

*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, July 19, 2021**

**Council Chambers - Community Activity Center - 100 Pionk Drive**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**OTHERS PRESENT**

**APPROVAL OF MINUTES** City Council Meeting minutes from Monday, July 6, 2021

**APPROVAL OF AGENDA**

**COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:**

**\*APPROVAL OF CONSENT AGENDA** (one Council motion can accept all items listed under this agenda, plus Council can pull any individual items out of this consent agenda and discuss/act on item separately - thus leaving others to be approved via consent agenda action) -

**\*1. COMMUNICATIONS**

A. Small Cities Assistance

B. MN Dept of Labor & Industry Fee Expense Report 2020

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

**\*3. CLERK ADVISES COUNCIL**

A.

**\*4. COMMITTEE REPORTS**

A. Unofficial PEDAs Minutes – 07062021

B. Parks and Recreation Committee Minutes - 06102021

**5. UNFINISHED BUSINESS**

A. Lowest Responsible Bidder

B. Government Data Practices

C. American Rescue Plan

D. Capital Budget Request

## **6. NEW BUSINESS**

**A. Second Reading Ordinance 02-21 Definition of a Structure**

**B. Proctor Area Historical Society – Letter of Request**

**C. Coalition of Greater MN Cities – Participation Request**

**D. Fire Department – Relief Association Board of Trustees  
Appointments**

### **MEMBER CONCERNS**

**Administrator Rich:**

**Benson:**

**DeWall:**

**Johnson:**

**Rohweder:**

**Ward:**

**Attorney Bray:**

### **BILLS FOR APPROVAL**

General: \$42,175.47

Liquor: \$55,587.57

**TOTAL BILLS FOR APPROVAL: \$97,763.04**

### **ADJOURNMENT:**

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for July 6, 2021

Meeting was streamed live on the Trac 7 YouTube channel, as well as attendance of up to fifteen members of the public to accommodate for social distancing. Ted Kiefat served as the meeting coordinator.

Mayor Ward called the meeting to order at 6:01 p.m.

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

OTHERS PRESENT: City Attorney John Bray, Ted Kiefat, Chief Kent Gaidis, Megan Jordan, City Administrator Jess Rich

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the City Council minutes from Monday, June 21, 2021.

Motion by Benson, seconded by Rohweder and carried 5-0 to approve the agenda for Monday, July 6, 2021, with corrections to items:

6A: Resolution 28-21 Ending Emergency Declaration/COVID-19 Reopen Plan

6B: Resolution 27-21 Authorization to Hold Raffle

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None

Citizens are also provided with a direct call-in number: 218-628-6289 to address the council.

Motion by Johnson, seconded by Ward and carried 5-0 to approve the consent agenda for Monday, July 6, 2021,

6. NEW BUSINESS

**A. Resolution 28-21 Ending Emergency Declaration/COVID-19 Reopen Plan**

Mayor Ward states St. Louis County has previously ended the emergency declarations with Governor Walz also ending his declaration as of July 1<sup>st</sup>, 2021. Mayor Ward states the City of Proctor has been under an emergency declaration since March of 2020 and requests the city to rescind the declaration currently in place.

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve resolution 28-21 and rescind emergency declaration 12-20. Mayor Ward also requests to address the COVID-19 reopening plan currently in place. Administrator Rich states the current plan is being followed and requests further direction on the mask mandate at City Hall along with resuming rentals through Community Ed. There have been several inquiries from people requesting to rent space at City Hall as previously conducted prior to the COVID-19 pandemic. Rentals have been suspended since March of 2020. Discussion follows including accommodating for capacity limits in order to adhere to social distancing requirements. Additional cleaning procedures and fees need to be implemented prior to resuming the rental of facilities. Councilor DeWall suggests continuing to restrict the number of people in attendance at meetings and adding additional fees to accommodate for proper cleaning procedures.

Motion by Johnson, seconded by Rohweder and carried 5-0 to keep existing COVID-19 reopening plan in place, keeping rentals suspended for the time being, continuing to limit meeting capacity to 15 people, and keeping the mask mandate in place at City Hall.

**B. Resolution 27-21 Authorization to Hold Raffle**

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve resolution 27-21 authorizing Duluth Softball Club to hold a raffle on July 31, 2021, at the Powerhouse Bar.

**C. First Reading Ordinance 02-21 Definition of a Structure**

Planning & Zoning Committee has amended the definition of a structure with the public hearing held April 26, 2021.

**D. TIF Tax Abatement Application 2021**

Administrator Rich states PEDDA has requested the drafting and implementation of a TIF Tax Abatement application. It has been reviewed by the city attorney, financial advisors, and review by council is requested. Currently there is no application on record, and this will provide direction for those interested in utilizing a TIF financing option.

Motion by Ward, seconded by DeWall and carried 5-0 to approve the TIF Tax Abatement Application as submitted.

**7. LABOR AND NEGOTIATIONS ISSUES – Per MN Statutes 13D Closed Meeting**

**MEMBER CONCERNS**

Administrator Rich: Along with Councilor DeWall and Chief Gaidis, met with Johnson controls to strategize on HVAC system maintenance and key cards for property security system use. The street department received information regarding an Illicit discharge complaint received on Friday, July 1 and was able to get it cleaned up prior to the long weekend in collaboration with the fire department and police department to contain and clean up. Met with MediaCom for additional servicing of new construction/developments. Production delays with the Playground for EveryBody, possible additional delays to the project due to supply difficulties. Currently look for members to serve on the Beautification Committee to assist in cleanup efforts of community gardens. Attended Hayden-Murphy open house.

Benson: Additional proceeding with historical society and insurance coverage policy.

DeWall: 2<sup>nd</sup> Quarter financial update request.

Johnson: None

Rohweder: Men of Act will be holding a Community Picnic on July 15<sup>th</sup>, 2021 and invites people to come. It is from 4:30-6:30 at St. Rose Church.

July 6, 2021

Mayor Ward: Received a request for participation in the 2021 Trunk or Treat event. The even last year was well received and attended, and he suggests participating in it. Extends gratitude to city staff for work with illicit discharge on a Friday before a holiday weekend.

Attorney Bray: None

**BILLS FOR APPROVAL**

**General: \$55,875.28**

**Liquor: \$36,847.36**

**TOTAL BILLS FOR APPROVAL: \$92,722.64**

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the bills as submitted.

Motion by Ward, seconded by DeWall and carried 5-0 to adjourn at 6:28.

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Chad Ward  
Mayor

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Jess Rich  
City Administrator

**\*1A**

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# Small Cities Assistance Account Funded in Transportation Bill

July 12, 2021

**The omnibus transportation bill provides \$18 million in one-time funding for the account, and payment amounts are now available.**

*This page was updated on July 13 to reflect that the Small Cities Assistance Account payment amounts are actual and not estimated.*

The omnibus transportation bill signed by Gov. Tim Walz on June 26 contains \$18 million in general funds for the Small Cities Assistance Account, a program established in 2015 to provide funding for construction and maintenance of roadways in cities with a population less than 5,000. The provision is found in First Special Session Chapter 5, authored by Rep. Frank Hornstein (DFL-Minneapolis) and Sen. Scott Newman (R-Hutchinson).

The funding is for the construction and maintenance of roads located within the city and can include land acquisition, environmental analysis, design, engineering, construction, reconstruction, and maintenance.

The cities that are eligible for Small Cities Assistance Account funds are those that do not receive direct funds from the constitutional formula that distributes proceeds from the gas tax, motor vehicle sales tax, and license tab fees. The Small Cities Assistance Program is administered by MnDOT's State Aid for Local Transportation Division, with the funding distributed by the Minnesota Department of Revenue.

## Payment amounts available

The Department of Transportation has calculated the amounts that will be paid to each eligible city in 2021. Eligible cities should expect to see the funds in the coming weeks.

[View the payment amounts to eligible cities from the Small Cities Assistance Account in 2021 \(pdf\).](#)

## One-time funding

Since its creation, the Small Cities Assistance Account has only been funded three times: \$12.5 million in 2015, \$8 million in 2017, and \$8 million in 2018. The League has consistently requested that funding for the program be made a permanent part of the state's transportation budget so cities can plan for spending the funds. Unfortunately, the 2021 appropriation is again one-time funding.

## Distribution formula

The formula for distributing the funds is as follows:

- 5% equally allocated to all cities.
- 35% allocated based on each city's share of lane miles of municipal streets compared to the total municipal lane miles of all eligible cities.
- 35% allocated based on each city's share of population compared to the total population of all eligible cities.
- 25% allocated based on each city's share of the state aid adjustment factor compared to the sum of the state aid adjustment factor for all eligible cities.

## Questions?

Contact Chris Kufner, MnDOT Deputy State Aid Engineer, at [chris.kufner@state.mn.us](mailto:chris.kufner@state.mn.us) or (651) 366-3804.

[Read more news articles](#)

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Your LMC Resource

Anne Finn

Assistant IGR Director

(651) 281-1263 or (800) 925-1122

[afinn@lmc.org](mailto:afinn@lmc.org)

Palisade city	11,720
Park Rapids city	86,160
Parkers Prairie city	29,606
Paynesville city	48,288
Pease city	13,345
Pelican Rapids city	49,928
Pemberton city	13,587
Pennock city	17,686
Pequot Lakes city	73,414
Perham city	65,487
Perley city	12,933
Peterson city	12,549
Pierz city	32,302
Pillager city	19,738
Pine City city	53,469
Pine Island city	60,081
Pine River city	24,948
Pine Springs city	17,582
Pipestone city	67,505
Plainview city	54,676
Plato city	14,517
Plummer city	13,267
Porter city	13,881
Preston city	32,198
Princeton city	81,675
Prinsburg city	17,271
Proctor city	51,971
Quamba city	13,002
Racine city	15,830
Randall city	19,031
Randolph city	17,275
Ranier city	21,598
Raymond city	19,719
Red Lake Falls city	38,557
Regal city	10,149
Remer city	21,099
Renville city	31,736
Revere city	12,102
Rice city	33,987
Rice Lake city	81,828
Richmond city	33,080
Richville city	11,945
Riverton city	14,264
Rock Creek city	78,176
Rockford city	65,313
Rockville city	80,778
Rollingstone city	19,415



\*1B

## Municipal Fee and Expense Report

Reporting Period Ending December 31, 2020

I. Municipality ☐ \$5,000 or less in construction and development-related fees collected (If this box is checked, complete only sections I and VI and submit the form.)

Municipality City of Proctor	County St. Louis	Telephone No. 218.624.3641
Address 100 Pionk Drive	City, State, ZIP Proctor, MN 55810	
Email		

### II. Building Construction Permits

TYPE OF PERMIT		Number of Permits	Number of Units	Valuation
1.	New Single-Family Dwelling	2	2	455,000.00
2.	New Multi-Family Dwelling	0	0	0.00
3.	New Commercial / Industrial / Institutional	0	N/A	0.00
4.	Addition / Alteration	0	N/A	0.00
5.	Other	0	N/A	0.00

### III. Fee Revenue and Expenses Associated with Building Code Enforcement

FEE REVENUE			PERMIT, PLAN REVIEW & INSPECTION EXPENSES		
6.	Building Permits	8,311.00	10.	Employee Salaries and Benefits	14,763.00
7.	Construction Plan Reviews	500.00	11.	Travel – Vehicles	86.00
8.	Other Construction Permits	1,624.00	12.	Office Space	0.00
9.	<b>TOTAL FEE REVENUE</b>	10,435.00	13.	Supplies and Equipment	0.00
			14.	Administrative Overhead	0.00
			15.	<b>TOTAL EXPENSES</b>	14,849.00

### IV. Fee Revenue and Expenses Associated with Development

FEE REVENUE			EXPENSES		
16.	Administrative	0.00	21.	Administrative	0.00
17.	Engineering	0.00	22.	Engineering	0.00
18.	Planning and Zoning	1,500.00	23.	Planning and Zoning	805.00
19.	Other:	0.00	24.	Other:	0.00
20.	<b>TOTAL FEE REVENUE</b>	1,500.00	25.	<b>TOTAL EXPENSES</b>	805.00

### V. Fee Revenue and Capital Expenditures Associated with Development-Related Infrastructure

FEE REVENUE				CAPITAL EXPENDITURES	
26.	Infrastructure	0.00		30.	Infrastructure
		Cash	Land		
27.	Park Dedication	0.00	0.00	31.	Park
28.	Other Fees:	0.00		32.	Other Expenditures:
29.	<b>TOTAL FEE REVENUE</b>	0.00		33.	<b>TOTAL CAPITAL EXPENDITURES</b>
					0.00

### VI. CERTIFICATION: I hereby certify the information contained herein to be an accurate representation of fees collected and expenses incurred.

Name/Title of Person Completing Form Megan Jordan	Email address: mjordan1208@gmail.com	Telephone No. 218.624.3641	Date: 7/1/2021 2:53:20 PM
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Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. Tuesday July 13, 2021, at the Proctor Area Community Center.

\*4A

The meeting was called to order by Chairman Madson at 6:00 p.m.

MEMBERS PRESENT: Commissioner Schwarzbauer, Mayor Ward, Chairman Madson, Commissioner Lind, Commissioner Troy DeWall.  
MEMBERS ABSENT: None  
OTHERS PRESENT: City Attorney John Bray, City Administrator Jess Rich.  
APPROVAL OF MINUTES: Motion by Mayor Ward, seconded by Commissioner Lind carried (5-0) to approve the June 8, 2021, Minutes.  
APPROVAL OF AGENDA: Motion by Mayor Ward, seconded by Commissioner Schwarzbauer carried (5-0) to approve the agenda.  
CITIZEN COMMENTS: None

1. COMMUNICATIONS

2. PLANNING & ZONING COMMISSION MATTERS

3. PEDA SECRETARY ADVISES AUTHORITY

- A. Administrator Rich presented a tree removal quote for the liquor store property from Donald Holm Construction Co., Inc. for the removal of 25 tree totaling \$3,240.

Motion by Mayor Ward, seconded Commissioner carried (5-0) to seek quotes from Sawtooth Arbor Supply & Tree Service and Amberjack Tree Removal Service for liquor store property trees.

- B. Administrator Rich gave reported Steve Anderson will be assisting her with the legal description for the street ROW South of Kirkus. The legal will be presented to Attorney Bray and then to City Council.

- C. Administrator Rich presented the minutes of the Proctor Park and Recreation Committee meeting. The committee recommended if the city were to work with the school on the ownership of field number one, the city should sell it to them for \$1.00 and 'as is.' After discussion, PEDA also recommends the council consider the following in any type of sale:

- Ownership of the property remains public.
- The property is to only be used as a softball facility.
- The school softball facility remains in Proctor and is not moved to Klang Park.
- The transfer of ownership from the city to the school will include the restrooms and will include the transfer of all utilities.

4. UNFINISHED BUSINESS

- A. Chair Madson reported he and Administrator Rich are waiting to share the Lamar Property appraisal pending other discussions.
- B. Administrator Rich reported the City Council approved the proposed TIF/Abatement Application form and it will now be available for developers upon request.

5. ECONOMIC DEVELOPMENT- PER MN STATUTES 13D05 AND ECONOMIC DEVELOPMENT DATA, AND ATTORNEY CLIENT PRIVILEGE. CLOSED MEETING

Motion by Commissioner DeWall, seconded by Chair Madson and carried (5-0) to close the meeting. (Non-Public by Statute) at 6:20 p.m. Closed meeting audio recorded by Attorney Bray. Purpose of the closed meeting was to discuss economic development negotiations and data and attorney client privilege with various parties not related to any parcels.

Motion by Mayor Ward, seconded by Commissioner Lind and carried (5-0) to reconvene the meeting at 7:05 pm.

6. NEW BUSINESS

7. MEMBER CONCERNS

Chair Madson: None  
Mayor Ward: None  
Commissioner Schwarzbauer: None  
Commissioner Lind: None  
Commissioner DeWall: None

ADJOURNMENT

Motion by Mayor Ward, seconded by Commissioner Lind and carried (5-0) to adjourn at 7:06 PM.

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PEDA Secretary/City Administrator  
Jess Rich

PROCTOR PARKS AND RECREATION COMMITTEE MINUTES  
Thursday June 10, 2021 2:00 PM

CALL TO ORDER: Meeting called to order by Jess Rich at 2:00 p.m.

MEMBERS PRESENT: Rick Lalonde, Rory Johnson, Jennifer McDonald, Jim Rohweder.

OTHERS PRESENT: Jess Rich

APPROVAL OF AGENDA: Motion by Jim Rohweder, seconded by Rory Johnson and carried (4-0) to approve the June 10, 2021 Agenda

UNFINISHED BUSINESS

- A. School Referendum Update – Can be taken off the agenda. It was noted by Administrator Rich the Public Safety Committee has continued concerns about parking, but this is not a parks and recreation agenda item.
- B. Playground to EveryBody Update – Jennifer reported she has obtained updated quotes and bids which have increase 11%. There is funding gap of approximately \$30,000. The school may have some to contribute. Jennifer asked the committee if the city had any funds to contribute. Rick reported the Parks has nothing in the operating budget for this project. Jess reported she is willing to ask Solway and Midway Townships for contributions. The \$50,000 in CDBG dollars needs to be spent by October 2021. The committee agreed this project needs to move forward.

**Motion by Rory Johnson, seconded by Jim Rohweder and carried (4-0) to recommend the Proctor City Council commit up to \$30,000 in Food and Beverage Tax toward this project and accept the bids as presented.**

Note: The city commitment could be less than \$30,000 depending on school and township commitment.

- C. Trails Update – Jim reported he, Kathy Hannan, Jess Rich and a representative from the South St. Louis County Soil and Water Conservation District met to discuss the SSCSWCD proposed Kingsbury Creek restoration project with the possibility adding a trail along the creek after the restorations. The group recommends construction of a combination of dirt/forest floor and gravel/crushed stone trail along the Creek. The committee will next decide the route. Rick presented a map with an unmarked but well-established trail route along Kingsbury Creek and through recreation area. The trail head starts at the city hall parking lot, goes along the creek, and eventually connect to Kirkus Street. If a bridge were built southeast of the gold course the trail could connect to Alice Street. Rick will research bridge options/ideas.

The consensus of the committee is to walk and map the existing trail (phase 1) and

present to the council and school. Phase two will include a recommendation of a bridge to make the Alice Street connection. The committee proposes the trail be named Kingsbury Creek Trail.

D. Jim stated the trails group also discussed the Upper North Proctor Trail.

Rick responded that he, Kathy and a trail expert (Superior Hiking Trail) once walked the property and proposed trail route. The expert's opinion simply mapping a trail route and installing trail markers might be all that is needed as the land lends itself nicely for a trail already. Rick reported it will be important to know where the property boundaries are. Jim reported the corners have been marked. The committee will meet to walk and decide trail route, install trail markers, and create marketing material to let the public know it is there. This would be a dirt/forest floor trail.

#### NEW BUSINESS

- Kingsbury Creek Trail discussed in Unfinished Business.
- Administrator Rich gave an update on the Rogue Eagle Mini Golf Development Project.
- Administrator Rich briefly presented a pocket park idea/concept for the 3<sup>rd</sup> and 1<sup>st</sup> Street Park. She will watch for funding opportunities.

School/City Softball Field – The committee discussed the possibility of the school moving the softball field to Klang Park. It was the consensus of the committee they would like to see the school softball program remain in the recreation area. If the school needs to own the property to move forward with improvements, the committee makes the following recommendation to the city council.

**Motion by Rory Johnson, seconded by Rick LaLonde and carried (4-0) to recommend the City of Proctor sell the Softball Field 1 Outfield to Proctor Public Schools for \$1.00 on the conditions it remains in public ownership and use, and is sold "As Is."**

The committee noted they make this recommendation based on the following:

1. They feel the current location is best for the kids and families.
2. The school is willing to make the improvements which improves the entire recreation district.
3. If the facility is relocated to Klang Park the city would have increased maintenance costs on the vacated facility;

NEXT MEETING DATE: No date set

ADJOURNMENT: Motion by Rick, seconded by Jennifer and carried (4-0) to adjourn the meeting at 3:30 p.m.

Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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*You Have A Place in Proctor*

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

6A



## Ordinance 02-21 Amending the Definition of a Structure

Amend Section 1002.01 (22) of the City of Proctor Zoning Code definition of a “Structure” as follows:

(22) Structure. Any building or edifice, or any constructed addition to a building or edifice that changes its external dimensions ~~or anything not collapsible~~, which is placed or built in or on the ground, shall be considered a structure. Every structure shall be subject to setback requirements prescribed by the City Code. Required permits shall be obtained for structures before they are placed. Temporary storage bins or units and the like are not considered structure, unless they meet applicable building codes; provided, however, that such storage bins or units and the like are only permitted pursuant a conditional use permit in all zones, except for “I” zones, in which zone no conditional use permit is required.



100 Pionk Drive  
Proctor, MN 55810

[www.proctorhistory.org](http://www.proctorhistory.org)  
[contact@proctorhistory.org](mailto:contact@proctorhistory.org)

July 6, 2021

6B

Mayor Ward and City Council,

In March 2013, the City of Proctor granted the Historical Society a \$20,000 loan, which was used to pour the basement floor, construct the elevator pit, and put in water and sewer lines at the Proctor Museum. This work allowed the Historical Society to move from its location in City Hall, freeing up space for the Proctor Food Shelf following the devastating flood of June 2012.

As of June 15 of this year, we had paid \$4,100 toward the loan. On June 28 and July 1 of this year, we made respective payments of \$4,000 and \$1,900, bringing our total payment toward the loan to \$10,000.

At the June 21, 2021, meeting of the Proctor City Council, you voted to consider lowering our debt obligation or forgiving the remainder of the loan when we reached this benchmark. Now that we have reached this benchmark, it is our hope that you, as a city council, will once again consider lowering our debt obligation or forgiving the remainder of the loan.

We are grateful for your consideration.

Russell Habermann, President  
Proctor Area Historical Society

**From:** [Jessica Rich](#)  
**To:** [Megan Jordan](#)  
**Subject:** FW: Coalition of Greater Minnesota Cities (CGMC)  
**Date:** Thursday, July 15, 2021 2:08:45 PM  
**Attachments:** [40 years of advocacy - 6.11.21.pdf](#)  
[CGMC FAQ 6.9.21.pdf](#)  
[Labor & Employee Relations Committee \(5\).pdf](#)

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6C

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**From:** Erik A. Simonson <easimonson@flaherty-hood.com>  
**Sent:** Tuesday, July 13, 2021 10:48 AM  
**To:** Chad Ward <cward@proctormn.gov>; Jessica Rich <jrich@proctormn.gov>  
**Subject:** Coalition of Greater Minnesota Cities (CGMC)

Mayor Ward and City Administrator Rich,

I am reaching out with Flaherty and Hood on behalf of the Coalition of Greater Minnesota Cities (CGMC). You likely recently received a letter from President Greg Zylka, Mayor of Little Falls along with several pieces of supporting information.

We would love to see the City of Proctor join our more than 100 Greater Minnesota Cities members in a collaborative effort to ensure Greater Minnesota is well represented at the Minnesota Legislature.

Mayor Zylka did a great job highlighting recent accomplishments and the benefits of being a part of the coalition, but I would like to stress the importance of local government aid to cities like yours. One of the biggest issues on the legislative horizon is a potential overhaul of the Local Government Aid (LGA) program.

Key lawmakers have expressed interest in reviewing and potentially revamping the LGA program in the 2022 legislative session. As those discussions continue, CGMC will be fighting for its member cities every step of the way.

For the past 40 years, CGMC has fought vigorously for increased LGA funding, defended the program against cuts and onerous policy changes, and worked to ensure the distribution formula is fair and balanced. If we want any potential changes to LGA to be beneficial to Greater Minnesota, our cities need to work together.

I am enclosing a few documents for your review:

- 40 Years of Advocacy
- CGMC FAQ
- Labor and Employment Relations Services

Most importantly – we would be happy to sit down with you and talk about the CGMC and its efforts – and how we might work together going forward. I would be happy to meet informally or in some cases cities may prefer a more formal presentation to their full city council. Either way – just let me know and we can get something scheduled.



Thanks, and have a great day.

Erik A. Simonson, Senior Lobbyist  
Flaherty & Hood, P.A.  
525 Park Street, Suite 470  
St. Paul, MN 55103  
Office: 651-259-1921  
[easimonson@flaherty-hood.com](mailto:easimonson@flaherty-hood.com)



DEDICATED TO A STRONG GREATER MINNESOTA

June 14, 2021

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

Dear Ms. Rich,

As Mayor of Little Falls and President of the Coalition of Greater Minnesota Cities (CGMC), I am writing to urge your city to join our organization.

The past 16 months have been incredibly challenging for all of us who serve in local government. From dealing with economic uncertainty to navigating through a global health crisis to striving to help our local businesses stay afloat, we have all worked hard to keep our communities strong during a very trying time.

**Our partner through the pandemic — and beyond**

Through it all, CGMC has been by our side, fighting for the unique needs of Greater Minnesota cities like yours and mine. Here are just a few of the CGMC's accomplishments over the past year:

- Fought for and secured \$841 million in federal CARES Act funding for local governments and a fair and equitable distribution formula that addresses needs in all corners of the state.
- Secured millions of dollars in emergency grant and loan funding for small businesses and child care providers.
- Successfully advocated for the passage of a bonding bill that included an historic investment in water and wastewater infrastructure, as well as funding for critical needs such as roads and bridges, housing, economic development programs, and child care facilities.
- Defended cities from harmful legislation that could have placed unfair and unwarranted liability on municipalities for the presence of PFAS chemicals in wastewater.
- Conducted a series of webinars to help local governments navigate the labor and employment issues related to the pandemic, changing laws and regulations, and uncertain city budgets.

And the work never ends! The Legislature reconvened this week for a special session to set the state budget for the next two years. CGMC remains hard at work advocating for our needs on issues such as Local Government Aid, child care, infrastructure funding, economic development, housing, environmental regulations, and much more.

**Fighting for the future of Local Government Aid**

I am proud of CGMC's recent accomplishments, but there is much more work to do. One of the biggest issues on the horizon is a potential overhaul of the Local Government Aid (LGA) program.

Key lawmakers have expressed interest in reviewing and potentially revamping the LGA program during the 2022 legislative session. As those discussions continue, CGMC will be fighting for its member cities every step of the way.

For the past 40 years, CGMC has fought vigorously for increased LGA funding, defended the program against cuts and onerous policy changes, and worked to ensure the distribution formula is fair and balanced. If we want any potential changes to LGA to be beneficial to Greater Minnesota, our cities need to work together. Your involvement in CGMC will ensure that your city has a seat at the table.

### **Learn more at the CGMC Summer Conference**

I am pleased to invite you to learn more about CGMC at our upcoming Summer Conference, which will be held July 29–30 in Alexandria. The conference marks CGMC's return to in-person events and will feature an array of informative and entertaining speakers, presentations, and opportunities to socialize with fellow city officials and staff.

More information about the conference can be found on the enclosed flyer and on the CGMC website at [bit.ly/CGMCsummer21](https://bit.ly/CGMCsummer21).

### **Join the CGMC today!**

Enclosed with this letter are handouts with additional information on CGMC, the issues we work on at the Capitol, and information about the benefits of membership.

To learn more about CGMC or to schedule a meeting with CGMC staff, please contact Shane Zahrt at [SAZahrt@flaherty-hood.com](mailto:SAZahrt@flaherty-hood.com) or (651) 295-1123. You can also find more information on CGMC's website at [greatermncities.org](https://greatermncities.org).

Greater Minnesota is stronger when our communities work together. I hope your city will join the 110 cities in Greater Minnesota who are already part of this great organization.

Sincerely,



Greg Zylka, Mayor, Little Falls  
President, Coalition of Greater Minnesota Cities



# 40 Years of Legislative Advocacy



## Lobbying: Fending Off the Sharks

No one else stands up for Greater Minnesota cities. Minneapolis, St. Paul, Metro Cities, Metropolitan Council, Municipal Legislative Commission, and many suburbs have armies of paid lobbyists and advocacy organizations looking out for their interests at the Capitol. The only way Greater Minnesota can be fairly represented is by demanding a seat at the table and speaking with a unified voice. For more than 40 years, CGMC has been that voice.



## Members: The Keys to Success

CGMC is successful because of its members. Mayors, council members, city administrators and city staff members are involved in every aspect of CGMC's advocacy work, from policy formation to lobbying at the Capitol. City officials have an immeasurable impact on shaping public policy by attending lobby days at the Capitol, responding to "action alerts" from CGMC staff, testifying in front of committees, engaging in social media, and keeping in close contact with legislators.



## Policy Analysis: Knowing the Numbers

CGMC's advocacy is effective because it is based on policy, facts and analysis. CGMC has always operated under the philosophy that city officials, legislators and the public should know and understand legislation that is being considered and the impact of the legislation once it is passed. Because of this philosophy, CGMC has a policy analyst on staff who can run the numbers and analyze the impact of legislative proposals in real time.



## Staff: Close When You Can't Be

It is extremely difficult for city officials from Greater Minnesota, on their own, to have a constant presence at the Capitol simply due to the distance from St. Paul. It is far easier for a mayor from Edina or Minneapolis to visit the Capitol than a mayor from Worthington or Warroad. CGMC offices are located one block from the Capitol, and staff are there on a daily basis during the legislative session. This proximity has allowed CGMC staff to strengthen relationships with key lawmakers.



## Media: More Than Just a Press Release

CGMC understands that a crucial component of good lobbying strategy is a strong media presence that helps build public support and keeps members informed. CGMC is in regular contact with editors and journalists throughout the state. CGMC is very successful at getting our message out through guest columns, letters to the editor, radio and TV interviews, and on social media. Legislators pay attention to the news from back home and we make sure they hear our message loud and clear.



# 40 Years of Legislative Advocacy

**CGMC is a nonprofit, nonpartisan advocacy organization that represents cities outside the Twin Cities metropolitan area. We advocate on behalf of our member cities in five core issue areas:**

## **Local Government Aid (LGA)/Property Tax Relief**

- Fight for a fair, rational, and sustainable LGA formula that gives Greater Minnesota cities their fair share
- Vigorously defend the LGA program from any cuts or harmful modifications
- Advocate for annual LGA increases and inflationary adjustments
- Inform legislators and the public about the importance of LGA and its impact on Greater Minnesota communities

## **Economic Development**

- CGMC is often the only organization advocating at the Capitol for the unique economic development needs of Greater Minnesota communities
- Tackle the issues that help Greater Minnesota thrive and knock down barriers to growth, with a focus on issues like child care, job training, housing, and broadband expansion
- Support the creation, enhancement, and expansion of tools for Greater Minnesota communities and businesses to grow their local economy, tax base and jobs

## **Environment & Energy**

- Advocate for funding for state grant and loan programs that help cities cover the costs of necessary facility upgrades and repairs
- Educate legislators and the public on environmental issues facing Greater Minnesota cities
- Support regulations that provide effective and measurable benefits to the environment

## **Transportation**

- Fight for consistent, dedicated funding for city streets in cities of all sizes
- Push for the creation and funding of programs to enhance the safety and capacity of highway connections that link Greater Minnesota to the global economy
- Advocate for fair distribution of funding between the metro area and Greater Minnesota
- Support efforts to adopt comprehensive transportation funding packages to sustainably finance highways, transit, and local needs

## **Annexation**

- Promote orderly municipal growth and land use policies that support the efficient provision of government services and infrastructure
- Promote better land use and zoning controls in areas surrounding cities





# Frequently Asked Questions: CGMC Basics

## What is the CGMC?

We are a nonprofit, nonpartisan advocacy organization representing more than 100 cities outside of the Twin Cities metropolitan area. We advocate for the unique needs of Greater Minnesota cities on issues such as Local Government Aid, economic development, environment, transportation, and more. CGMC is led by a board of directors made up of mayors, city councilors and city staff members from across Greater Minnesota.

## How & when was CGMC established?

Our origins stem from the early 1970s, when several Greater Minnesota mayors began to express concerns that their communities were not receiving adequate attention at the legislature. They decided Greater Minnesota cities needed their own representation at the Capitol. CGMC started with just 13 cities and was led by enthusiastic city officials who hired lobbyists, met regularly with legislators, promoted their ideas in the media, and developed a strong presence around the Capitol, all while continuing to welcome additional members into the fold.

## How does CGMC decide which issues to work on?

Our legislative advocacy focuses on five main areas: LGA & property taxes, economic development, environment, transportation, and annexation & land use. Within these areas, priorities and positions are selected based on input gleaned from our members through subcommittee meetings and informal discussions. Our official legislative priorities and positions are adopted by CGMC's full membership at our Fall Conference in November.

## Does CGMC provide any non-legislative services?

In addition to our legislative advocacy, we have a public labor and employment program that provides our members with data and information on topics ranging from negotiations with unions to disciplining employees and other workplace situations. Our labor team conducts seminars and webinars and has been a vital resource during the COVID-19 pandemic as our member cities navigate the new realities for their employees and workplaces. CGMC member cities are also entitled to reduced fees on legal services related to labor and employment issues.

## How does CGMC calculate membership dues?

For most cities, dues are calculated based on a \$1,500 base fee plus an amount per capita (which is tiered so that larger cities pay more per capita than smaller cities). A different calculation is used for cities with populations greater than 35,000.

We have a four-year phase-in fee schedule for new members or returning cities that have not been members in the last five years. For those cities, dues are phased in starting at 25% of the total in the first year and then stepping up to 50%, 75%, and finally 100% over the next three years. This phase-in schedule allows new members to see the work of the CGMC and participate in our programs for just a small initial investment.

## How does CGMC communicate with its members?

We keep in touch with members in several ways. The most consistent is through the CGMC in Brief, our weekly e-newsletter that provides updates on activities at the legislature, emerging issues, grant opportunities, and upcoming events. We also offer opportunities to delve more deeply into specific topics through webinars featuring CGMC staff or outside guests and experts.

In addition, CGMC staff members visit as many of our member cities between legislative sessions as possible. These visits can take many forms: Zoom meetings, face-to-face with the mayor and staff, or a presentation to the whole council.

## Does CGMC host any events?

We host several events each year including our Summer Conference, Fall Conference, Legislative Action Day (our annual "lobby day" at the Capitol in St. Paul), and seminars on labor & employment issues. In addition to our in-person events, we often conduct webinars to provide in-depth information on specific issues that may impact your city.

## Why city has a specific bonding project or need for a local bill, can CGMC help us?

We do not lobby or take positions on legislation that is specific to individual cities. However, our expert staff is always happy to offer advice and perspective to our members on the legislature and the legislative process.



# Frequently Asked Questions: What sets CGMC apart

*Does it really matter if Greater Minnesota has its own lobbyists?*

Years of experience have shown that if CGMC doesn't speak up on certain issues, no one will — and surely no one who is specifically looking out for Greater Minnesota. The cities of Minneapolis and St. Paul have several lobbyists working for them at the Capitol, as do communities across the metro area through the Metro Cities organization and Met Council. Greater Minnesota deserves the same strong team of advocates looking out for your communities. CGMC provides that team.

*Is CGMC just another partisan organization?*

No! We are a nonpartisan organization and the city officials involved in CGMC cover every corner of the ideological spectrum. We have strong positive relationships and work closely with members of both parties to advance the needs of Greater Minnesota — and we aren't afraid to criticize either party when their actions warrant it.

*How is CGMC different from the League of Minnesota Cities?*

While the League of Minnesota Cities (LMC) covers issues that impact *all* cities across the state, CGMC focuses specifically on the unique needs and interests of cities in Greater Minnesota.

The work of CGMC and LMC is often complementary, but our distinct focus means we advocate for rural communities in ways LMC does not. By concentrating on needs and issues from a Greater Minnesota perspective, we strive to ensure that Greater Minnesota receives its fair share of state resources such as Local Government Aid, bonding dollars, economic development programs, etc.

*My city hires a contract lobbyist to work on our issues. Why do we need to join CGMC?*

Many cities hire a contract lobbyist or employ a staff member tasked with advancing specific bills at the legislature. They are great for bringing attention to a city-specific project, but no single contract lobbyist for an individual city is able to influence statewide policy on the "big issues" like LGA or transportation funding. When it comes to these types of major issues, a well-established association of like-minded advocates who can wield their collective power is far more effective.

*It seems like CGMC spends a lot of time on local government aid (LGA), but my city does not receive LGA. Why should we be a member?*

CGMC is most known for our advocacy on LGA, but we work on many other issues that are important to cities across Greater Minnesota. Child care, housing, broadband, transportation, environmental regulations, and annexation are just a few of the other critical issues that we work on.

In addition, we provide a discount on CGMC membership for cities that do not receive LGA. If your city's dues work out to be more than the LGA you receive, you are only charged for half of what your dues would otherwise be.

*Isn't CGMC just doing the same work whether or not our city is a member?*

There are certainly many cities who are not members of the CGMC but who still reap the benefits of our work. However, the cities who join CGMC understand that accomplishing favorable outcomes for Greater Minnesota requires cities to work together and put up a united front. CGMC cannot achieve success for all Greater Minnesota cities without a large group of member cities who support our shared goals and priorities.



# CGMC Is Greater Minnesota's Voice on LGA

For more than 40 years, CGMC has been the most prominent and outspoken advocate for Local Government Aid (LGA). No one fights harder, brings the level of expertise, or looks out for Greater Minnesota like CGMC does.

## A TIMELINE OF CGMC'S RECENT ADVOCACY ON LGA

### 2012 LAUNCHES "THANK LGA" CAMPAIGN

CGMC staff organized and hosted townhall meetings with city leaders around the state on the vital role LGA plays in providing local services and keeping property taxes down. The THANK LGA campaign generated significant media attention and set the stage for discussions on formula reforms and increasing LGA funding.

### 2014 SUCCESSFULLY ADVOCATES FOR \$9.3M INCREASE IN LGA APPROPRIATION

### 2017 SUCCESSFULLY ADVOCATES FOR \$15M INCREASE IN LGA APPROPRIATION

### 2020-21 HIGHLIGHTS IMPORTANCE OF LGA DURING PANDEMIC

As the state faced a potential deficit and economic uncertainty due to the COVID-19 pandemic, CGMC was quick to speak out about the importance of LGA. Through meetings with legislators and the Governor's staff, press releases, guest columns in newspapers across the state, social media efforts and an "LGA Week" campaign, CGMC brought attention to the vital role LGA plays in helping cities power through the pandemic — and its role in providing a strong foundation for recovery afterward.

### 2013 KEY PLAYER IN LGA REFORM AND \$80M INCREASE IN LGA APPROPRIATION

CGMC was a vocal critic of a Dayton Administration plan that would have reduced LGA for numerous Greater Minnesota cities and channeled minimal new aid to rural communities, despite a proposed \$80 million increase to the LGA program.

Due to our pushback, the Legislature initiated a stakeholder process that included legislators and municipal organizations. CGMC was the only group at the table to exclusively represent Greater Minnesota.

### 2015 DEFENDS LGA AGAINST ARBITRARY CUTS

CGMC successfully pushed back against legislative proposals that would have significantly reduced LGA for first-class cities. The proposals would have undermined the integrity of the LGA formula and presented a long-term danger to the LGA program for all cities.

### 2019 SUCCESSFULLY ADVOCATES FOR \$30M INCREASE IN LGA APPROPRIATION, RESTORING LGA TO 2002 LEVEL

After the 2013 LGA increase and reform, CGMC set its sights on restoring the LGA program to its 2002 funding level — the high-water mark for the program. After a few years of modest increases, LGA finally returned to its 2002 funding level thanks to a strong campaign led by CGMC.

### 2022 & Beyond FIGHTING FOR GREATER MINNESOTA IN LGA REFORM DISCUSSIONS

Since the start of the 2021 legislative session, all four chairs of the legislative committees that control LGA have indicated they want to revise the program's formula. Formula revisions present opportunities, but also bring serious risks. CGMC will be fighting for our member cities every step of the reform process. CGMC membership is your city's seat at the negotiating table!



DEDICATED TO A STRONG GREATER MINNESOTA

For more information, visit [greatermincities.org](http://greatermincities.org) or email us at [CGMC\\_Communications@jlaherty-hood.com](mailto:CGMC_Communications@jlaherty-hood.com).





# COALITION OF GREATER MN CITIES SUMMER CONFERENCE 2021

**JULY 29-30, 2021**

**ALEXANDRIA, MN**

## Venue

Arrowwood Resort & Conference Center  
2100 Arrowwood Lane  
Alexandria, MN 56308

## Hotel Information

The CGMC has reserved a block of hotel rooms at Arrowwood at a rate of \$139/night. Call Arrowwood at 320-762-1124 by June 28 to make a reservation under the CGMC's block.

## Questions?

Please contact CGMC Media & Communications Director Julie Liew at [jliew@flaherty-hood.com](mailto:jliew@flaherty-hood.com) or 651-259-1917.

**TOGETHER  
AGAIN!**



**REGISTER ONLINE TODAY!**

**[BIT.LY/CGMCSUMMER21](https://bit.ly/CGMCSUMMER21)**

# CONFERENCE AGENDA - THURSDAY, JULY 29

**10:30 a.m. – CGMC Board of Directors meeting**

**11 a.m. – Registration begins at Arrowwood**

**12 p.m. – Conference Begins – Welcome Remarks from CGMC President Greg Zylka**

**12:05 p.m. – Keynote lunch with speaker (Governor Walz invited)**

**1:05 p.m. – “Legislative Session Through a Greater Minnesota Lens — What Happened and What May Be Coming”**

CGMC Executive Director Bradley Peterson will provide in-depth analysis of the 2021 legislative sessions and what city leaders need know about the next two-year state budget. He will also discuss issues on the horizon for 2022, including a possible overhaul of the LGA formula. Attendees will also share their thoughts during an interactive discussion.

**2:10 p.m. – “Paths to Common Ground”**

City officials represent a diverse array of constituents — including those with strong opposing viewpoints. Ambassadors from Braver Angels will discuss the work their nonpartisan, nonprofit organization is doing to help foster better understanding and communications in our increasingly polarized society. They will provide tips on how to listen, share ideas and seek common ground despite our differences.

**3:45 p.m. – “LGA & Legislative Tax Policy: Perspectives from the Chairs”**

Chairs of the House and Senate committees on taxes and property taxes will provide insights into bills passed during the regular and special sessions, the future of LGA and state taxes, and other important legislative issues like COVID-19 recovery and infrastructure needs. Panelists:

- Sen. Carla Nelson (R-Rochester)
- Rep. Paul Marquart (DFL-Dilworth)
- Sen. Bill Weber (R-Luverne)
- Rep. Cheryl Youakim (DFL-Hopkins)

**5:30 p.m. – Cocktail Reception**

Join legislators and your fellow community leaders for a cash bar and light hors d’oeuvre.

**6:30 p.m. – Legislative Awards Dinner**

Enjoy a delicious meal as the CGMC honors the legislators and city officials who worked tirelessly to advance Greater Minnesota’s interests over the past year.

# CONFERENCE AGENDA - FRIDAY, JULY 30

**8 a.m. – Continental Breakfast at Arrowwood**

**8:30 a.m. – “Playing in a Pandemic: How Local and Regional Parks & Trails Prevailed Over a Crisis”**

Minnesota’s parks and trails saw a tremendous uptick in visitors over the past 18 months as people clamored to find safe and fun outdoor activities. Our panelists will share the creative and unique ways they engaged with the public during the pandemic -- and how they plan to build on this growth for the future. Panelists:

- Brad Harrington, Parks & Recreation Operations Manager, Wright County
- Marcia Larson, Parks & Recreation Manager, City of Bemidji
- Brad Bonk, Parks Superintendent, Douglas County Parks

**9:30 a.m. – “Lessons Learned from the COVID-19 Pandemic”**

One of the most glaring issues preventing Greater Minnesota from achieving full post-COVID economic recovery is a lack of workers. To address the worker shortage, cities must also address concerns such as child care, workforce housing, and transportation. Julie Tesch, President & CEO of the Center for Rural Policy & Development, will present their research on how the rural workforce was impacted by the pandemic and what Greater Minnesota will need to be successful moving forward.

**10:30 a.m. – CGMC Membership Meeting**

The full CGMC membership will adopt the annual budget and assessments, elect officers and conduct other important business as needed.

**11:30 a.m. – Adjourn**

*Please note that this is a tentative schedule and may be subject to change.*





# LABOR & EMPLOYEE RELATIONS PROGRAM

## Purpose

The purpose of the Coalition of Greater Minnesota Cities Labor & Employee Relations Program is to 1) to **develop a coordinated effort among Greater Minnesota cities** on managing labor and employee relations and negotiating labor contracts through **researching and developing databases, advocating positive changes to labor processes**, and by **providing a forum for networking, discussing and implementing uniform labor policies and negotiating strategies**; and 2) to make available **expert and coordinated advice**—at a significantly reduced rate—on employment and labor relations issues facing Greater Minnesota cities.

## CGMC Labor Program Services



Quarterly **newsletter** on relevant labor relations and public employment issues



Develop **arbitrator selection database** for cities to analyze and select arbitrators in grievance and interest arbitrations



Maintain **wages and insurance database** to track contract settlements and interest arbitration awards



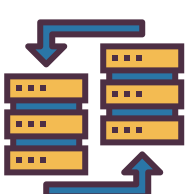
Prepare and present information at **Labor Committee Meetings and Webinars**



Analyze and summarize labor relations and public employment **legislative changes** to report to cities



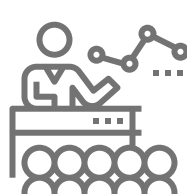
Develop joint labor contract negotiation **strategy and policy positions/guidelines**



Sustain **cluster analysis database** to identify comparable cities for contract negotiations and interest arbitrations



**Coordinate efforts** with the League of Minnesota Cities and other organizations and governmental agencies



Prepare and present **Labor and Employee Relations Seminars**

# Individual Consultation Services

CGMC members have access to consultation services on labor relations and public employment issues impacting their individual city on a reduced fee-for-service basis through the law firm of Flaherty & Hood, P.A. Examples of services provided by Flaherty & Hood are listed below.

## Employment Law Services

**Represent cities** in negotiations, mediation, arbitrations, administrative proceedings, litigation, and appeals

**Advise on compliance** with labor and employment laws, hiring employees, investigating misconduct, harassment and discrimination, and discipline and discharge actions

**Investigate** misconduct, performance problems, harassment, and discrimination



## Labor Relations Services



Represent cities in **labor contract negotiations** and mediations with employee unions



**Compile and summarize data** from comparable cities on wages, health insurance, and other data



Investigate employee and union **grievances**, draft responses and settlement proposals, and attend grievance meetings



Represent cities in **arbitration hearings** and compile and analyze relevant data



Research state-provided lists of arbitrators and provide ranking order for purposes of **striking and selection**

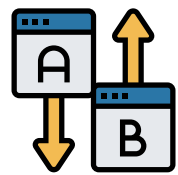


Prepare filings with the **Bureau of Mediation Services (BMS)**

## Job Classification and Compensation Services



Review job classifications, conduct interviews, and **analyze job descriptions**



Prepare and establish **comparisons of jobs** to determine the appropriate job worth



Draft classification and **compensation** plans, establish pay structure, and total compensation packages



Review, analyze, and advise on **pay equity** and represent in any legal compliance matter



Analyze and **make organizational recommendations** on work processes, structure, staffing, and retention

## Human Resources

**Draft, revise, and interpret** employee handbooks, evaluations, manuals, and job descriptions

Conduct **training session for management** on hiring, performance matters, handling grievances, and other employee matters.



## Contact Us

For more information, call Flaherty & Hood, CGMC's representative, at 651-225-8840 or email at [CGMC\\_Communications@Flaherty-Hood.com](mailto:CGMC_Communications@Flaherty-Hood.com) or contact the labor and employment attorneys or analyst.

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Shareholder Attorney

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Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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*You Have A Place in Proctor*

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6D

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

Date: July 15, 2021  
To: Proctor City Council  
From: Administrator Rich  
Re: Relief Association Board of Trustees Appointments

According to the recently approved Relief Association Bylaws, the Board shall consist of nine members, six Trustees elected by the membership and three Trustees drawn from the officials of the city served by the Fire Department. Of the three municipal Trustees, one must be an elected official and one must be an elected or appointed municipal official, and both must be designated annually by the municipal governing board.

1 **Article I - NAME**

2 Section 1 – NAME. The name of this Relief association is the Proctor Volunteer Fire Department Fire  
3 Relief Association.

4 Section 2 – TYPE. The Association is a defined-benefit lump-sum relief association subject to Minn. Stat.  
5 424A.015; 424A.02 and 424A.091 to 424A.094. All benefits provided by this Association derive from and  
6 are governed by Federal and State Laws and these bylaws.

7 Section 3- BOOKS AND RECORDS. This Association will keep, at a minimum, correct and complete copies  
8 of its articles of incorporation and bylaws, accounting records, records documenting Special Fund  
9 transaction, records necessary to determine benefits payable and paid to individual members and their  
10 beneficiaries, and minutes of each of its meetings that record the votes of actions taken. Unless a  
11 Records Retention Schedule is adopted and the Minnesota Historical Society has been notified or  
12 authority to destroy records is received from the Records Disposition Panel, relief association records  
13 may not be destroyed.

14 Section 4 -PURPOSE. The Association is a governmental entity that receives and manages public money to  
15 provide retirement and ancillary benefits for individuals providing the governmental services of  
16 firefighting and emergency first response, and for their beneficiaries.

17 Section 5- FISCAL YEAR. The Association fiscal year begins on January 1 of each calendar year and ends  
18 on December 31 of the same calendar year.

19 **Article II-Membership**

20 Section 1 -MEMBERSHIP. All individuals who are members of the Proctor Volunteer Fire Department,  
21 are engaged in or qualified to provide fire suppression duties, and who meet any additional standards  
22 established by the Fire Department or by the Association are eligible for membership in the Association.  
23 As a condition before being hired or returning from a resignation, and any new members of the Fire  
24 Department of Proctor, is subject to a full physical, at City Expense. Any Member who voluntarily  
25 resigns may apply for reinstatement; provided that said former member meets standards defined in this  
26 section. Whenever a member is out on sick leave or out due medical reasons of any kind for more than  
27 forty-two (42) consecutive days that member is subject to a full physical at City expense before being  
28 allowed to active duty. If the city has approved the employment on the Fire Department of volunteer  
29 emergency medical personnel, individuals who solely perform or supervise volunteer emergency  
30 medical duties are eligible for membership in the Association and qualify for service pensions and other  
31 benefit coverage of the Association on the same basis as members who perform fire suppression duties.

32 Section 2 – START DATE. A Membership Start Date is the date the member is hired by the City upon City  
33 Council approval of the City Council.

34 Section 3 – EXCLUSIONS/AGE. The Association may exclude from membership an applicant who, due to  
35 some medically determinable physical or mental impairment or condition, would constitute a  
36 predictable and unwarranted risk of imposing liability for an ancillary benefit at any age earlier than the  
37 minimum age of specified for receipt of service pension. No person under the age of eighteen  
38 (18) shall be accepted as a member of this Association.



39 Section 4 – TERMINATION. Cause for termination includes, but is not limited to, failure to account for  
40 money belonging to the Association, or feigning illness or injury for the purpose of defrauding the  
41 Association. A member may not be terminated except by a fair and reasonable process.

42 Section 6 – ACTIVE SERVICE. Active service is the supervision or performance of the fire suppression  
43 duties. If the city has approved the employment on the Fire Department of fire prevention personnel,  
44 active service includes the supervision or performance of fire prevention duties. If the city has approved  
45 the employment on the Fire Department of volunteer emergency medical personnel and if their  
46 membership in the Association is permitted in Section 1 of this Article, active service also includes the  
47 supervision or performance emergency medical duties. The minimum service requirements are  
48 specified by the Fire Department in the Fire Department's rules, regulations, and policies.

49 Section 7 – CERTIFICATION OF SERVICE CREDIT. Annually, by March 31, the Fire Chief must certify the  
50 service credit for the previous calendar year in accordance to fire department policy of each member  
51 rendering active service with the Fire Department. The certification must be made to the President and  
52 to the city clerk or clerk-treasurer.

53 Section 8 – DEFINITION OF ACTIVE SERVICE. A year of active service will be defined as 12 months of  
54 active service in the Fire Department. A "month" is a completed calendar month of active service  
55 measured from the member's date of entry to the same date in the subsequent month. Service  
56 pensions an ancillary benefit will be prorated monthly for fractional years of Service.

57 Section 9 – BREAK IN SERVICE. A break in service means that a member has temporarily ceased  
58 supervising and performing fire suppression and fire prevention duties. If a member is unable to  
59 perform the duties of a firefighter for any reason, including an approved leave of absence, the member  
60 will be considered to have a break in service and will not receive service credit in the Association for that  
61 period of time.

62 Section 10 – RETURN TO SERVICE. Any Firefighter who has a break in service, will be eligible to resume  
63 active membership in the Association should the firefighter resume active firefighting duties with the  
64 Fire Department. The Firefighter may qualify for the receipt of a service pension from the relief  
65 association for the original and resumption service periods if the Firefighter meets the service  
66 requirements.

### 67 **ARTICLE III – OFFICERS AND TRUSTEES**

68 Section 1 – THE POWERS OF THE BOARD OF TRUSTEES. The board of the trustees is the governing board  
69 and has exclusive control of the investment of the Association's plan assets in conformance with Federal  
70 and State law including, but not limited to, Minnesota Statutes and these bylaws. The members of the  
71 board will act as Trustees, with a fiduciary obligation to the active, deferred, and retired members of the  
72 Association, who are its beneficiaries; the taxpayers of the municipality, who help to finance the plan;  
73 and the State of Minnesota, which established the plan.

74 The Board will invest and reinvest the Association's plan assets, determine benefits, determine eligibility  
75 for membership or benefits, determine the amount or duration of benefits, determine the funding  
76 requirements or amounts of contributions, oversee the expenditure of plan assets, and select financial  
77 institutions and investment products.



78 The Board will submit a written report of the financial condition of the Association to the members at  
79 the annual meeting.

80 The Board will develop and periodically revise a program for continuing education. The Trustees will  
81 participate in continuing education to keep themselves abreast of the fiduciary responsibilities.

82 Section 2 – MEMBERS OF THE BOARD OF TRUSTEES. The Board consists of nine members, six Trustees  
83 elected by the membership and three Trustees drawn from the officials of the city served by the Fire  
84 Department. Of the three municipal Trustees, one must be an elected official and one must be an  
85 elected or appointed municipal official, and both must be designated annually by the municipal  
86 governing board. The third municipal Trustee must be the Fire Chief.

87 Section 3 – OFFICERS. The President, Secretary, and Treasurer will be elected from Association  
88 membership for a 1-year term. In no event will any Trustee hold more than one Officer position at any  
89 one time. In no event will any municipal Trustee hold an Officer position.

90 Section 4 – PRESIDENT. The president will attend and preside at all meetings of the Association. The  
91 president will enforce the due observance of the law, including Minnesota statutes, the articles of  
92 incorporation, and the bylaws of the Association. The President will ensure that the Officers properly  
93 perform the duties assigned to them and the orders and resolution of the Board are carried into effect.  
94 The President will sign all checks issued by the Treasurer and all other papers requiring the Presidents  
95 Signature. The President will be a member of all committees and will exercise careful supervision over  
96 the affairs of the Association. The President will perform other duties as prescribed by the board.

97 Section 5 – SECRETARY. The Secretary will keep and post a true and accurate recorded of the  
98 proceedings of all meetings of the Association and the Board. The secretary will keep a correct record of  
99 all amendments, alterations, and additions to the bylaws in a book separate from the minute books of  
100 the Association. The Secretary will prepare all paperwork and obtain signatures required for benefits  
101 due. The Secretary will keep an account book in which to enter all money transactions of the  
102 Association, including the dates and amounts of all receipts and the source from which derived and the  
103 dates and the amounts of all expenditures with the payee and the object. The Secretary will keep  
104 individual files and a roll of membership, with the date of joining, resignation, discharge, retirement,  
105 dues, and service pensions and ancillary benefits paid. The books of the Secretary will be at all times  
106 open to the board. The Secretary will prepare and process all correspondence as needed. The Secretary  
107 will, jointly with the Treasurer, prepare and file all reports and statement required by law, including  
108 reports to be filed with the Office of the State Auditor. The Secretary will perform other duties  
109 prescribed by the board.

110 Section 6 – TREASURER. The Treasurer will, together with the Secretary, keep accurate financial records  
111 of the Association. The Treasurer will receive all monies belonging to the Association and deposit them  
112 in the name of and to the credit of the Association in the banks and depositories designation by the  
113 Board. The Treasurer will disperse funds and issue checks and drafts in the name of the Association as  
114 ordered by the board. The Treasurer will keep separate and distinct accounts of the Special Fund and  
115 the General Fund, if applicable, and will prepare and present to the Board a full and detailed statement  
116 of the assets and liabilities of each fund separately, prior to the annual meeting of the Association and  
117 upon requests of the Board.

118

**ARTICLE IV-MEETING OF THE MEMBERS AND THE BOARD**

119 Section 1 – ANNUAL MEETING. An annual meeting of the membership of the Association will be held in  
120 December of each year, at a time and place specified by the board.

121 Section 2 – SPECIAL MEETINGS. A special meeting of the association’s members may be called any time  
122 upon the written order of the President.

123 Section 3 – BOARD MEETINGS. The President may call a board meeting by giving five days’ notice to all  
124 Trustees of the date, time, and place of the meeting. The Board will meet at least one time during the  
125 year to discuss the investments, financed, benefits, and records of the Association. These meetings will  
126 be open to any member of the Association and to the public.

127 Section 4 – NOTICE OF BOARD MEETINGS. Notice requirements of the Minnesota Open Meeting Law  
128 will be followed for all Board meetings.

129 Section 5 – QUORUM FOR ANNUAL AND SPECIAL MEETINGS. A majority of the members of the  
130 Association will constitute a quorum for the transaction of business at the annual or any special meeting  
131 of the Association.

132 Section 6 – QUORUM FOR BOARD MEETINGS. A majority of the Trustees will constitute a quorum for the  
133 transaction of business at the meetings of the board.

134 Section 7 – VOTING AT ANNUAL AND SPECIAL MEETINGS. Members of the Association and members of  
135 the board are entitled to one vote. Voting by proxy is not permitted. All votes, unless specified prior to  
136 the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the  
137 Officer in charge of the vote will ask for a vote by roll call or by ballot.

138 Section 8 – VOTING AT BOARD MEETINGS. The board has a responsibility to vote on the investment and  
139 reinvestment of Association assets, the determination of benefits, the determination of eligibility of  
140 membership or benefits, the determination of the amount or duration of benefits, the determination of  
141 funding requirements or the amounts of contributions, the maintenance of membership and financial  
142 records, the expenditure of Association assets, the selection of financial institutions and investment  
143 products, and on any other matter related to the business or affairs of the Association. Trustees are  
144 entitled to one vote and each has equal rights. Voting by proxy is not permitted. All votes, unless  
145 specified prior to the vote, will be conducted by voice vote. If a majority cannot be determined by voice  
146 vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

147

**ARTICLE V – APPLICATION FOR PENSIONS AND BENEFITS**

148 Section 1 – NOTICE OF INTENT TO TAKE DISTRIBUTION. Each member who intends to take distribution  
149 of a service pension from the Association must file a Notice of Intent to Take Distribution. Such Notice  
150 of Intent to Take Distribution will be in writing, and will be filed with the Secretary not less than 90 days  
151 prior to the intended date of the distribution. Upon receipt of the Notice of Intent to Take Distribution,  
152 the Secretary will provide to the applicant an Application for Distribution and any forms or notices  
153 required by Federal or State Law. A Notice of Intent to Take Distribution is required for ancillary  
154 benefits.

Section 2 – PROCESS. Each person who intends to take distribution of a service pension, including a deferred service pension, or an ancillary benefit from the Association must file an Application for Distribution. The Secretary will provide to the applicant the Application for Distribution and any forms or notices required by Federal or State Law. All Applications for distribution will be submitted to the Board for approval at a Board meeting. Applications for Distribution will state the age of the member, the period of service, the date of separation from active service with the Fire Department, and any other information the Board may require. No service pension, including any deferred service pension, or ancillary benefit will be paid until the Application for Distribution has been approved by a majority vote of the Board.

Section 3 – GOVERNING BENEFIT PLAN PROVISIONS. All service pensions, deferred service pensions, and ancillary benefits payable by the Association bylaw provisions, and the Association articles of incorporation that are in effect on the date the member separates from active service with the Fire Department and active membership in the Association, except that if a member has a break in service at the end of the member's firefighting career and does not resume active service before separating, the member's service pension, deferred service pension, or ancillary benefit must be calculated using the State Law, Bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

#### **ARTICLE VI – SERVICE PENSIONS**

Section 1 – LUMP-SUM SERVICE PENSIONS. Upon the member's meeting the requirements in Section 2 of this Article and following the submission and approval of an Application for Distribution, the Association will pay the member for each year that the member served as an active member of the Fire Department. The benefit level amounts can be found in Attachment A. A reduced Service pension may be paid according to the partial vesting schedule contained in this Article.

Section 2 – ELIGIBILITY. To receive a service pension, a member must meet all of the following requirements.

1. Have separated from active service with the Fire Department.
2. Be at Least 50 years of age;
3. Be partially vested by having completed at least 10 years of active service with the Fire Department, or be fully vested by having completed 20 years of active service with the Fire Department.

Section 3 – DEFERRED STATUS. A member who has otherwise met the eligibility requirements defined in Section 2 of this Article but who has not yet reached the age of eligibility specified in Section 2 may not collect a service pension at the time of separation from active service. The member will be placed on deferred status and be entitled to receive the service pension upon reaching the age of eligibility specified in Section 2 and following submission and approval of an Application for Distribution.

A member who has met the eligibility requirements defined in Section 2 of this Article and who has reached the age of eligibility in Section 2, but who chooses not to immediately submit an Application for Distribution following the member's separation from active service will be placed on deferred status and be entitled to receive the service pension following submission and approval of the Application for Distribution.

195		
196		
197	<u>10 years</u>	<u>60%</u>
198	<u>11 years</u>	<u>64%</u>
199	<u>12 years</u>	<u>68%</u>
200	<u>13 years</u>	<u>72%</u>
201	<u>14 years</u>	<u>76%</u>
202	<u>15 years</u>	<u>80%</u>
203	<u>16 years</u>	<u>84%</u>
204	<u>17 years</u>	<u>88%</u>
205	<u>18 years</u>	<u>92%</u>
206	<u>19 years</u>	<u>96%</u>
207	<u>20 years or more</u>	<u>100%</u>

208 *Benefit Example: If a fireman had 12 years and 10 months of good time service credit and*  
209 *"retired". At age 50 that firefighter would receive a lump sum benefit of \$20,066.12 that is*  
210 *calculated by multiplying the number of years and months of good time service credit*  
211 *(12.83 in this example) times the benefit level (2,300.00 per year) times the non-forfeitable*  
212 *percentage of the service plan (68% in this example) since the firefighter had less than 20*  
213 *years of service. 12.83 (years of service) X 2,300.00 (Per year of service) X 68% (full*  
214 *years of service per the schedule) = \$20,066.12*

215 Section – 4 Deferred interest type. No interest will be credited during the period of deferral on a  
216 deferred lump-sum service pension.

## 217 **Article VII ANCILLARY BENEFIT**

218 Section 1 - SURVIVOR BENEFIT. Upon the death of a member of the Association and following the  
219 submission and approval of an Application for Distribution, a survivor benefit will be paid out of the  
220 Fund to the member's surviving spouse; if there is no surviving spouse, to the member's surviving  
221 children; if there is no surviving spouse and there are no surviving children, to the member's designated  
222 beneficiary. If no beneficiary has been designated and if the deceased member was active or deferred,  
223 the survivor benefit will be paid as a death benefit to the estate of the deceased member.

224 Section 2 – DISABILITY BENEFIT. Disability benefits may be paid to permanently disabled members of  
225 the Association out of the Special Fund following the submission and approval of an Application for  
226 Distribution.

227 If a member had a break in service at the end of the member's firefighting career and did not resume  
228 active service before the member's separation from active service, the disability benefit must be  
229 calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date  
230 on which the member began the break in service.

For active members, a permanent disability benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, will be paid if, upon the date of permanent disability, the member has not yet separated from active service. The benefit level can be found in Attachment A. The years of service must be determined as of the date of disability. The member is eligible to receive the disability benefit immediately upon approval by the Board.

## Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Paid and unpaid invoices included.  
Invoice Detail.GL account (3 Characters) = {<>}600, 700"

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>ACME TOOLS</b>						
8897073	PARK WEED WHIP & BATTERY	07/02/2021	469.39	469.39	07/19/2021	
Total ACME TOOLS :			469.39	469.39		
<b>AIRFIBER</b>						
15296	JULY 5 IP ADDRESSES	07/01/2021	121.35	121.35	07/19/2021	
Total AIRFIBER :			121.35	121.35		
<b>ARAMARK</b>						
263000006470	TOWELS & MATS - FIRE DEPT	07/05/2021	74.75	74.75	07/19/2021	
Total ARAMARK :			74.75	74.75		
<b>ARROWHEAD PAINT PRODUCTS, INC</b>						
49613	PAINT FOR BALL FIELD LINES	06/22/2021	144.00	144.00	07/19/2021	
Total ARROWHEAD PAINT PRODUCTS, INC:			144.00	144.00		
<b>BERKLEY RISK SERVICES</b>						
070621	WORKERS COMP ADJUSTMENT	07/06/2021	1,579.00	1,579.00	07/19/2021	
Total BERKLEY RISK SERVICES:			1,579.00	1,579.00		
<b>BRUNFELT, LESLIE</b>						
071521	JUNE & JULY CELL PHONE REIMBURSEMENT	07/15/2021	100.00	100.00	07/19/2021	
Total BRUNFELT, LESLIE :			100.00	100.00		
<b>COMPUDYNE INC</b>						
29651625	COMPUTER LEASES	07/05/2021	563.17	563.17	07/19/2021	
340509	OFFICE 365	07/06/2021	398.50	398.50	07/19/2021	
340789	MONTHLY BILLING	07/06/2021	2,776.74	2,776.74	07/19/2021	
Total COMPUDYNE INC:			3,738.41	3,738.41		
<b>DLL FINANCIAL SERVICES, INC</b>						
73066726	PD COMPUTER LEASES	07/10/2021	258.29	258.29	07/19/2021	
Total DLL FINANCIAL SERVICES, INC :			258.29	258.29		
<b>ELITE TINTING &amp; GRAPHICS</b>						
37605	REFLECTIVE DECALS FOR NATIONAL NIGHT OUT	07/01/2021	250.00	250.00	07/19/2021	
Total ELITE TINTING & GRAPHICS :			250.00	250.00		
<b>ESSENTIA HEALTH</b>						
052721	PREWORK SCREENING	05/27/2021	879.00	879.00	07/19/2021	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total ESSENTIA HEALTH :			879.00	879.00		
<b>GOPHER STATE ONE-CALL, INC</b>						
1060686	FTP TICKETS	06/30/2021	75.60	75.60	07/19/2021	
Total GOPHER STATE ONE-CALL, INC :			75.60	75.60		
<b>GRAND FORKS FIRE EQUIPMENT LLC</b>						
32201	GLOBE LETTER PATCH (4) & SHIPPING	06/28/2021	233.05	233.05	07/19/2021	
32201	CAIRNS 660CFSC	06/28/2021	254.66	254.66	07/19/2021	
32219	KEY FIRE HOSE	06/29/2021	1,698.00	1,698.00	07/19/2021	
Total GRAND FORKS FIRE EQUIPMENT LLC:			2,185.71	2,185.71		
<b>GREAT AMERICA FINANCIAL SERVIC</b>						
29651626	KONICA MINOLTA BIZHUB COPIER AGREEMENT	07/05/2021	200.04	200.04	07/19/2021	
Total GREAT AMERICA FINANCIAL SERVIC:			200.04	200.04		
<b>GREAT LAKES PIPE SERVICES, INC</b>						
2111754/744	ANNUAL CLEANING & TV OF SANITARY SEWER - PHASE #1	07/07/2021	9,885.42	9,885.42	07/19/2021	
Total GREAT LAKES PIPE SERVICES, INC:			9,885.42	9,885.42		
<b>HARTELS/DBJ DISPOSAL COMPANY</b>						
323932	TRASH REMOVAL SERVICES - CITY OF PROCTOR	06/25/2021	305.25	305.25	07/19/2021	
323932	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	06/25/2021	250.17	250.17	07/19/2021	
Total HARTELS/DBJ DISPOSAL COMPANY :			555.42	555.42		
<b>ISD #704</b>						
293	ST. LUKES SPORTS & EVENT CENTER ADVERTISING	07/15/2021	800.00	800.00	07/19/2021	
Total ISD #704:			800.00	800.00		
<b>JOHNSON CONTROLS</b>						
1-10561175460	MAINTENANCE	07/14/2021	1,200.00	1,200.00	07/19/2021	
1-1058089059	REPLACE TWO OF CONDENSING FAN MOTORS AND BLADES	07/09/2021	2,643.00	2,643.00	07/19/2021	
Total JOHNSON CONTROLS :			3,843.00	3,843.00		
<b>JORDAN, MEGAN</b>						
070721	CELL PHONE REIMBURSEMENT JUNE & JULY	07/07/2021	80.00	80.00	07/19/2021	
21-04	J. GRUNA PATCHES	07/14/2021	200.00	200.00	07/19/2021	
Total JORDAN, MEGAN :			280.00	280.00		
<b>KOLAR CHEV</b>						
29179	2016 GMC SIERRA K25 - RESCUE #3	07/08/2021	315.93	315.93	07/19/2021	
Total KOLAR CHEV :			315.93	315.93		
<b>KQDS</b>						
221069	INVOICE CHARGES	07/06/2021	607.50	607.50	07/19/2021	

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total KQDS:			607.50	607.50		
<b>MENARDS - WEST DULUTH</b>						
39979	SHELF AND BRACKETS	06/28/2021	21.54	21.54	07/19/2021	
Total MENARDS - WEST DULUTH :			21.54	21.54		
<b>NORTHERN BUSINESS PRODUCTS</b>						
598132-0	TONER	06/24/2021	217.97	217.97	07/19/2021	
Total NORTHERN BUSINESS PRODUCTS :			217.97	217.97		
<b>NORTHLAND FIRE &amp; SAFETY INC</b>						
128712	ANNUAL FIRE EXTINGUISHER MAINTENANCE - STREET DEPT	06/23/2021	200.90	200.90	07/19/2021	
128713	ANNUAL SERVICE MAINTENANCE FIRE EXTINGUISHERS - FIRE DEPT	06/23/2021	360.50	360.50	07/19/2021	
Total NORTHLAND FIRE & SAFETY INC :			561.40	561.40		
<b>NUSS TRUCK &amp; EQUIPMENT</b>						
647522	FORD F550 FULL SERVICE AND LEAK REPAIR	06/30/2021	1,309.88	1,309.88	07/19/2021	
Total NUSS TRUCK & EQUIPMENT :			1,309.88	1,309.88		
<b>OFFICE ENTERPRISES</b>						
490274	INK FOR POSTAGE MACHINE	07/07/2021	184.00	184.00	07/19/2021	
Total OFFICE ENTERPRISES :			184.00	184.00		
<b>PROCTOR BUILDERS</b>						
062521	STREET MISC	06/25/2021	108.01	108.01	07/19/2021	
246075	PARK MISC	06/24/2021	23.95	23.95	07/19/2021	
246173	PARK MISC	06/25/2021	11.88	11.88	07/19/2021	
246255	PARK TOOLS	06/29/2021	21.98	21.98	07/19/2021	
Total PROCTOR BUILDERS :			165.82	165.82		
<b>PROCTOR CANVAS PRODUCTS, INC</b>						
201637	FLAG REPAIR	06/30/2021	16.00	16.00	07/19/2021	
Total PROCTOR CANVAS PRODUCTS, INC :			16.00	16.00		
<b>PROCTOR JOURNAL</b>						
34972	PAPER 8.5X11 - #20 WHITE - 5 CASES	06/23/2021	185.00	185.00	07/19/2021	
35019	P&Z PUBLIC HEARING 7.08.21	07/08/2021	30.29	30.29	07/19/2021	
Total PROCTOR JOURNAL :			215.29	215.29		
<b>PUBLIC UTILITIES COMMISSION</b>						
071321	UTILITIES - 225 FIFTH AVE - FIRE DEPT	07/13/2021	71.94	71.94	07/19/2021	
071321	UTILITIES - CITY HALL	07/13/2021	2,265.62	2,265.62	07/19/2021	
071321	UTILITIES - CITY GARAGE	07/13/2021	290.66	290.66	07/19/2021	
071321	UTILITIES - CONCESSION STAND #2	07/13/2021	27.96	27.96	07/19/2021	
071321	UTILITIES - ALMAC DR LIFT STATION	07/13/2021	20.60	20.60	07/19/2021	
071321	UTILITIES - BDYR AVE & I35 LIFT STATION	07/13/2021	100.58	100.58	07/19/2021	
071321	UTILITIES - GOLF COURSE	07/13/2021	2,213.10	2,213.10	07/19/2021	



Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total PUBLIC UTILITIES COMMISSION :			4,990.46	4,990.46		
<b>QUADIENT LEASING</b>						
N8933908	POSTAGE MACHINE LEASING	07/29/2021	212.90	212.90	07/19/2021	
Total QUADIENT LEASING:			212.90	212.90		
<b>TROYS SERVICE</b>						
16930	NEW TIRE - FRONT DECK JOHN DEERE	06/22/2021	69.99	69.99	07/19/2021	
Total TROYS SERVICE :			69.99	69.99		
<b>TWIN CITIES PIONEER PRESS</b>						
0621560309	SPECIAL SECTION A S FULL RUN 5X10.5 OUTDOORS SECTION	06/30/2021	2,924.02	2,924.02	07/19/2021	
Total TWIN CITIES PIONEER PRESS:			2,924.02	2,924.02		
<b>WIPFLI</b>						
1855196-C	2020 AUDIT - FINAL BILL	06/23/2021	4,750.00	4,750.00	07/19/2021	
Total WIPFLI :			4,750.00	4,750.00		
<b>ZEP MANUFACTURING CO</b>						
9006357676	ZEP 45 SPRAY - ANTI CORROSION	06/10/2021	173.39	173.39	07/19/2021	
Total ZEP MANUFACTURING CO :			173.39	173.39		
Grand Totals:			42,175.47	42,175.47		

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (3 Characters) = {&lt;&gt;} "600, 700"

## Report Criteria:

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

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>AMERICAN BOTTLING COMPANY</b>						
3313221357	5002	07/12/2021	194.97	.00		
Total AMERICAN BOTTLING COMPANY :			194.97	.00		
<b>ARTISAN BEER COMPANY</b>						
3482697	4969	07/02/2021	387.00	.00		
3483189	4975	07/07/2021	232.00	.00		
Total ARTISAN BEER COMPANY :			619.00	.00		
<b>BELLBOY CORPORATION</b>						
0089723800	4913	06/08/2021	249.95-	.00		
0090061400	4971	06/30/2021	143.88	.00		
0103514300	4970	06/30/2021	86.00	.00		
Total BELLBOY CORPORATION :			20.07-	.00		
<b>BERNICK S PEPSI</b>						
786292-1	4977	06/30/2021	104.40	.00		
788385	4998	07/01/2021	521.45-	.00		
788386	5004	07/01/2021	4,782.85	.00		
789466	4992	07/08/2021	15.16	.00		
789467	4993	07/08/2021	2,603.50	.00		
789468	4991	07/08/2021	111.12-	.00		
Total BERNICK S PEPSI :			6,873.34	.00		
<b>BOURGET IMPORTS, LLC</b>						
178919	4973	07/01/2021	317.00	.00		
Total BOURGET IMPORTS, LLC :			317.00	.00		
<b>BREAKTHRU BEVERAGE</b>						
340118173	4982	07/01/2021	2,052.35	.00		
340184779	4974	07/08/2021	2,098.29	.00		
Total BREAKTHRU BEVERAGE :			4,150.64	.00		
<b>CINTAS</b>						
4088942843	MATS	07/02/2021	133.94	.00		
Total CINTAS :			133.94	.00		
<b>CITY OF PROCTOR</b>						
071521	CLEAR OUT 2020 DUE TO/DUE FROM	07/15/2021	16,490.44	.00		
Total CITY OF PROCTOR :			16,490.44	.00		
<b>COCA COLA BOTTLING CO</b>						
1256915	4976	07/07/2021	231.00	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total COCA COLA BOTTLING CO :			231.00	.00		
<b>D&amp;D BEVERAGE</b>						
1420331	4979	07/01/2021	369.05	.00		
Total D&D BEVERAGE :			369.05	.00		
<b>GUARDIAN PEST CONTROL, INC</b>						
2249103	PEST CONTROL	06/14/2021	40.69	.00		
Total GUARDIAN PEST CONTROL, INC :			40.69	.00		
<b>HARTELS/DBJ DISPOSAL COMPANY</b>						
323932	MOUNTAIN SPIRITS LIQUOR	06/25/2021	159.53	.00		
Total HARTELS/DBJ DISPOSAL COMPANY :			159.53	.00		
<b>JOHNSON BROTHERS INC</b>						
1834194	4988	06/30/2021	958.64	.00		
1834195	4989	06/30/2021	870.95	.00		
1839518	4985	07/08/2021	1,471.46	.00		
1839519	4984	07/08/2021	386.79	.00		
1844003	5008	07/14/2021	1,118.31	.00		
Total JOHNSON BROTHERS INC :			4,806.15	.00		
<b>LAKESHORE ICE</b>						
08-100228	4981	07/01/2021	66.25	.00		
08-100254	4965	07/06/2021	174.00	.00		
08-100272	4990	07/09/2021	116.50	.00		
08-100284	5000	07/13/2021	97.50	.00		
Total LAKESHORE ICE:			454.25	.00		
<b>MEDIACOM</b>						
062621	TELEPHONE & INTERNET	06/26/2021	152.42	.00		
Total MEDIACOM :			152.42	.00		
<b>MICHAUD DISTRIBUTING COMPANY</b>						
358389	4967	07/05/2021	1,440.50	.00		
358633	4999	07/12/2021	1,653.00	.00		
Total MICHAUD DISTRIBUTING COMPANY :			3,093.50	.00		
<b>MOOSE LAKE BREWING</b>						
26-022	4980	07/01/2021	150.00	.00		
Total MOOSE LAKE BREWING :			150.00	.00		
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>						
6229680	4987	06/30/2021	2,841.39	.00		
6229681	4986	06/30/2021	298.23	.00		
6233664	5001	07/08/2021	3,207.60	.00		
6233665	4996	07/08/2021	215.45	.00		
6233666	4983	07/08/2021	82.78	.00		

Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
6237088	5006	07/14/2021	772.55	.00		
6237089	5007	07/14/2021	33.89	.00		
635651	4966	06/28/2021	129.40-	.00		
Total PHILLIPS WINE & SPIRITS CO. :			7,322.49	.00		
<b>PROCTOR JOURNAL</b>						
34975	NEWS STAND SALES	06/24/2021	6.80	.00		
Total PROCTOR JOURNAL :			6.80	.00		
<b>PUBLIC UTILITIES COMMISSION</b>						
071321L	UTILITY BILL	07/13/2021	835.41	.00		
Total PUBLIC UTILITIES COMMISSION :			835.41	.00		
<b>RANGE PAPER</b>						
83476	BAGS	07/02/2021	186.38	.00		
Total RANGE PAPER :			186.38	.00		
<b>SOUTHERN WINE &amp; SPIRITS</b>						
2101090	4997	07/09/2021	1,339.05	.00		
5072243	4972	06/30/2021	3,053.89	.00		
Total SOUTHERN WINE & SPIRITS :			4,392.94	.00		
<b>SUPERIOR BEVERAGE (MN)</b>						
1460010	5003	07/13/2021	34.40-	.00		
20000766	4968	07/02/2021	1,129.25	.00		
20000912	4994	07/06/2021	1,171.10	.00		
20000913	4978	07/06/2021	842.80	.00		
20001234	4995	07/09/2021	1,518.95	.00		
Total SUPERIOR BEVERAGE (MN) :			4,627.70	.00		
Grand Totals:			55,587.57	.00		

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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