDGET

WHEREAS, the City of Proctor is required by Minnesota Statutes to adopt a final budget for the fiscal year beginning January 1, 2025, and ending December 31, 2025; and

WHEREAS, the City Council and City staff have engaged in a transparent and thorough budgeting process: and

WHEREAS, the proposed final 2025 Budget reflects the City's commitment to fiscal responsibility, efficient operations, and providing high-quality services to the residents of Proctor; and

WHEREAS, the City Council has reviewed the proposed budget, including revenues, expenditures, and allocations for all funds, and finds it to be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Proctor, Minnesota, as presented.

Passed by a majority vote of the Proctor City Council this 16th day of December 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator



CITY COUNCIL AGENDA DATE: 12/16/2024

TO: City Council

FROM: Finance Director Brunfelt

SUBJECT: 2024 Transfers and release from restriction

OTHER: Motion

RESOLUTION:

ORDINANCE:

REQUESTED ACTION: Please approve the following transfers and changes to restricted funds.

Transfers:

Liquor Fund to General	5,286.00	For City Administration
Cable to General	900.00	For Studio Rent
General to Golf	15,000.00	Subsidy amount per contract
General to PEDDA	55,000.00	Per 2024 budget
General to Fund 495	40,000.00	Sales Tax pymt for 2016 A series Bonds – Kirkus
PUC to Fund 496	32,200.00	PUC portion of 2018A Almac/6 th Street project
Sewer to Fund 496	38,500.00	Sewer portion of 2018A Almac/6 th Street project
General To Public Safety	15,000.00	From Fire Department
General To Public Safety	2,000.00	Projected surplus from Fire Department (exact amt TBD)
General To Public Safety	50,000.00	From Midway Fire Contract (exact amt. TBD)
General To Public Safety	35,000.00	From Police Department
General To Public Safety	30,000.00	Projected surplus from Police Dept (exact amt TBD)

Release from Restriction

From Sales Tax fund	41,572.00	Street Improvements (through 12.15 total TBD)
From Sales Tax fund	50,287.00	City Hall (through 12.15 total TBD)
From Food & Beverage Tax	13,445.17	North 40 Trail development (through 12.15 total TBD)
From Police Forfeiture funds	1,000.00	First Witness Donation
From Gambling fund	325.00	Dollywood Foundation donation
From Gambling fund	639.86	National Night Out expenses
From Gambling fund	96.97	Trunk or Treat expenses
From ARPA fund	89,500.00	Toward Plow Truck
From ARPA fund	20,000.00	Fencing and paving at the Playground for Everybody

Add to Restricted

From General to DARE/Opioids	13,557.97	Through 12.15 total amount TBD
From General to Restricted Monsanto Settlement	17,414.03	2023 Monsanto Settlement



CITY COUNCIL AGENDA DATE: December 16, 2024

TO: Proctor City Council

FROM: City Administrator Jess Rich

SUBJECT: New Business – 6F 74-24 Prosecution Services Agreement

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Approve Resolution 74-24 for prosecution services.

BACKGROUND

The City of Proctor will require prosecution services effective January 1, 2025. Police Chief Gaidis has been collaborating with the current prosecutor, Shawn Reed, to address this upcoming vacancy. Given that prosecution services is a specialized field with limited options and a short timeframe to fill the position, City Administrator Rich and Chief Gaidis recommend securing services for a one-year term. This arrangement would allow the City Council the flexibility to issue Requests for Proposals (RFP) or Requests for Qualifications (RFQ) in the future if desired. Staff recommends entering into an agreement with Dryer & Peterson P.C.

SOURCE OF FUNDS (if applicable) None

ATTACHMENT(S) Prosecution Services Agreement and Resolution

**AGREEMENT FOR PROFESSIONAL SERVICES
CITY OF PROCTOR
(CITY PROSECUTING SERVICES- INDEPENDENT CONTRACTOR)**

THIS AGREEMENT FOR PROFESSIONAL SERVICES is made this ____ day of December, 2024 by and between the **City of Proctor**, a statutory city under the laws of the State of Minnesota (“City”) and **Dryer & Peterson, P.C.**, a Minnesota corporation, (“Firm”) in response to the following situation:

- A. Prosecuting attorney services will from time to time be needed by the City.
- B. The City desires that Carrie L. Schneider of Firm provide such prosecuting attorney services to it as its City Prosecuting Attorney.

NOW, THEREFORE, the City and Firm do mutually agree as follows:

1. **Services to be Performed.**
 - 1.1. The legal services to be performed shall be the responsibility of Carrie L. Schneider of Firm. Carrie L. Schneider will be the person who will be responsible for the management and oversight of the day-to-day prosecuting attorney services.
 - 1.2. Firm shall provide legal services to the City as its City Prosecuting Attorney including the services described in Exhibit A attached hereto.
 - 1.3. The Chief of Police shall be responsible for the day-to-day administration of this Agreement.
2. **Personnel.** Firm will secure, at its own expense, all personnel required to perform the legal services under this contract, and such personnel shall not be the employees of, nor have a contractual relationship with, the City.
3. **Assignability.** Firm shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written approval of the City.
4. **Contract Period.** This Agreement shall be effective as of January 1, 2025 and shall continue until terminated as provided in paragraph 5 hereof.
5. **Termination of Contract.** Either Firm or the City may, by giving written notice specifying the effective date which shall not be less than sixty (60) days from the date such notice is given, terminate this contract in whole or in part. In the event of termination, all property and finished or unfinished documents and other writings prepared by Firm under this contract shall be delivered to the City and Firm shall be entitled to compensation for time expended to the date of termination and expenses incurred.

6. **Independent Contractor.** The relationship between Firm and the City shall be that of an independent contractor. Nothing herein shall in any way make or create any employer-employee relationship between the City and Firm or Carrie L. Schneider.

7. **Standard of Performance and Insurance.** All services to be performed by Firm hereunder shall be performed in a skilled, professional and non-negligent manner. Firm shall obtain and maintain at its cost and expense professional liability insurance that covers the legal services performed by it for the City with a combined single limit of liability of at least Two Million Dollars (\$2,000,000.00). Upon the execution hereof and thereafter, on the anniversary date of this Agreement, Firm shall provide the City with a certificate evidencing the existence of such insurance and shall provide City with evidence of such insurance at such other times as the City may request. Firm shall indemnify and hold harmless the City from and against all errors, omissions and/or negligent acts causing claims, damages, liabilities and damages arising out of the performance of its services hereunder.

8. **Appeals and Miscellaneous Prosecutions.** Firm will also provide prosecuting services for various City ordinance violations, including fire code, building code and zoning code. Firm will also handle appeals from matters covered by this Agreement. Such appeals and miscellaneous prosecution services will be provided for at the hourly rates set forth on Exhibit C attached hereto.

9. **Compensation.** Firm shall be compensated for the services to be performed hereunder as set forth in Exhibit B and Exhibit C. Firm shall submit to the City itemized statements of services rendered during each month setting forth the date such services were rendered, a description of the services rendered, the person performing such services and the amount of time expended in performing such services.

10. **Record keeping.** Firm hereby agrees:

10.1. To maintain all books, documents, papers, accounting records and other evidence pertaining to the fees and expenses for which it seeks payment or reimbursement hereunder and appropriate records with respect to the services performed by it under this Agreement.

10.2. To make such materials available at its office at all reasonable times during the contract period and for three (3) years from the date of final payment under this Agreement for inspection by the City and copies thereof shall be furnished to City upon request by City.

10.3. That no employee, officer or agent of the City, any member of the family of any such person, any partner of any such person or any organization which employs or is about to employ any of the above has a financial or other interest in the business of Firm.

11. **Miscellaneous.** Firm agrees that, at all times, both during the term of this Agreement and after the termination of this Agreement, it will be faithful to the City by not

divulging, disclosing or communicating to any person, firm or corporation, in any manner whatsoever, except in furtherance of the business of the City or as required by any applicable law, rule, regulation or ordinance of the City or any other governmental authority, any information of any kind, nature or description concerning any matters affecting or relating to the business, employees, agents, customers of the City, or parties contracting with the City.

12. **Work For Others.** Firm agrees not to accept any work from other clients where such work will be subject to review and/or approval by the City. This limitation is in addition to any limitations imposed on Firm by rules and statutes applicable to its work for the City.

13. **Notices.** Any notice required to be given under this Agreement shall be deemed sufficient if in writing, sent by mail to the last known office address of Firm, or to the City Administrator, 100 Pionk Drive, Proctor, MN 55810.

14. **Entire Agreement.** This contract constitutes the sole and complete agreement between the parties, superseding any and all other agreements between the parties and no verbal or other statements, inducements or representations have been made or relied upon by either party. No modifications hereof shall be binding upon either party unless in writing and properly executed.

15. Firm shall have no authority to enter into any contracts binding upon the City or to create any obligations on the part of the City.

[SIGNATURES APPEAR ON NEXT PAGE]

IN WITNESS WHEREOF, the City and Firm have executed this contract as of the date first above written.

CITY:

City of Proctor

By _____
Its Mayor

And by _____
Its City Administrator

Dated: _____

ATTORNEY:

Dryer & Peterson, P.C.

By _____
Raymond J. Peterson

Dated: _____

EXHIBIT A

SERVICES TO BE PERFORMED

1. All Police, Sheriff's Department, Department of Natural Resources, and State Patrol related petty misdemeanors, misdemeanors and gross misdemeanors criminal prosecutions within the jurisdiction of Proctor and not the responsibility of the St. Louis County Attorney's office.
2. Confer with Chief of Police and Police Officers regarding current trends in law enforcement.
3. Coordinate activities as City Prosecuting Attorney with Victim Advocacy Groups and Court Administrator.
4. Attend arraignments and make bail motions on and for serious offenses.
5. Develop standard forms, practices and procedures for handling prosecution matters.
6. Handle vehicle forfeitures.
7. Advise the Proctor Police Department with respect to Data Practices Act requirements made to the Proctor Police Department.
8. Advise the Proctor Police Department with respect to gun permits.
9. Have quarterly visits to the Proctor Police Department (spring, summer, fall and winter). Said visits will be scheduled based on mutual agreement by the parties.
10. Attempt, to the fullest extent possible, to be available and provide guidance on cases and in-custody probable cause statements.

EXHIBIT B

The City shall pay the law firm the following monthly amounts for services described on Exhibit A:

\$2,500.00 / month starting January 1, 2025.

In addition to the foregoing fees, the City shall pay the City Prosecuting Attorney for long-distance telephone, photocopying, fax and other out-of-pocket expenses incurred in connection with the performance of the services described on Exhibit A. There will be no add-on to these expenses; the amount billed to the City will be the actual amount of such out-of-pocket expenses.

EXHIBIT C

**HOURLY FEES FOR SERVICES DESCRIBED
IN SECTION 8 OF ATTACHED AGREEMENT**

Attorney Time: \$130.00/hour

Paralegal Time: \$70.00/hour

In addition to the foregoing fees, the City shall pay the City Prosecuting Attorneys for long-distance telephone, photocopying, fax and other out-of-pocket expenses incurred in connection with the performance of the services described in Section 8 of the attached Agreement. There will be no add-on to these expenses; the amount billed to the City will be the actual amount of such out-of-pocket expenses.

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) 624-3641 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

RESOLUTION 74-24

A RESOLUTION AUTHORIZING AND DIRECTING MAYOR AND CITY CLERK TO EXECUTE AND DELIVER AN AGREEMENT FOR CITY PROSECUTING SERVICES WITH DRYER & PETERSON, P.C

WHEREAS the City of Proctor "City" has a continuing need for the services of attorneys who are licensed to practice law in the State of Minnesota who are experienced and knowledgeable in matters involving criminal prosecutions to advise and represent the City; and

WHEREAS Carrie L. Schneider of Dryer & Peterson, P.C., ("Firm") is licensed to practice law in Minnesota and has experience in and is knowledgeable in criminal prosecution work; and

WHEREAS the parties hereto desire to enter into a written agreement to set forth the terms, conditions, compensation, duties, responsibilities, and other matters relating to the Firm's services to the City as Prosecuting Attorney.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA, the Mayor and City Clerk are hereby authorized and directed to execute and deliver on behalf of the City of Proctor the Agreement for Legal Services attached hereto between the City of Proctor and Dryer & Peterson, P.C.

Adopted by the City Council of the City of Proctor on the 16th day of December 2024

December 12, 2024

The Honorable Chad Ward
Mayor, City of Proctor
City Hall
100 Pionk Drive
Proctor, MN 55810

Dear Mayor Ward:

RE: CONDITIONAL STATE APPROVAL OF FLOODPLAIN ORDINANCE & REQUIRED NEXT STEPS

On behalf of the Department of Natural Resources (DNR), I am writing to conditionally approve the City of Proctor's draft floodplain management ordinance.

We received a draft of the City's revised floodplain ordinance from the City Administrator, Jessica Rich, on November 27, 2024. This ordinance is being amended to incorporate the updated Flood Insurance Rate Map panels and accompanying Flood Insurance Study for St. Louis County, with an effective date of March 25, 2025, and to maintain participation in the National Flood Insurance Program (NFIP).

In accordance with Minnesota Statutes, Section 103F.121, we find that the City's draft floodplain management ordinance substantially complies with the state floodplain management rules (Minnesota Rules, parts 6120.5000 to 6120.6200) and, to the best of our knowledge, with the floodplain management standards of the Federal Emergency Management Agency (FEMA). It is hereby conditionally approved.

We will provide final approval of the City's draft floodplain management ordinance once the following conditions have been met:

- **Revise the draft ordinance to address all comments and recommended revisions in the attachment.**
- **Submit the following materials to the DNR, no later than March 21, 2025:**
 - **one (1) copy each of the signed adopted ordinance addressing all comments noted above,**
 - **the affidavit of publication, and**
 - **the completed "Ordinance Processing Checklist" (attached).**

Please forward these documents via email to the DNR Floodplain Program email at floodplain.dnr@state.mn.us, and copy the DNR's State NFIP Coordinator, Ceil Strauss at ceil.strauss@state.mn.us. Upon receipt and verification, we will send a final approval letter. Ms. Strauss will then transmit the ordinance and final approval letter to our contacts at FEMA's Chicago Regional Office. Be advised that any future amendments of this ordinance or change in the designation of flood prone areas require prior DNR approval. In addition, you are required to send copies of hearing notices and final decisions pertaining to variance, conditional uses, and ordinance amendments to this agency. Please email these notices to Ceil Strauss. Should you have any questions on this ordinance or related matters, please contact Ms. Strauss via email or at (651) 259-5713.

Though FEMA must receive a signed, certified, and effective ordinance no later than March 25, 2025, we request that you submit the materials noted above to the DNR ***no later than March 21, 2025***, to accommodate for processing. ***If FEMA has not received the documentation by the map effective date, FEMA will suspend the City from the National Flood Insurance Program.***

While our office in St. Paul will be the main contact for this floodplain ordinance update, your DNR Area Hydrologist will continue to be your main contact for day-to-day assistance with administering your floodplain management ordinance and questions about other DNR water-related programs and permits. Your Area Hydrologist is Bri Speldrich who can be contacted at 218-302-3246 or brianna.speldrich@state.mn.us.

The DNR greatly appreciates your community's cooperation and initiative in providing for the reduction of flood damages through the adoption and administration of this ordinance.

Sincerely,

Emily Javens, PE
Land Use Unit Supervisor
DNR Ecological & Water Resources

Attachments: Draft Ordinance with DNR Comments
Ordinance Processing Checklist
Sample Ordinance Summary

c: Jessica Rich, City Administrator – City of Proctor
Darrell Schindler, DNR EWR Regional Manager
Cliff Bentley, DNR EWR District Manager
Bri Speldrich, DNR Area Hydrologist
Ceil Strauss, DNR State Floodplain Manager/NFIP Coordinator

ORDINANCE PROCESSING CHECKLIST

Please return the checklist and all required documents to the DNR Floodplain Program when completed. Transmittal by email of all documents in PDF format is preferred.

1. _____ Date(s) of published hearing notice(s).

2. _____ Date(s) of public hearing

3. _____ Date of ordinance adoption. Include a copy of the adopted ordinance in its entirety with signature of the chief elected official.
4. _____ Date of newspaper publication of adopted ordinance. Publication of an ordinance summary is consistent with statute. Include a copy of the affidavit of publication.
5. _____ Date of official filing of adopted ordinance with County Recorder. If filing of an adopted ordinance with the county auditor is not a standard practice, please indicate "N/A." Ordinance is valid and enforceable whether recorded or not.

Name of Community

Prepared by

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DRAFT

SECTION 1.0 STATUTORY AUTHORIZATION AND PURPOSE

1.1 **Statutory Authorization.** This floodplain ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes, Chapter 103F; Minnesota Rules, parts 6120.5000 – 6120.6200; the rules and regulations of the National Flood Insurance Program (NFIP) in 44 CFR § 59 to 78; and the planning and zoning enabling legislation in Minnesota Statutes, Chapter 462.

1.2 Purpose

1.21 This ordinance regulates development in the flood hazard areas of the City of Proctor. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote the public health, safety, and general welfare by minimizing these losses and disruptions.

1.22 This ordinance is adopted in the public interest to promote sound land use practices, and floodplains are a land resource to be developed in a manner which will result in minimum loss of life and threat to health, and reduction of private and public economic loss caused by flooding.

1.23 This ordinance is adopted to maintain eligibility in the National Flood Insurance Program.

1.24 This ordinance is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.

1.3 **Abrogation and Greater Restrictions.** It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or other private agreements. The standards in this ordinance take precedence over any less restrictive, conflicting local laws, ordinances, or codes. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

1.4 **Warning and Disclaimer of Liability.** This ordinance does not imply that areas outside the floodplain districts or land use permitted within such districts will be free from flooding or flood damages. Not all flood risk is mapped. Larger floods do occur, and the flood height may be increased by man-made or natural causes, such as ice jams or bridge openings restricted by debris. This ordinance does not create liability on the part of the City of Proctor or its officers or employees for any flood damages that result from reliance on this ordinance, or any administrative decision lawfully made hereunder.

1.5 **Severability.** If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.

SECTION 2.0 DEFINITIONS

2.1 Definitions. Unless specifically defined, words or phrases used in this ordinance must be interpreted according to common usage and to give this ordinance its most reasonable application.

- 2.111 Accessory Structure. A structure, as defined in this ordinance, that is on the same parcel of property as, and is incidental to, the principal structure or use; an accessory structure specifically excludes structures used for human habitation.
- 2.112 Base Flood. The flood having a one-percent chance of being equaled or exceeded in any given year. "Base flood" is synonymous with the term "regional flood" used in Minnesota Rules, part 6120.5000.
- 2.113 Base Flood Elevation (BFE). The elevation of the base flood, regional flood, or one-percent annual chance flood. The term "base flood elevation" is used in the flood insurance study.
- 2.114 Basement. Any area of a structure, including crawl spaces, having its floor subgrade (below ground level) on all sides, regardless of the depth of excavation below ground level.
- 2.115 Building. See *Structure*.
- 2.116 Channel. A natural or artificial depression of perceptible extent, with definite bed and banks to confine and conduct flowing water either continuously or periodically.
- 2.117 Conditional Use. A land use or development that would not be appropriate generally, but may be allowed with appropriate restrictions upon finding that certain conditions as detailed in the zoning ordinance exist, the use or development conforms to the comprehensive land use plan of the community, and the use is compatible with the existing neighborhood.
- 2.118 Development. Any man-made change to improved or unimproved real estate, including, but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.
- 2.119 Equal Degree of Encroachment. A method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.
- 2.120 FEMA. Federal Emergency Management Agency.
- 2.121 Farm Fence. An open type of fence of posts and horizontally run wire, further specified in Minnesota Statutes, section 344.02, Subd. 1(a-d).
- 2.122 Flood. A temporary rise in the stream flow or water surface elevation from any source that results in the inundation of normally dry land areas.
- 2.123 Flood Fringe. The portion of the one-percent annual chance floodplain located outside of the floodway.
- 2.124 Flood Insurance Rate Map (FIRM). An official map on which the Federal Insurance Administrator has delineated both the special flood hazard areas and the

risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

- 2.125 Flood Insurance Study (FIS). The study referenced in Section 3.2, which is an examination, evaluation and determination of flood hazards, and if appropriate, corresponding surface elevations, or an examination, evaluation, and determination of mudslide (i.e. mudflow) and/or flood-related erosion hazards.
- 2.126 Floodplain. The beds, channels and the areas adjoining a wetland, lake or watercourse, or other source which have been or hereafter may be inundated by the base flood.
- 2.127 Floodproofing. A combination of structural and non-structural additions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.
- 2.128 Floodway. The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which must be reserved to carry or store the base flood discharge without cumulatively increasing the water surface elevation more than one-half foot.
- 2.129 General Floodplain. Those floodplains designated on the Flood Insurance Rate Maps referenced in Section 3.2, but that do not have a delineated floodway.
- 2.130 Light Duty Truck. Any motor vehicle that has all three of the following:
- A. 8,500 pounds Gross Vehicle Weight Rating or less;
 - B. vehicle curb weight of 6,000 pounds or less; and
 - C. basic vehicle frontal area less than 45 square feet.
- 2.131 Lowest Floor. The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking vehicles, building access, or storage in an area other than a basement area, is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of 44 CFR § 60.3.
- 2.132 Manufactured Home. A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include the term "recreational vehicle."
- 2.133 New Construction. Structures for which the start of construction commenced on or after the effective date of an adopted floodplain management regulation and includes any subsequent improvements to such structures.
- 2.134 Principal Structure. The main building or other structure on a lot that is utilized for the property's principal use.
- 2.135 Reach. A hydraulic engineering term to describe a longitudinal segment of a stream or river influenced by a natural or man-made obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.

- 2.136 Recreational Vehicle. A vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. Those vehicles not meeting this definition shall be considered a structure for the purposes of this ordinance. For the purposes of this ordinance, the term recreational vehicle is synonymous with the term “travel trailer/travel vehicle.”
- 2.137 Regulatory Flood Protection Elevation (RFPE). An elevation that is one foot above the elevation of the base flood plus any increases in the water surface elevation caused by encroachments on the floodplain that result from designation of a floodway. These increases in water surface elevations are typically identified in the Floodway Data Tables, found in the Flood Insurance Study.
- 2.138 Special flood hazard area (SFHA). An area having special flood, mudslide (i.e., mudflow), or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-30, AE, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, A99, AH, VO, V1-30, VE, V, M, or E.
- 2.139 Stage Increase. Any increase in the water surface elevation during the one-percent annual chance flood caused by encroachments on the floodplain.
- 2.140 Start of Construction. Includes substantial improvement, and means the date the permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.
- 2.141 Structure. A roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. Recreational vehicles not considered travel ready, as detailed in Section 10.22, shall also be considered a structure for the purposes of this ordinance.
- 2.142 Subdivision. Land that has been divided for the purpose of sale, rent, or lease, including planned unit developments.
- 2.143 Substantial Damage. Damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

- 2.144 Substantial Improvement. Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:
- A. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
 - B. Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.” For the purpose of this ordinance, “historic structure” is defined in 44 CFR § 59.1.
- 2.145 Variance. “Variance” means the same as that defined in 44 CFR § 59.1 and Minnesota Statutes, Section 462.357, Subd. 6(2).
- 2.146 Violation. “Violation” means the failure of a structure or other development to be fully compliant with the community’s flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation of until such time as that documentation is provided.
- 2.147 Watercourse. A channel in which a flow of water occurs either continuously or intermittently in a definitive direction. The term applies to either natural or artificially constructed channels.

SECTION 3.0 JURISDICTION AND DISTRICTS

- 3.1 **Lands to Which Ordinance Applies.** This ordinance applies to all lands within the jurisdiction of the City of Proctor within the Special Flood Hazard Areas (SFHAs) identified on the Flood Insurance Rate maps identified in Section 3.2. Areas within the SFHA are within one of three districts: the Floodway, Flood Fringe, or General Floodplain.
- 3.11 The Floodway, Flood Fringe or General Floodplain Districts are overlay districts. The standards imposed in the overlay districts are in addition to any other requirements. In case of a conflict, the more restrictive standards will apply.
- 3.12 These regulations apply to all areas within the SFHA. If areas below the Base Flood Elevation (BFE) extend beyond the mapped SFHA based on actual field conditions, the Base Flood Elevation (BFE) shall be the governing factor in locating the outer boundaries of the one-percent annual chance floodplain and these regulations apply to the outer boundary of the one-percent annual chance floodplain.

Figure 1: The mapped floodplain may not always align with on-the-ground contour elevations.



3.13 Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the Planning Commission and to submit technical evidence.

3.2 Incorporation of Maps by Reference. The following maps together with all attached material are hereby adopted by reference and declared to be a part of the official zoning map and this ordinance. The attached material includes the Flood Insurance Study for St. Louis County, Minnesota, and Incorporated Areas, dated March 25, 2025, and the Flood Insurance Rate Map panel numbers 27137C3763E, 27137C3764E, 27137C3851E, 27137C3852E, 27137C3853E, all dated March 25, 2025, all prepared by the Federal Emergency Management Agency. These materials are on file at Proctor City Hall

3.3 Districts

3.31 Floodway District. Those areas within Zone AE delineated within floodway areas as shown on the Flood Insurance Rate Maps referenced in Section 3.2 and those areas within Zone A determined to be located in the floodway based on the delineation methods in Section 7.4.

3.32 Flood Fringe District. Those areas within Zone AE located outside of the delineated floodway as shown on the Flood Insurance Rate Maps referenced in Section 3.2, and those areas within Zone A determined to be located in the flood fringe based on the delineation methods in Section 7.4.

3.33 General Floodplain District. Those areas within Zone A or AE that do not have a floodway delineated as shown on the Flood Insurance Rate Maps referenced in Section 3.2.

3.4 Annexations. The Flood Insurance Rate Map panels referenced in Section 3.2 may include floodplain areas that lie outside of the corporate boundaries of the City of Proctor at the time of adoption of this ordinance. If any of these floodplain land areas are annexed into the City of Proctor after the date of adoption of this ordinance, the newly annexed floodplain lands will be subject to the provisions of this ordinance immediately upon the date of annexation. Annexations into panels not referenced in Section 3.2 require ordinance amendment in accordance with Section 14.0.

3.5 Municipal Boundary Adjustments. The Flood Insurance Rate Map panels referenced in Section 3.2 apply countywide. If at any point any land comes under the jurisdiction of another local government, the following shall apply:

3.51 City adjustments of corporate boundaries, including but not limited to annexations and detachments, shall shift floodplain administrative authority of all affected lands immediately upon the date of the boundary adjustment occurring. Cities retain jurisdiction for all incorporated lands, and the County retains jurisdiction under this ordinance on all unincorporated lands.

SECTION 4.0 REQUIREMENTS FOR ALL FLOODPLAIN DISTRICTS

4.1 **Permit Required.** A permit must be obtained from the Zoning Administrator to verify compliance with all applicable standards outlined in this ordinance prior to the following uses or activities:

4.11 The erection, addition, modification, maintenance, rehabilitation, repair, or alteration of any building, structure, or portion thereof. Normal maintenance requires a permit to determine if such work, either separately or in conjunction with other planned work, constitutes a substantial improvement, as specified in Section 12.13.

4.12 The construction of a fence, pool, deck, or placement of anything that may cause a potential obstruction. Farm fences, as defined in Section 2.0 of this ordinance, are not considered to be an obstruction, and as such, do not require a permit.

4.13 The change or expansion of a nonconforming use.

4.14 The repair of a structure that has been damaged by flood, fire, tornado, or any other source.

4.15 The placement of fill, excavation, utilities, on-site sewage treatment systems, or other service facilities.

4.16 The storage of materials or equipment, in conformance with Section 4.22.

4.17 Relocation or alteration of a watercourse (including stabilization projects or the construction of new or replacement dams, culverts and bridges). A local permit is not required if a public waters work permit has been obtained from the Department of Natural Resources, unless a significant area above the ordinary high water level is also to be disturbed.

4.18 Any other type of "development," as defined in Section 2.0 of this ordinance.

4.2 Minimum Development Standards

4.21 All development must:

- A. Be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- B. Be constructed with materials and equipment resistant to flood damage;
- C. Be constructed by methods and practices that minimize flood damage;
- D. Be constructed with heating, ventilation, duct work, and air conditioning equipment and other service facilities elevated at least up to the Regulatory Flood Protection Elevation (RFPE). Water, sewage, electrical, and other utility lines below the RFPE shall be constructed so as to prevent water from entering or accumulating within them during conditions of flooding;

- E. Be reasonably safe from flooding and consistent with the need to minimize flood damage;
- F. Be assured to provide adequate drainage to reduce exposure to flood hazards;
- G. Not be detrimental to uses in adjoining areas; and
- H. Not adversely affect the efficiency or restrict the flood carrying capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.
- I. Ensure that any fill or other materials are protected from erosion, discharge, and sediment entering surface waters by the use of vegetative cover or other methods as soon as possible.

4.22 Materials that, in time of flooding, are buoyant, flammable, explosive, or could be injurious to human, animal, or plant life shall be stored at or above the Regulatory Flood Protection Elevation (RFPE), floodproofed, or protected by other measures as approved by the Zoning Administrator. Storage of materials likely to cause pollution of the waters, such as sewage; sand; rock; wrecked and discarded equipment; dredged spoil; municipal, agricultural or industrial waste; and other wastes as further defined in Minnesota Statutes, Section 115.01, are prohibited unless adequate safeguards approved by the Minnesota Pollution Control Agency are provided. For projects not requiring approvals by the Minnesota Pollution Control Agency, adequate safeguards must be approved by the Zoning Administrator prior to issuance of a permit.

SECTION 5.0 FLOODWAY DISTRICT

5.1 **Permitted Uses in Floodway.** Development allowed in the floodway district is limited to that which has low flood damage potential and will not obstruct flood flows, increase velocities, or increase the water surface elevations of the one-percent annual chance flood. The following uses and activities may be allowed with a permit, subject to the standards in Section 5.2:

5.11 Agricultural uses, recreational uses, parking lots, loading areas, airport landing strips, water control structures, navigational facilities, as well as public open space uses.

5.12 Roads, driveways, railroads, trails, bridges, and culverts.

5.13 Public utility facilities and water-oriented industries which must be in or adjacent to watercourses.

5.14 Grading, filling, land alterations, and shoreline stabilization projects.

5.15 No structures, as defined in Section 2.0, are allowed in the Floodway District, except structures accessory to the uses detailed in Sections 5.11 and 5.31, which require a CUP under Section 5.32.

5.16 Levees or dikes intended to protect agricultural crops, provided the top of the dike does not exceed the 10-percent annual chance flood event.

5.2 **Standards for Permitted Uses in Floodway.** In addition to the applicable standards detailed in Section 4.0:

5.21 The applicant must demonstrate that the development will not result in any of the following during the one-percent annual chance flood: cause a stage increase of 0.00 feet or greater, obstruct flood flows, or increase velocities. This shall be demonstrated

through hydrologic and hydraulic analysis performed by a professional engineer or using other standard engineering practices (e.g. projects that restore the site to the previous cross-sectional area). This is commonly documented through a “no-rise certification.”

5.22 Any development that would result in stage increases greater than 0.00 feet may only be allowed with a permit if the applicant has applied for a Conditional Letter of Map Revision (CLOMR) in accordance with 44 CFR § 65.12, and FEMA has issued the CLOMR. Map revisions must follow the procedures in Sections 11.15 and 14.0.

5.23 Any development resulting in decreases to the water surface elevation of the base flood identified in the Flood Insurance Study requires a Letter of Map Revision (LOMR) following the procedures in Sections 11.15 and 14.0.

5.24 Any development in the beds of public waters that will change the course, current or cross section is required to obtain a public waters work permit in accordance with Minnesota Statutes, section 103G.245 or a utility crossing license in accordance with Minnesota Statutes, section 84.415, from the Department of Natural Resources, or demonstrate that no permit is required, before applying for a local permit.

5.25 Fill and other land alteration activities must offer minimal obstruction to the flow of flood waters, and be protected from erosion and sediment entering surface waters by the use of vegetative cover, riprap or other methods as soon as possible.

5.3 **Conditional Uses in Floodway.** The following uses and activities may be permitted as conditional uses, subject to the standards detailed in Sections 5.4:

5.31 Commercial extractive uses, and storage and stockpiling yards.

5.32 Structures accessory to uses detailed in Sections 5.11 and 5.31.

5.4 **Standards for Conditional Uses in Floodway.** In addition to the applicable standards detailed in Sections 4.0, 5.2 and 11.2:

5.41 Extractive uses and storage of materials require the completion of a site development and restoration plan, to be approved by the City of Proctor.

5.42 Accessory Structures. Structures accessory to the uses detailed in Sections 5.11 and 5.31 must be constructed and placed so as to offer a minimal obstruction to the flow of flood waters, and are subject to the standards in Section 6.23 of this ordinance.

SECTION 6.0 FLOOD FRINGE DISTRICT

6.1 **Permitted Uses in Flood Fringe.** Any uses or activities allowed in any applicable underlying zoning districts may be allowed with a permit, subject to the standards set forth in Sections 6.2.

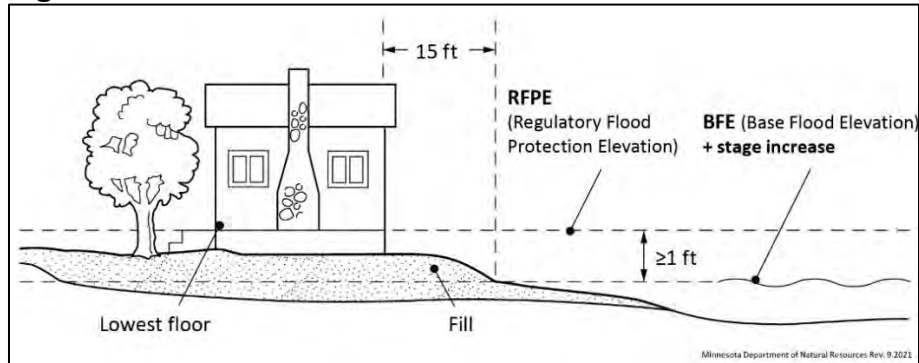
6.2 **Standards for Permitted Uses in Flood Fringe.** In addition to the applicable standards detailed in Section 4.0:

6.21 Residential Structures.

A. Elevation on Fill. Structures erected, constructed, reconstructed, altered, or moved on fill within the Flood Fringe District shall be placed so that the lowest floor, as defined in Section 2.0 of this ordinance, is elevated at or above the Regulatory Flood Protection Elevation (RFPE). The finished fill elevation shall be at or above

the elevation associated with the base flood plus any stage increases that result from designation of a floodway. Fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure. Elevations must be certified by a registered professional engineer, land surveyor or other qualified person designated by the Zoning Administrator. Elevation methods alternative to these fill standards are subject to a Conditional Use Permit, as provided in Section 6.31 of this ordinance (Figure 2).

Figure 2: Overview of fill standards for residential structures.



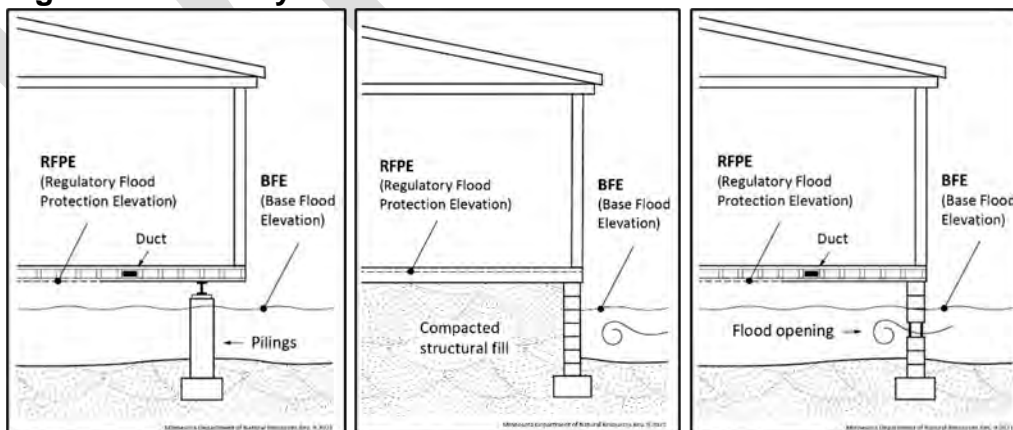
6.22 Nonresidential Structures. Nonresidential structures must meet one of the following construction methods:

- A. Elevation on Fill. Structures may be elevated on fill, meeting the standards in Section 6.21.A of this ordinance. Fill for nonresidential structures is not required to be extended 15 feet beyond the outside limits of the structure.
- B. Alternative Elevation Methods. Structures may be elevated using methods alternative to the fill standards in Section 6.21.A of this ordinance. Such methods include the use of blocks, pilings (Figure 3), filled stem walls (Figure 4), or internally-flooded enclosed areas (Figure 5) such as crawl spaces, attached garages, or tuck under garages.

Figure 3: Blocks or pilings.

Figure 4: Filled stem walls.

Figure 5: Internally flooded enclosed area.



Designs accommodating for internally-flooded enclosed areas must be certified by a registered professional engineer or architect, or meet or exceed the standards

detailed in *FEMA Technical Bulletin 1*, as amended, as well as the following standards:

- (1) The lowest floor, as defined in Section 2.0 of this ordinance, shall be elevated at or above the Regulatory Flood Protection Elevation (RFPE).
- (2) The floor of the enclosed area must be at or above the exterior grade on at least one side of the structure.
- (3) To allow for the equalization of hydrostatic pressure, there shall be a minimum of two openings below the base flood elevation on at least two sides of the structure. The bottom of all openings shall be no higher than one foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding, have a net area of not less than one square inch for every square foot of enclosed area subject to flooding, and shall allow automatic entry and exit of floodwaters without human intervention.
- (4) Internally flooded enclosed areas shall only be used for the parking of vehicles, building access, or storage. Bathrooms and toilet rooms shall not be allowed. Such areas shall be subject to a deed-restricted non-conversion agreement as well as periodic inspections with the issuance of any permit.

C. Dry Floodproofing. Structures having watertight enclosed basements or spaces below the Regulatory Flood Protection Elevation (RFPE) must meet the following standards:

- (1) Walls must be substantially impermeable to the passage of water, with structural components having the capacity of resisting hydrostatic and hydrodynamic loads and effects of buoyancy, at least up to the Regulatory Flood Protection Elevation (RFPE);
- (2) Must meet the standards of FEMA Technical Bulletin 3, as amended; and
- (3) A registered professional engineer or architect shall be required to certify that the design and methods of construction meet the standards detailed in this Section.

6.23 Accessory Structures. All accessory structures must meet the following standards:

- A. Structures shall not be designed or used for human habitation.
- B. Structures will have a low flood damage potential.
- C. Structures shall constitute a minimal investment not to exceed 576 square feet in size, one-story in height, and shall only be used for parking and storage, except as provided under Section 6.23.E. Structures not meeting the standards of Sections 6.23.A-C must be designed and constructed in accordance with floodplain management requirements based on whether the structure is residential or non-residential. Residential structures must meet the requirements of Section 6.21, and non-residential structures must meet the requirements of Section 6.22.
- D. Structures with two or more rigid walls, must meet one of the following construction methods:

- (1) Wet Floodproofing. Structures may be floodproofed in a way to accommodate internal flooding. To allow for the equalization of hydrostatic pressure, there shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one (1) foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding and shall allow automatic entry and exit of floodwater without human intervention. Portions of structures below the RFPE must be constructed of flood damage-resistant materials. Utilities must be elevated above the RFPE and any utility lines below the RFPE shall be constructed to prevent floodwater from entering or accumulating within them. Wet floodproofed structures must be anchored to resist flotation, collapse, and lateral movement.
- (2) Elevation on Fill. Structures may be elevated on fill, meeting the standards in Section 6.21.A of this ordinance. Fill is not required to be extended 15 feet beyond the outside limits of the structure.
- (3) Alternative Elevation Methods. Structures may have their lowest floor elevated above the Regulatory Flood Protection Elevation (RFPE) through methods alternative to the fill standards in Section 6.23.D(2), and must meet the standards in Section 6.22.B of this ordinance.
- (4) Dry Floodproofing. Structures may be dry-floodproofed, or watertight, meeting the standards in Section 6.22.C of this ordinance.

E. Structures with fewer than two rigid walls, such as carports, gazebos, and picnic pavilions, meeting the standards in Section 4.21 of this ordinance may be located at an elevation below the Regulatory Flood Protection Elevation, exceed 576 square feet in size, and may include uses as provided under Section 6.1.

6.24 Any facilities used by employees or the general public must be designed with a flood warning system acceptable to the City of Proctor that provides adequate time for evacuation, or be designed to ensure that within the area inundated during the base flood event, the depth (in feet) multiplied by the velocity (in feet per second) is less than four.

6.25 Manufactured homes and recreational vehicles must meet the standards of Section 10 of this ordinance.

6.3 Conditional Uses in Flood Fringe. The following uses and activities may be permitted as conditional uses, subject to the standards in Sections 6.4:

6.31 Alternative Elevation Methods – Residential Structures. Residential structures with their lowest floor elevated above the Regulatory Flood Protection Elevation (RFPE) using methods alternative to the fill requirements in Section 6.21.

6.4 Standards for Conditional Uses in Flood Fringe. In addition to the applicable standards detailed in Sections 4.0, 6.2 and 11.2:

6.41 All residential structures with lowest floors elevated through alternative elevation methods must meet the standards in Section 6.22.B of this ordinance.

7.1 Permitted Uses in General Floodplain District

- 7.11 Until the floodway is delineated, allowable uses will be restricted to those listed in the Floodway District, Section 5.0
- 7.12 All other uses are subject to a floodway/flood fringe determination as provided in Section 7.4, in addition to the standards provided in Sections 7.2 and 7.3. Permitted uses shall be determined as follows:
- A. If the development is determined to be in the Floodway District, Section 5.0 applies.
 - B. If the development is determined to be in the Flood Fringe District, Section 6.0 applies.

7.2 Determining Flood Elevations

- 7.21 All development requires determination of the Base Flood Elevation (BFE). Proposed developments of more than 50 lots or 5 acres, whichever is lesser, must use detailed methods for determining the BFE. This may include use of supporting A Zone modeling and the "shoreland method," when eligible, on lakes. Exceptions to this requirement include projects that restore the site to the previous cross-sectional area, such as shore stabilization or culvert replacement projects. Base Flood Elevations (BFE) may be found using the best available data from any Federal, State, or other source (including MNDNR's Lake & Flood Elevations Online (LFEO) Viewer).
- 7.22 The Regulatory Flood Protection Elevation (RFPE) can be determined by assuming a one-half (0.5) foot stage increase to accommodate for future cumulative impacts. A stage increase does not need to be assumed along lakes, wetlands, and other basins that are not affected by velocities.

7.3 Encroachment Analysis

- 7.31 Encroachments due to development may not allow stage increases more than one-half (0.5) foot at any point, unless through a map revision following the procedures in Sections 11.15 and 14.0. This evaluation must include the cumulative effects of previous encroachments and must be documented with hydrologic and hydraulic analysis performed by a professional engineer, or using other standard engineering practices. A lesser water surface elevation increase than one-half (0.5) foot is required if, due to the water surface level increase, increased flood damages would potentially result.
- 7.32 Alterations or changes that result in stage decreases are allowed and encouraged.

7.4 Standards for the Analysis of Floodway Boundaries

- 7.41 Requirements for Detailed Studies. Any development, as requested by the Zoning Administrator, shall be subject to a detailed study to determine the Regulatory Flood Protection Elevation (RFPE) and the limits of the Floodway District. This determination must be consistent with the minimum standards for hydrologic and hydraulic mapping standards and techniques, as detailed in Minnesota Rules, part 6120.5600, Subp. 4 and *FEMA Guidelines and Standards for Flood Risk Analysis and Mapping*, as revised. Additionally:
- A. A regulatory floodway necessary to carry the discharge of the one-percent annual chance flood must be selected without increasing the water surface elevation more

than one-half (0.5) foot at any point. This determination should include the cumulative effects of previous encroachments. A lesser water surface elevation increase than one-half (0.5) foot is required if, due to the water surface level increase, increased flood damages would potentially result; and

B. An equal degree of encroachment on both sides of the stream within the reach must be assumed in computing floodway boundaries, unless topography, existing development patterns, and comprehensive land use plans justify a modified approach, as approved by the Department of Natural Resources.

7.42 Other Acceptable Methods. For areas where a detailed study is not available or required:

A. Development prohibited in floodways (e.g. most buildings) requires a floodway/flood fringe determination to verify the development is within the flood fringe. This determination must be done by a professional engineer or utilize other accepted engineering practices. The Department of Natural Resources may also provide technical assistance and must approve any alternative methods used to determine floodway boundaries.

SECTION 8.0 SUBDIVISION STANDARDS

8.1 **Subdivisions.** All subdivided land must meet the following requirements. Manufactured home parks and recreational vehicle parks or campgrounds are considered subdivisions under this ordinance.

8.11 All lots within floodplain districts must be suitable for a building site outside of the Floodway District.

8.12 Subdivision of lands within the floodplain districts may not be approved if the cost of providing governmental services would impose an unreasonable economic burden on the City of Proctor.

8.13 All subdivisions must have vehicular access both to the subdivision and to the individual building sites no lower than two feet below the Regulatory Flood Protection Elevation (RFPE), unless a flood warning/emergency evacuation plan has been approved by the City of Proctor.

8.14 The Floodway and Flood Fringe District boundaries, the Regulatory Flood Protection Elevation (RFPE) and the required elevation of all access roads must be clearly identified on all required subdivision drawings and platting documents.

SECTION 9.0 PUBLIC AND PRIVATE UTILITIES, SERVICE FACILITIES, ROADS, BRIDGES, AND RAILROADS

9.1 **Public Transportation Facilities.** Railroad tracks, roads, and bridges must be elevated to the Regulatory Flood Protection Elevation (RFPE) where such facilities are essential to the orderly functioning of the area, or where failure or interruption would result in danger to public health or safety. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety. All public transportation facilities should be designed to minimize increases in flood elevations.

9.2 **Public Utilities.** All utilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be elevated and/or floodproofed to the Regulatory Flood Protection Elevation (RFPE), be located and constructed to minimize or eliminate flood damage, and be designed to eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters. All public utilities should be designed to minimize increases in flood elevations. New solid waste management facilities, as defined in Minnesota Rules, part 7035.0300, are prohibited in the one-percent annual chance floodplain. Water supply systems are subject to the provisions in Minnesota Rules, part 4725.4350.

9.3 **Private On-Site Water Supply, Individual Sewage Treatment Systems, and other Service Facilities.** Private facilities shall be subject to applicable provisions detailed in Section 9.2. In addition, new or replacement on-site sewage treatment systems are to be located to avoid impairment to them or contamination from them during times of flooding, shall not be located in a designated floodway, and are subject to the provisions in Minnesota Rules, parts 7080.2270.

SECTION 10.0 MANUFACTURED HOMES AND RECREATIONAL VEHICLES

10.1 **Manufactured Homes.** Manufactured homes and manufactured home parks are subject to applicable standards for each floodplain district. In addition:

10.11 New and replacement manufactured homes must be placed and elevated in compliance with Section 6.0 of this ordinance and must be securely anchored to a system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors.

10.12 New manufactured home parks and expansions to existing manufactured home parks must meet the appropriate standards for subdivisions in Section 8.0 of this ordinance.

10.2 **Recreational Vehicles.** New recreational vehicle parks or campgrounds and expansions to existing recreational vehicle parks or campgrounds are prohibited in any floodplain district. Recreational vehicles placed in existing recreational vehicle parks, campgrounds or lots of record in the floodplain must either:

10.21 Meet the requirements for manufactured homes in Section 10.1, or

10.22 Be travel ready, meeting the following criteria:

A. The vehicle must be fully licensed.

B. The vehicle must be ready for highway use, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities.

C. No permanent structural type additions may be attached to the vehicle.

D. Accessory structures may be permitted in the Flood Fringe District, provided they do not hinder the removal of the vehicle should flooding occur, and meet the standards outlined in Sections 4.0 and 6.23.

SECTION 11.0 ADMINISTRATION

- 11.1 **Duties.** A Zoning Administrator or other official must administer and enforce this ordinance.
- 11.11 **Permit Application Requirements.** Permit applications must be submitted to the Zoning Administrator. The permit application must include the following, as applicable:
- A. A site plan showing all existing or proposed buildings, structures, service facilities, potential obstructions, and pertinent design features having an influence on the permit.
 - B. Location and detail of grading, fill, or storage of materials.
 - C. Copies of any required local, state or federal permits or approvals.
 - D. Other relevant information requested by the Zoning Administrator as necessary to properly evaluate the permit application.
- 11.12 **Recordkeeping.** The Zoning Administrator must maintain applicable records in perpetuity documenting:
- A. All certifications for dry floodproofing and alternative elevation methods, where applicable.
 - B. Analysis of no-rise in the Floodway District, as detailed in Section 5.21, and encroachment analysis ensuring no more than one-half foot of rise in the General Floodplain District, as detailed in Sections 7.22 and 7.31.
 - C. Final elevations, as applicable, detailing the elevation to which structures and improvements to structures are constructed or floodproofed. Elevations shall be determined by an engineer, architect, surveyor or other qualified individual, as approved by the Zoning Administrator.
 - D. Substantial damage and substantial improvement determinations, as detailed in Section 12.13, including the cost of improvements, repairs, and market value.
 - E. All variance actions, including justification for their issuance, and must report such variances as requested by the Federal Emergency Management Agency.
- 11.13 **Certificate of Zoning Compliance for a New, Altered, or Nonconforming Use.** No building, land or structure may be occupied or used in any manner until a certificate of zoning compliance has been issued by the Zoning Administrator stating that the finished fill and building floor elevations or other flood protection measures are in compliance with the requirements of this ordinance.
- 11.14 **Notifications for Watercourse Alterations.** Before authorizing any alteration or relocation of a river or stream, the Zoning Administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters in accordance with Minnesota Statutes, Section 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to FEMA.
- 11.15 **Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations.** Where physical changes affecting flooding conditions may increase or decrease the water surface elevation of the base flood, the City of Proctor must notify FEMA of the changes in order to obtain a Letter of Map Revision (LOMR), by submitting a copy of the relevant technical or scientific data as soon as practicable,

but no later than six months after the date such supporting information becomes available. Within the General Floodplain District, a map revision is only required if development results in stage increases greater than 0.5 feet.

11.2 **Conditional Uses and Variances**

11.21 Process.

- A. An application for a conditional use permit will be processed and reviewed in accordance with the provisions of this ordinance.
- B. An application for a variance to the provisions of this ordinance will be processed and reviewed in accordance with Minnesota Statutes, Section 462.357, Subd. 6(2) and this ordinance.

11.22 Additional Variance Criteria. The following additional variance criteria must be satisfied:

- A. Variances must not be issued within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
- B. Variances from the provisions of this ordinance may only be issued by a community upon:
 - (1) A showing of good and sufficient cause;
 - (2) A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
 - (3) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- C. Variances from the provisions in this ordinance may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- D. Variances must be consistent with the general purpose of these standards and the intent of applicable provisions in state and federal law.
- E. Variances may be used to modify permissible methods of flood protection, but no variance shall permit a lesser degree of flood protection than the Regulatory Flood Protection Elevation (RFPE).
- F. The Zoning Administrator must notify the applicant for a variance in writing that:
 - (1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage; and
 - (2) Such construction below the base flood level increases risks to life and property. Notification must be maintained with a record of all variance actions.

11.23 Considerations for Approval. The City of Proctor must consider all relevant factors specified in other sections of this ordinance in granting variances and conditional use permits, including the following:

- A. The potential danger to life and property due to increased flood heights or velocities caused by encroachments.
- B. The danger that materials may be swept onto other lands or downstream to the injury of others.
- C. The safety of access to the property in times of flood for ordinary and emergency vehicles.

11.24 Conditions of Approval. The City of Proctor may attach such conditions to the granting of variances and conditional use permits as it deems necessary to fulfill the purposes of this ordinance. Such conditions may include, but are not limited to, the following:

- A. Limitations on period of use, occupancy, and operation.
- B. Imposition of operational controls, sureties, and deed restrictions.
- C. The prevention of soil erosion or other possible pollution of public waters, both during and after construction.
- D. Other conditions as deemed appropriate by the Zoning Administrator

11.3 **Notifications to the Department of Natural Resources**

11.31 All notices of public hearings to consider variances or conditional uses under this ordinance must be sent via electronic mail to the Department of Natural Resources respective area hydrologist at least ten (10) days before the hearings. Notices of hearings to consider subdivisions/plats must include copies of the subdivision/plat.

11.32 A copy of all decisions granting variances and conditional uses under this ordinance must be sent via electronic mail to the Department of Natural Resources respective area hydrologist within ten (10) days of final action.

SECTION 12.0 NONCONFORMITIES

12.1 **Continuance of Nonconformities.** A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:

12.11 Within the floodway and general floodplain districts (when a site has been determined to be in the floodway following the procedures in Section 7.3, or when the floodway has not been delineated), any expansion or enlargement of uses or structures is prohibited.

12.12 Within all districts, any addition, modification, rehabilitation, repair, or alteration shall be in conformance with the provisions of this ordinance, shall not increase the flood damage potential or increase the degree of obstruction to flood flows, and where applicable, must be protected to the Regulatory Flood Protection Elevation (RFPE).

12.13 If any nonconforming structure is determined to be substantially damaged or substantially improved based on the procedures in Section 12.2, it may not be reconstructed except in conformity with the provisions of this ordinance. Any structures located outside the one-percent annual chance floodplain are exempt from this provision.

12.14 If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this ordinance.

12.15 If any nonconforming structure has utilities, electrical, or mechanical equipment damaged due to flooding, it must be rebuilt in conformance with the elevation requirements in Section 4.21.D to the greatest extent practicable. This requirement shall apply regardless of the determinations made in Section 12.2.

12.2 **Substantial Improvement and Substantial Damage Determinations.** Prior to issuing any permits for additions, modifications, rehabilitations, repairs, alterations, or maintenance to nonconforming structures, the Zoning Administrator is required to determine if such work constitutes substantial improvement or repair of a substantially damaged structure. A determination must be made in accordance with the following procedures:

12.21 Estimate the market value of the structure. In the case of repairs, the market value of the structure shall be the market value before the damage occurred and before any restoration or repairs are made.

12.22 Estimate the cost of the project. The property owner shall accommodate for inspection, and furnish other documentation needed by the zoning administrator to evaluate costs.

A. Improvement costs shall be comprised of the market rate of all materials and labor, as well as the costs of all ordinary maintenance and upkeep carried out over the past one year.

B. Costs to repair damages shall be comprised of the market rate of all materials and labor required to restore a building to its pre-damaged condition regardless of the work proposed, as well as associated improvement costs if structure is being restored beyond its pre-damaged condition.

12.23 Compare the cost of the improvement, repairs, or combination thereof to the estimated market value of the structure, and determine whether the proposed work constitutes substantial improvement or repair of a substantially damaged structure, as defined in Section 2.0 of this ordinance.

12.24 Based on this determination, the zoning administrator shall prepare a determination letter and notify the property owner accordingly. Structures determined to be substantially damaged or substantially improved may not be reconstructed except in conformity with the provisions of this ordinance.

SECTION 13.0 VIOLATIONS AND PENALTIES

13.1 **Uses in Violation of the Ordinance.** Every structure, fill, deposit, or other use placed or maintained in the floodplain in violation of this ordinance shall be considered a public nuisance.

13.2 **Civil Remedies.** The creation of a public nuisance may be enjoined and the maintenance of a public nuisance under this ordinance may be abated by an action brought by the City of Proctor or the Department of Natural Resources.

13.3 **Enforcement.** Violations of the provisions of this ordinance constitute a misdemeanor and is punishable as defined by law. The Zoning Administrator may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance. The City of Proctor must act in good faith to enforce these official controls and to correct ordinance violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

SECTION 14.0 AMENDMENTS

14.1 **Ordinance Amendments.** Any revisions to the floodplain maps by the Federal Emergency Management Agency or annexations of new map panels require an amendment to update the map references in Section 3.2 of this ordinance.

14.2 **Required Approval.** All amendments to this ordinance must be submitted to the Department of Natural Resources for review and approval prior to adoption, for compliance with state and federal rules and requirements. The floodplain ordinance shall not be considered valid until approved.

SECTION 15.0 EFFECTIVE DATE: This ordinance shall be in full force and effect from and after its passage and publication
Adopted by a majority vote of the City Council of the City of Proctor this ____ day of ____ 2024.

BY: _____
Chad Ward, Mayor

ATTEST: _____
Jess Rich, Administrator

First Reading:
Second Reading:
Published Proctor Journal



CITY COUNCIL AGENDA DATE: December 16, 2024

TO: Proctor City Council

FROM: City Administrator Jess Rich

SUBJECT: Cannabis Ordinance

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

First reading of proposed ordinance 02-25 An Ordinance to Regulate Cannabis Businesses

BACKGROUND

The Office of Cannabis Management (OCM) anticipates beginning the process of issuing cannabis business licenses in February 2025.

This proposed ordinance is based on recommendations by the City of Proctor Cannabis Committee and has been reviewed by the city attorney. Attorney Caitlin M. Crowl of Fryberger, Buchanan, Smith & Frederick, P.A. will be present to discuss and answer questions.

SOURCE OF FUNDS (if applicable) None

ATTACHMENT(S) Proposed Ordinance and Cannabis Committee Meeting Minutes

**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.

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

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Ordinance 02-25 **AN ORDINANCE TO REGULATE CANNABIS BUSINESSES**

Section 1	Administration
Section 2	Registration of Cannabis Retail Business
Section 3	Requirements for a Cannabis Businesses (Time, Place, Manner)
Section 4	Temporary Cannabis Events
Section 5	Use of Cannabis and Hemp Derived Products in Public Places
Section 6	Local Government as Cannabis Retailer
Section 7	Lower Potency Hemp Edibles

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

Section 1. Administration

1.1 Findings and Purpose

The Proctor City Council makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, Chapter 342, as amended or recodified from time to time, which authorizes the Proctor City Council to protect the public health, safety, welfare of the City of Proctor's residents by regulating cannabis businesses within the legal boundaries of the City of Proctor.

The Proctor City Council finds and concludes that the proposed provisions are appropriate and lawful land use regulations for the City of Proctor, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2 Authority and Jurisdiction

The Proctor City Council has the authority to adopt this ordinance pursuant to:

- a) Minnesota Statutes § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment of cannabis businesses.
- b) Minnesota Statutes § 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minnesota Statutes § 152.0263, subdivision 5, regarding the use of cannabis in public places.

- d) Minnesota Statutes § 462.357, regarding the authority of a local authority to adopt zoning ordinances.

1.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

1.4 Enforcement – 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. The Liquor and Cannabis Control Board is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

1.5 Definitions

1. Unless otherwise noted in this section, words and phrases used contained in Minnesota Statutes § 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meaning in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, cannabis retailer, medical combination businesses operating a retail location, and excluding lower-potency hemp edible retailers.
4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail; public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants, bars, any other food or liquor establishment, hospitals, nursing homes, auditoriums, arenas, gyms, meeting rooms, common areas of rental apartment buildings, schools, and other places of public accommodation. The term “Public Place” 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.

11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the City of Proctor to a state licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Section 2. Registration of Cannabis Retail Business

2.1 Consent to Registering of Cannabis Businesses.

No individual or entity may operate a state-licensed cannabis retail business within the City of Proctor without first registering with the City of Proctor through its Liquor and Cannabis Control Board. Any state-licensed cannabis retail business that sells to a customer or patient without a valid retail registration shall incur a civil penalty of \$2,000 for each violation.

2.2 Compliance Checks Prior to Retail Registration

Prior to the issuance of a cannabis retail business registration, the City of Proctor through its Liquor and Cannabis Control Board shall conduct a preliminary compliance check to ensure compliance with local ordinances. Pursuant to Minnesota Statutes § 342, within 30 days of receiving a copy of the state license application from OCM, the City of Proctor shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with state fire code and building code.

2.3 Retail Registration and Application Procedure

2.3.1 Fees for Retail Registration

The City of Proctor shall not charge an application fee but may charge a registration fee and renewal retail fees.

An initial registration fee shall be charged to applicants depending on the type of retail business license applied for. The initial registration fee shall not exceed \$500 or up to half the amount of the applicable initial license fee under section 342.11, whichever is less. At the time of the initial registration, the City of Proctor may also impose the first renewal retail registration fee, which shall not exceed \$1,000 or half the amount of a renewal state license fee under Minnesota Statutes § 342.11, whichever is less.

After the initial registration fee and first renewal retail fee is paid, any renewal retail registration fee imposed by the City of Proctor shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minnesota Statutes § 342.11, whichever is less.

2.3.2 Application Submittal

The City of Proctor, through its Liquor and Cannabis Control Board, shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

- (A) An applicant for a retail registration shall fill out an application form, as provided by the City of Proctor. Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. The address and parcel ID for the property which the retail registration is sought; and
 - iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- (B) The applicant shall include with the form:
 - i. the registration fee as required in Section 2.3.1; and
 - ii. a copy of a valid state license or written notice of OCM license preapproval.
- (C) Once an application is considered complete, the Liquor and Cannabis Control Board shall inform the applicant as such, process the registration fees, and forward the application to the City Council for the City of Proctor for approval or denial.
- (D) The retail registration fee, and any renewal retail fees, shall be non-refundable once processed.

2.3.3 Application Approval

- (A) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.
- (B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

2.3.4 Annual Compliance Checks

The City of Proctor through its Liquor and Cannabis Control Board shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b), Minn. Stat. 342.24, and this ordinance.

The City of Proctor through its Liquor and Cannabis Control Board shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

2.3.5 Location Change

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of the City of Proctor.

2.3.6 Registration Not Transferable

A cannabis retail registration issued under this ordinance shall not be transferred.

2.4 Renewal of Registration

The City of Proctor shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by the City of Proctor. The application for the renewal of a retail registration shall include, but is not limited to, the items listed under Section 2.3.2 of this Ordinance.

2.4.1 Renewal Fees

The City of Proctor may charge a renewal fee for the registration starting at the second renewal, as discussed under Section 2.3.1 of this Ordinance.

2.5 Suspension of Registration

2.5.1 When Suspension is Warranted

If the City of Proctor through its Liquor and Cannabis Control Board determines that a cannabis business or hemp business with a retail registration issued by the City of Proctor is not operating in compliance with this ordinance or that the operation of the business poses an immediate threat to the health and safety of the public, the City of Proctor may suspend the retail registration of the cannabis business. The City of Proctor shall immediately notify the cannabis retail business in writing the grounds for suspension.

2.5.2 Notification to OCM

The City of Proctor shall immediately notify the OCM in writing the grounds for the suspension. The suspension shall be subject to review by the OCM, which may order reinstatement of the retail registration or take any action permitted by law. OCM will provide the City of Proctor and cannabis business retailer a response to the complaint within 7 calendar days and perform any necessary inspections within 30 calendar days.

2.5.3 Length of Suspension

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the state license for a longer period. The business may not make sales to customers if their registration and/or state license is suspended.

The City of Proctor may reinstate the retail registration if the City determines that any violation has been cured and OCM has not suspended the cannabis retail business's state license. The City of Proctor must reinstate the retail registration if OCM orders reinstatement.

2.5.4 Civil Penalties

Pursuant to Minnesota Statutes § 342.22, subd. 5(e), as amended, no cannabis retail business may make any sale to a customer or patient without a valid retail registration with the City of Proctor and a valid state license issued by OCM. Subject to Minnesota Statutes § 342.22, subd.

5(e), as amended, the City of Proctor shall charge a civil penalty of \$2,000 for each retail registration violation of Minn. Stat. § 342.22, subd 5(e), as amended.

2.6 Limitation on Registrations

Pursuant to Minn. Stat. § 342.13, 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 registration for every 12,500 residents within the City of Proctor.

Section 3. Requirements for Cannabis Businesses

3.1 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, as amended or recodified from time to time, the operation of a cannabis business is prohibited within 1,000 feet of a school, or within 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 athletic field.

The operation of a cannabis retail business within ___ feet of another cannabis retail business.

3.2 Zoning and Land Use

Zoning and Land Use provisions for cannabis businesses, including businesses for low potency hemp edibles, can be found in Chapter 155 of the City of Proctor’s Code of Ordinances.

3.3 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 10:00 am and 9:00 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.

Section 4. Temporary Cannabis Events

Pursuant to Minn. Stat. § 342.40, as amended or recodified from time to time, a cannabis event organizer must receive the City of Proctor’s 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 City ordinances and laws, including, without limitation, Minn. Stat. § 342.40, 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 5. Use of Cannabis and Hemp Derived Products in Public Places.

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place of a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

Pursuant to Minn. Stat. § 152.0263, subd. 5, 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 6. 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 Minnesota Statutes Chapter 342 and this Ordinance. The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6 of this Ordinance. The City of Proctor shall be subject to all of the same license requirements and procedures applicable to other applicants.

Section 7. Lower-Potency Hemp Edibles

7.1 Sale of Low-Potency Hemp Edibles.

The sale of Low Potency Hemp Edibles is permitted, subject to the conditions within this Section 7.

7.2 Additional Standards.

7.2.1 Sales within Municipal Liquor Store.

The sale of Low Potency Hemp Edibles is permitted in the City of Proctor’s Municipal Liquor Store.

7.2.2 Beverages.

The sale of Low Potency Hemp Beverages is permitted in places that meet the requirements of this Section 7.

7.2.3 Storage of Product.

Low Potency Hemp Edibles shall be sold behind a counter and stored in a locked case.

Ordinance declared adopted this ____ day of _____, 2025.

BY: _____

Mayor

ATTEST:

City Clerk/Administrator

First Reading: 12/16/2024
Second Reading: 01/06/2025
Published Proctor Journal:



CITY COUNCIL AGENDA DATE: December 16, 2024

TO: Proctor City Council

FROM: City Administrator Jess Rich

SUBJECT: Police Vacation Accrual

OTHER: MOTION

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Discuss and motion regarding year end vacation accrual.

BACKGROUND

The estimated 2024 year end hours exceeding vacation accrual limits are as follows:

Chief of Police 60 hours

Police Officers 34 (2 officers)

In the past the city council approved a MOU to allow the carryover. The council also has the option of paying out the vacation at the current rates. Requesting council decision for a MOU or a payout.

SOURCE OF FUNDS (if applicable) General Fund – Police Budget

ATTACHMENT(S)

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 = 12/16/2024

GENERAL BILLS

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AIRFIBER				
63745	INTERNET SERVICE - 5 STATIC IPS	11/22/2024	121.35	100-10-120-3009 Computer Services
Total AIRFIBER:			121.35	
ANIMAL ALLIES HUMANE SOCIETY				
13378	ANIMAL BOARDING FEE	11/30/2024	30.00	100-20-210-4408 Boarding Fee
Total ANIMAL ALLIES HUMANE SOCIETY :			30.00	
ASCENDANCE TRUCKS CENTRAL LLC				
RA177000200:	DOT, SERVICE, AND REPAIRS ON INTERNATIONAL DUMP TRUCK	11/18/2024	8,067.56	100-30-300-4400 Repairs & Maintenan
Total ASCENDANCE TRUCKS CENTRAL LLC:			8,067.56	
AUTO OWNERS INSURANCE- FLOOD				
4100287442-1	2025 FLOOD INSURANCE CITY HALL	12/12/2024	3,135.00	100-00-000-1550 Prepaid Expenses
Total AUTO OWNERS INSURANCE- FLOOD:			3,135.00	
BOUND TREE				
85536429	CO MONITOR; PULSE OXIMETER, DIGITAL BP	10/24/2024	579.33	100-20-250-2210 Operating Supplies
Total BOUND TREE:			579.33	
BRAY&REED				
2975	PROSECUTION MATTERS	11/29/2024	2,500.00	100-10-160-3004 Legal Fees
Total BRAY&REED:			2,500.00	
BRENT'S BIFFIES				
105210	BIFFIES FOR PLAYGROUND	11/22/2024	110.50	100-40-410-3000 Professional Services
105211	BIFFIES FOR PLAYGROUND	11/22/2024	336.00	100-40-410-3000 Professional Services
105489	BIFFIES FOR PLAYGROUND	11/22/2024	105.50	100-40-410-3000 Professional Services
Total BRENT'S BIFFIES:			552.00	
CINTAS				
4212441380	RUGS AND MATS - FIRE HALL	11/22/2024	124.42	100-20-220-3000 Professional Services
4212441415	POLICE DEPT MATS	11/22/2024	38.59	100-10-130-3000 Professional Services
4212441415	STREET DEPT COVERALLS	11/22/2024	23.50	100-30-300-2217 Clothing
4213208650	CITY HALL MATS, TOWELS, MOPS	12/02/2024	141.71	100-10-130-3000 Professional Services
4213208650	STREET DEPT COVERALLS	12/02/2024	23.50	100-30-300-2217 Clothing
4213919740	POLICE DEPT MATS	12/09/2024	38.59	100-10-130-3000 Professional Services
4213919740	STREET DEPT COVERALLS	12/09/2024	23.50	100-30-300-2217 Clothing
5241616817	FIRST AID SUPPLIES	11/26/2024	40.71	100-30-300-2214 Safety Items
Total CINTAS:			454.52	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
COONS AGGREGATE				
4926	1.5 INCH ROCK FOR STOCKPILE	11/21/2024	790.97	100-30-330-2224 Street Maintenance M
Total COONS AGGREGATE:			790.97	
ELAN CORPORATE PAYMENT SYSTEMS				
00021535	MEETING WITH ST LOUIS COUNTY TO SET UP BRINE USE	11/08/2024	14.64	100-30-300-3012 Meeting Expense
002094896955	SHUTTERFLY PRINT - DEPT PHOTO	11/13/2024	21.65	100-20-210-2205 Office Supplies
0092542.2	LOADER FUEL	11/06/2024	169.29	100-30-300-2212 Fuels & Lubricants
0093091	GRADER FUEL	11/21/2024	174.48	100-30-300-2212 Fuels & Lubricants
0093123	PLOW TRUCK FUEL	11/22/2024	140.66	100-30-300-2212 Fuels & Lubricants
0093125	PLOW TRUCK DEF	11/22/2024	14.72	100-30-300-2212 Fuels & Lubricants
1017109	FUEL	11/27/2024	79.25	100-20-220-2212 Fuels & Lubricants
11042024city	ERGONOMIC KEYBOARD RETURN	11/04/2024	39.83-	100-10-120-2205 Office Supplies
11052024	LUNCH FOR ELECTION	11/12/2024	123.59	100-10-140-2210 Operating Supplies
11052024CITY	PIZZA FOR ELECTIONS	11/05/2024	152.12	100-10-140-2210 Operating Supplies
11072024	CONFERENCE ROOM CHAIRS	11/07/2024	1,126.93	100-10-130-5580 City Hall Imp - Sales t
111-2019377-0	MICRO FUSES	10/29/2024	8.58	100-30-300-2220 Supplies - Repair & M
11192024	NOTARY RENEWAL - CHARLIENE JONES	11/19/2024	120.00	700-74-740-3000 Professional Services
112-4848345-0	OFFICE SUPPLIES	11/20/2024	209.36	100-20-210-2205 Office Supplies
112-5153777-1	OFFICE SUPPLIES	11/07/2024	78.58	100-20-210-2205 Office Supplies
11-27-24FD	GAS FOR R3	11/07/2024	51.65	100-20-220-2212 Fuels & Lubricants
112-8540099-7	KEYBOARD	11/02/2024	49.41	100-10-120-2205 Office Supplies
114-9070191-6	CLUTCH FOR ONE TONE SANDER	11/26/2024	148.05	100-30-300-2220 Supplies - Repair & M
11-8-24-FD	GAS TO ATTEND CHIEFS MEETING IN VIRGINIA	11/08/2024	57.84	100-20-220-2212 Fuels & Lubricants
12012024FIRE	WATER	12/01/2024	82.41	100-20-220-2210 Operating Supplies
230686	UNIFORMS	11/27/2024	165.00	100-20-210-2217 Clothing
28392	STEEL FOR SANDER	11/14/2024	82.36	100-30-300-2220 Supplies - Repair & M
29414	STEEL 3/16 X 5 FLAT	01/15/2024	15.17	100-30-300-2220 Supplies - Repair & M
365554509374	OFFICE SUPPLIES	11/21/2024	25.85	100-20-210-2205 Office Supplies
400040774	ELECTRONICS RECYCLING	11/19/2024	100.00	200-70-700-3000 Professional Services
402016815	ELECTRONICS RECYCLING	11/22/2024	28.00	200-70-700-3000 Professional Services
4097378	GMC 2500 GAS	11/22/2024	75.21	100-30-300-2212 Fuels & Lubricants
4108525.2	ONE TON FUEL	11/27/2024	61.99	100-30-300-2212 Fuels & Lubricants
4737	PARTS FOR ONE TON SANDER	11/26/2024	112.03	100-30-300-2220 Supplies - Repair & M
5095317776	GOOGLE WORKSPACE	10/31/2024	158.40	100-20-210-3009 Computer Services
5116439040	GOOGLE WORKSPACE	11/30/2024	158.40	100-20-210-4433 Dues & Subscriptions
9030287	GMC 2500 GAS	11/08/2024	78.90	100-30-300-2212 Fuels & Lubricants
9094453	FUEL FOR ONE TON	10/31/2024	65.11	100-30-300-2212 Fuels & Lubricants
9094796	LOADER FUEL	11/18/2024	158.03	100-30-300-2212 Fuels & Lubricants
9094838	MACK FUEL	11/20/2024	171.26	100-30-300-2212 Fuels & Lubricants
995543	PARTS FOR DODGE ONE TON	11/26/2024	196.29	100-30-300-2220 Supplies - Repair & M
Total ELAN CORPORATE PAYMENT SYSTEMS:			4,435.38	
FASTER SOLUTIONS				
131644	TOURISM SITE AND TECHNICAL SUPPORT	12/01/2024	172.00	100-15-115-3000 Professional Services
131645	TOURISM DOMAINS	12/01/2024	100.00	100-15-115-3000 Professional Services
Total FASTER SOLUTIONS:			272.00	
GOPHER STATE ONE-CALL INC				
4090695	55 FTP TICKETS	09/30/2024	63.45	500-50-510-3000 Professional Services
4110698	30 FTP TICKETS	11/30/2024	37.80	500-50-510-3000 Professional Services
Total GOPHER STATE ONE-CALL INC:			101.25	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
GRAND FORKS FIRE EQUIPMENT LLC				
42392	HOLMATRO BATTERY / EXTRICAION GLOVES	12/11/2024	1,208.43	100-20-220-2210 Operating Supplies
Total GRAND FORKS FIRE EQUIPMENT LLC:			1,208.43	
GREAT AMERICA FINANCIAL SERVICE				
37963237	AGREEMENT 007-1813067-000 - BIZHUB C360I COPIER	11/25/2024	172.58	100-20-210-4400 Repairs & Maintenanc
37963238	AGREEMENT 009-1813070-000 - BIZHUB C360I COPIER	11/25/2024	172.58	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVICE:			345.16	
GREATER MN PARKS & TRAILS				
112624	MEMBERSHIP	11/26/2024	175.00	100-15-115-4433 Dues & Subscriptions
Total GREATER MN PARKS & TRAILS:			175.00	
INNOVATIVE OFFICE SOLUTIONS LLC				
IN4698457	NOTARY STAMP	11/20/2024	41.00	100-10-120-3065 Notary Bond Expense
Total INNOVATIVE OFFICE SOLUTIONS LLC:			41.00	
INTEGRATED OFFICE SOLUTIONS				
INV228336	KONICA/C360I COPIER 5095 AA2J011021602	11/27/2024	402.73	100-10-120-3009 Computer Services
Total INTEGRATED OFFICE SOLUTIONS:			402.73	
INTEGRIS LLC				
582296	OFFICE 365	11/27/2024	281.50	100-10-120-3009 Computer Services
Total INTEGRIS LLC:			281.50	
LEADSONLINE LLC				
415869	INVESTIGATION SYSTEM SVC	11/15/2024	2,304.00	100-20-210-4433 Dues & Subscriptions
Total LEADSONLINE LLC:			2,304.00	
MEDIACOM				
12.7.24	MEDIACOM STREET DEPT	12/07/2024	249.99	100-30-300-3021 Telephone
838392281001	CITY HALL MODEM	11/27/2024	12.95	100-10-120-3009 Computer Services
Total MEDIACOM:			262.94	
MENARDS - WEST DULUTH				
10729	123 BATTERIES	11/29/2024	46.65	100-20-220-2214 Safety Items
Total MENARDS - WEST DULUTH:			46.65	
MINNEAPOLIS OXYGEN COMPANY				
0020339432	MEDICAL OXYGEN	11/25/2024	385.71	100-20-210-2210 Operating Supplies
Total MINNEAPOLIS OXYGEN COMPANY:			385.71	
MN DEPT PUBLIC SAFETY				
2025MACK	VEHICLE TABS MACK PLOW	12/10/2024	59.00	100-30-300-4438 Licenses & Permits
Total MN DEPT PUBLIC SAFETY:			59.00	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
NORTHERN ENGINE & SUPPLY INC				
165755	LUBE FOR GRADER WING POST	12/06/2024	201.60	100-30-300-2212 Fuels & Lubricants
Total NORTHERN ENGINE & SUPPLY INC:			201.60	
OREILLY AUTO PARTS				
3290-351922	DIESEL EXHAUST FLUID	11/25/2024	9.99	100-30-300-2212 Fuels & Lubricants
3290-352-835	CABLE FOR SANDER	12/03/2024	49.99	100-30-300-2220 Supplies - Repair & M
3290-352997	TANK STRAP FOR DODGE ONE TON	12/04/2024	38.02	100-30-300-2220 Supplies - Repair & M
3290-353861	THERMOSTAT FOR DODGE ONE TON	12/12/2024	46.97	100-30-300-2220 Supplies - Repair & M
Total OREILLY AUTO PARTS:			144.97	
OXYGEN SERVICE COMPANY				
36.31	OXYGEN TANK	12/03/2024	36.31	100-30-300-2210 Operating Supplies
Total OXYGEN SERVICE COMPANY :			36.31	
PAHA				
P2025	2024-25 HOCKEY MARKETING	12/03/2024	1,500.00	100-15-115-3040 Advertising
Total PAHA:			1,500.00	
PNC EQUIPMENT FINANCE				
2116339	LADDER TRUCK PAYMENT	11/15/2024	75,397.18	100-00-000-1550 Prepaid Expenses
2125078	2025 PIERCE FREIGHTLINER PUMPER	11/22/2024	66,402.23	100-00-000-1550 Prepaid Expenses
Total PNC EQUIPMENT FINANCE:			141,799.41	
POMPS TIRE SERVICE INC				
53014509	REPAIR LOADER TIRE	11/21/2024	601.90	100-30-300-4400 Repairs & Maintenanc
Total POMPS TIRE SERVICE INC:			601.90	
PROCTOR BUILDERS-FIRE DEPT				
273303	PATCHES SEWN ON JACKET	12/03/2024	17.00	100-20-220-2217 Clothing
Total PROCTOR BUILDERS-FIRE DEPT:			17.00	
PROCTOR JOURNAL				
38549	SUBSCRIPTION RENEWAL	04/25/2024	39.00	100-20-210-4433 Dues & Subscriptions
39190	ELECTION NOTICE - ACCURACY TES	10/24/2024	22.98	100-10-140-3052 General Notices & Pu
39201	PAPER	10/30/2024	249.48	100-10-120-2205 Office Supplies
39201	PAPER	10/30/2024	249.48	700-74-740-2205 Office Supplies
39354	CITY COUNCIL MINUTES 11.18.24	12/11/2024	271.15	100-10-110-3052 General Notices & Pub
39360	1000 LETTERHEAD	12/11/2024	437.50	100-10-120-2205 Office Supplies
Total PROCTOR JOURNAL:			1,269.59	
PROCTOR POLICE DEPT UNION FUND				
PR1201241	POLICE DUES POLICE UNION DUES-PROCTOR FUND Pay Period: 12/1/2024	12/06/2024	60.00	100-00-000-2177 Union Dues Payable
Total PROCTOR POLICE DEPT UNION FUND:			60.00	
PUBLIC UTILITIES COMMISSION				
1016550000-1	UTILITIES - BDYR AVE & I35 LIFT STATION	11/22/2024	76.77	500-50-510-3080 Utilities
1108100000-12	UTILITIES - 100 PIONK DR A- CITY HALL	11/22/2024	1,313.62	100-10-130-3080 Utilities

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
110820000012	UTILITIES - CITY GARAGE	11/21/2024	428.36	100-30-300-3080 Utilities
1108800000-12	SOFTBALL FIELD #2	11/21/2024	33.90	100-40-410-3080 Utilities
1108850000-12	UTILITIES - CONCESSION STAND #2	12/02/2024	25.01	100-40-410-3080 Utilities
1112360000-12	UTILITIES - ALMAC DR LIFT STATION	11/21/2024	14.47	500-50-510-3080 Utilities
1127050000-12	UTILITIES - 225 FIFTH AVE - FIRE DEPT	11/25/2024	555.86	100-20-220-3080 Utilities
1191300000-12	UTILITIES-322 KIRKUS ST. SAND/SALT FACILITY	11/21/2024	19.10	100-30-300-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			2,467.09	
QUADIENT				
11172024	POSTAGE	11/17/2024	144.61	100-10-120-3022 Postage
Total QUADIENT:			144.61	
RASMUSSEN CLEANING SERVICE LLC				
101728	Monthly Cleaning Services	01/01/2025	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			3,575.00	
REA3D				
11182024	DOLLYWOOD FOUNDATION DONATION	11/18/2024	325.00	100-10-110-3094 Council Approved from
Total REA3D:			325.00	
RICK S STUMP REMOVAL				
9947	REMOVE TREES AT FIRE HALL	11/26/2024	1,710.25	100-20-220-3000 Professional Services
Total RICK S STUMP REMOVAL:			1,710.25	
SEH				
478725	161800 2ND STREET TESTING	12/09/2024	2,641.63	301-30-330-3003 Engineering Fees
478727	177695 UGSTAD ROAD UTILITY EXT - 43PRELIMINARY ENGINEERING	12/09/2024	5,810.00	300-30-330-3003 Engineering Fees
Total SEH:			8,451.63	
SUN CONTROL				
57500	CLUBHOUSE WINDOW FILM	12/05/2024	2,529.68	550-55-550-4400 Repairs & Maintenanc
Total SUN CONTROL:			2,529.68	
SUPERIOR FLOORING				
10614	CARPETING/GLUE	12/03/2024	1,258.74	100-10-130-4400 Repairs & Maintenanc
Total SUPERIOR FLOORING:			1,258.74	
THE SHOP AUTOMOTIVE SERVICES INC				
25542	2018 CHARGER/SQUAD 181 OIL CHANGE/BRAKES	11/25/2024	626.03	100-20-210-4400 Repairs & Maintenanc
Total THE SHOP AUTOMOTIVE SERVICES INC:			626.03	
T-MOBILE				
201622013 12/	CELL PHONE / HOT SPOTS	11/21/2024	555.80	100-20-210-3021 Telephone
Total T-MOBILE:			555.80	
US BANK VOYAGER				
869217786245	FUEL	12/08/2024	1,685.47	100-20-210-2212 Fuels & Lubricants

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total US BANK VOYAGER:			1,685.47	
USA TOWING & RECOVERY				
2755	SQUAD 121 - TOW TO DULUTH DODGE	11/26/2024	100.00	100-20-210-4400 Repairs & Maintenanc
Total USA TOWING & RECOVERY:			100.00	
VC3 INC.				
VC3-179815	VOICE ADVANTAGE PHONE SYSTEM	12/09/2024	854.95	100-10-120-3021 Telephone
Total VC3 INC.:			854.95	
VOYAGEUR BUS COMPANY INC				
107643,107653	BENTLEYVILLE SHUTTLE	12/03/2024	1,992.00	100-15-115-3040 Advertising
Total VOYAGEUR BUS COMPANY INC:			1,992.00	
W.L.S.S.D.				
168502024113	WASTEWATER CHARGES	11/30/2024	29,409.00	500-50-510-3085 Sewer - WLSSD Billin
168502024113	2023 ADJUSTMENT	11/30/2024	693.00-	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D.:			28,716.00	
WIPFLI				
2608052	990	11/30/2024	100.00	100-20-220-3000 Professional Services
2608052	AUDIT	11/30/2024	1,100.00	100-10-110-3001 Auditing & Accounting
Total WIPFLI :			1,200.00	
ZIEGLER INC.				
IN001706843	PARTS FOR AIR LEAK ON GRADER	11/13/2024	410.51	100-30-300-2220 Supplies - Repair & M
Total ZIEGLER INC.:			410.51	
Grand Totals:			228,785.02	

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 = 12/16/2024

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 = 12/16/2024

LIQUOR BILLS

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
BERNICKS PEPSI				
30132956	THC	12/11/2024	298.50	600-60-600-2255 THC Products
30132957	BEER	12/11/2024	4,905.50	600-60-600-2252 Beer Purchases
30132958	BEER	12/11/2024	15.00	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			5,189.00	
BOURGET IMPORTS LLC				
213215	SERVICE FEE	12/12/2024	13.50	600-60-600-3033 Freight & Express
213215	WINE	12/12/2024	310.00	600-60-600-2253 Wine Purchases
Total BOURGET IMPORTS LLC:			323.50	
BREAKTHRU BEVERAGE				
118893590	SERVICE FEE	11/27/2024	19.27	600-60-600-3033 Freight & Express
118893590	LIQUOR	11/27/2024	1,034.14	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			1,053.41	
C&L DISTRIBUTING				
2020530	BEER	12/03/2024	15.75	600-60-600-2252 Beer Purchases
2020531	SHIPPING	12/03/2024	3.00	600-60-600-3033 Freight & Express
2020531	BEER	12/03/2024	2,565.95	600-60-600-2252 Beer Purchases
2020541	THC	12/03/2024	370.00	600-60-600-2255 THC Products
2024425	SHIPPING	12/10/2024	3.00	600-60-600-3033 Freight & Express
2024425	BEER	12/10/2024	1,739.80	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			4,666.00	
CINTAS				
4213208717	MATS - LIQUOR STORE	12/02/2024	252.13	600-60-600-2210 Operating Supplies
Total CINTAS:			252.13	
DAHLHEIMER BEVERAGE				
2341749	BEER	11/27/2024	242.35	600-60-600-2252 Beer Purchases
Total DAHLHEIMER BEVERAGE:			242.35	
MEDIACOM				
838492281009	MEDIACOM LIQUOR STORE	11/26/2024	376.63	600-60-600-3080 Utilities
Total MEDIACOM:			376.63	
MICHAUD DISTRIBUTING COMPANY				
393410	FUEL SURCHARGE	12/02/2024	3.00	600-60-600-3033 Freight & Express
393410	BEER	12/02/2024	773.05	600-60-600-2252 Beer Purchases
393608	FUEL SURCHARGE	12/09/2024	3.00	600-60-600-3033 Freight & Express
393608	BEER	12/09/2024	330.85	600-60-600-2252 Beer Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total MICHAUD DISTRIBUTING COMPANY:			1,109.90	
PROCTOR BUILDERS MT SPIRITS				
273277	LIGHT BULBS	12/02/2024	27.98	600-60-600-2210 Operating Supplies
Total PROCTOR BUILDERS MT SPIRITS:			27.98	
PROCTOR JOURNAL				
39230	NEWS STAND SALES	10/30/2024	10.16	600-60-600-2258 Misc Merchandise
Total PROCTOR JOURNAL:			10.16	
PUBLIC UTILITIES COMMISSION				
1016900000-1	UTILITIES - 9301 WESTGATE - MTN SPIRITS	11/22/2024	636.27	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			636.27	
RANGE PAPER				
35583	BAGS	12/04/2024	148.71	600-60-600-2210 Operating Supplies
Total RANGE PAPER:			148.71	
RED BULL				
2021884312	RED BULL	12/09/2024	290.10	600-60-600-2254 Soft Drinks & Mix
Total RED BULL:			290.10	
SCHOOLEY MITCHELL				
46332	CREDIT CARD FEE REDUCTION AUDIT	12/12/2024	736.95	600-60-600-4441 Credit Card Service fe
Total SCHOOLEY MITCHELL:			736.95	
SOUTHERN WINE & SPIRITS				
2560237	DELIVERY	11/29/2024	37.21	600-60-600-3033 Freight & Express
2560237	LIQUOR	11/29/2024	1,888.95	600-60-600-2251 Liquor Purchases
9609887	DELIVERY	11/27/2024	.51	600-60-600-3033 Freight & Express
9613509	LIQUOR	11/22/2024	98.90	600-60-600-2251 Liquor Purchases
9613535	DELIVERY	11/22/2024	15.67	600-60-600-3033 Freight & Express
9613669	DELIVERY	11/22/2024	2.05	600-60-600-3033 Freight & Express
Total SOUTHERN WINE & SPIRITS:			1,809.03	
URSA MINOR BREWING				
E-7816	BEER	12/12/2024	244.30	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			244.30	
Grand Totals:			17,116.42	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

[Report].Date Paid = 12/16/2024
