

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

AGENDA
PROCTOR CITY COUNCIL MEETING
Tuesday, February 22, 2022
6:00 pm

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, February 7, 2022

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. CDBG and HOME Programs Requalification Memo
- B. 2021 4th Quarter Finance Report
- C. SEH Meeting Minutes February 16th, 2022

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

***3. COMMITTEE REPORTS**

4. CLERK ADVISES COUNCIL

- A. LBAE Meeting: Tuesday, May 17th, 2022 at 10:00 am
- B. Minnesota Coastal Program STAR Grant
- C. Relief Association Board Meeting
- D. Lavaque Road Welcome Sign Update
- E. WLSSD Annual Report

5. UNFINISHED BUSINESS

- A. Lowest Responsible Bidder
- B. Government Data Practices
- C. American Rescue Plan
- D. Capital Budget Request
- E. Greystone Contract

6. NEW BUSINESS

- A. Proctor PD 2021 Annual Report/Deer Hunt**
- B. 2022 Towing Permits**
- C. Resolution 07-22 Declaring Surplus**
- D. Resolution 08-22 Designating Certain Funds to the Public Safety Fund**
- E. Resolution 09-22 Designating Polling Place**
- F. Resolution 10-22 Designating ARPA Funds**
- G. 2022 Building Inspector Services**
- H. Golf Course Management Agreement**
- I. Plow Truck Purchase Approval**

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

Attorney Bray:

BILLS FOR APPROVAL

General: \$103,875.56

Liquor: \$40,749.51

TOTAL BILLS FOR APPROVAL: \$144,625.07

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for February 7, 2022

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.

Deputy Mayor DeWall called the meeting to order at 6:00 pm

MEMBERS PRESENT: Deputy Mayor Troy DeWall, Councilor Rory Johnson, Councilor Jake Benson

MEMBERS ABSENT: Mayor Ward, Councilor Rohweder

OTHERS PRESENT: City Attorney John Bray, Chief Kent Gaidis, Megan Jordan, City Administrator Jess Rich, Ted Kiefat, the family of Officer Bradley, Steve Elder, Officer Matt Riebel, Diane Giuliani, Matt Bolf from SEH

Deputy Mayor DeWall called the meeting to order at 6:00 pm. Roll call was performed noting Mayor Ward and Councilor Roweder absent.

Chief Gaidis administered the Oath of Office to Officer Bradley for service to the City of Proctor as a Police Officer.

Motion by Johnson seconded by Benson and carried 3-0 to approve the minutes from Tuesday, January 18th, 2022 and the budget working session minutes from Tuesday, January 25th, 2022.

Motion by DeWall, seconded by Benson and carried 3-0 to approve the agenda for Monday, February 7th, 2022.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT
NONE

Motion by Johnson, seconded by Benson and carried 3-0 to approve the consent agenda pulling item *1D Legislative Action Day for discussion.

Councilor Benson provided information for those interested in attending Legislative Action Day, adding sessions will be completed electronically via Zoom.

***1. COMMUNICATIONS**

- A. Mayor Ward's Letter to Hillside Gardens Renter's Coalition
- B. CN CEO Press Release
- C. RSPT Membership Letter
- D. Legislative Action Day

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

***3. COMMITTEE REPORTS**

- A. SEH Monthly Meeting Minutes from January 19th, 2022
- B. Tourism Committee meeting dates for 2022 approved by committee 01/24/2022
 - Monday, April 25th at 3:00 pm
 - Monday, July 25th at 3:00 pm
 - Monday, October 24th at 3:00 pm
- C. Tourism Meeting Minutes from October 27th, 2022
- D. Police Civil Service Meeting Minutes January 6th, 2022

4. CLERK ADVISES COUNCIL

A. Local Sales Tax

This resolution has been submitted to the state legislature meeting required deadlines. Administrator Rich adds it has been received by the tax committee along with 13 other cities submitting sales tax requests. Administrator Rich continues additional information will be requested by legislators and representatives later. Councilor Benson suggests working in collaboration with the City of Grand Rapids who also submitted a sales tax resolution, will prepare, and submit information for the next council meeting.

B. Utility Rate Increases

Administrator Rich informed the council of the rate increases PUC will be discussing at their next meeting on Monday, February 14th. These increases were reflected on the rate study completed in 2017 and are as follows: 0% sewer, 3.75% increase for water, and 5% increase for electric. Council DeWall inquired about the accruing cost of replacing stormwater infrastructure and if this was specifically covered in the completed rate study. He also asked if any consideration of adding a fee to cover repair and replacement costs has been discussed. Administrator Rich answered stating the rate study previously completed did not address any stormwater related rates. She also added the topic has been discussed during monthly meetings with SEH, but a fee schedule has not been determined. An implementations of a fee schedule pertaining to stormwater would be drafted as an ordinance and follow the process pertaining to code change.

C. Code Adoption

Administrator Rich provided an update on the approval process to adopt and accept the new city code. She adds it is nearing completion and will be available for adoption soon. Once approved, the code will be added to the city website for online access.

D. Joint Police Civil Service Commission/City Council Meeting

The Police Civil Service Commission would like to schedule a joint meeting at 5:00 prior to the February 22nd, 2022 council meeting.

E. Federal Funding Opportunities

Administrator Rich received an email from Congressman Stauber regarding federal funding requests pertaining to infrastructure improvements. She will be pursuing two funding opportunities, utility extension under I-35 and extension of the Munger Trail Spur.

5. UNFINISHED BUSINESS

- A. Lowest Responsible Bidder
- B. Government Data practices
- C. American Rescue Plan
- D. Capital Budget Request

6. NEW BUSINESS**A. SEH Supplemental Letter Agreement**

Matt Bolf stated SEH has been providing engineering services since 2007 with the current supplemental letter agreement expiring in December of 2021. With the recommendation from Administrator Rich, SEH has proposed agreement to continue providing engineering services through December 31st, 2023. Rich stated the reasoning of the service extension from a two-year to a three-year agreement will coincide with the previously approved schedule requesting RFP proposals in January of 2024.

Motion by Johnson, seconded by DeWall and carried 3-0 to approve the supplemental letter agreement for engineer services through December 31st, 2023 as submitted by SEH Engineering.

B. Legal Services Contract

Motion by Benson, seconded by DeWall and carried 3-0 to approve the legal services contract as submitted by Bray & Reed.

C. Greystone Construction Services Contract

Matt Bolf presented the information related to construction of the sand/salt shed and contracting services as proposed by Greystone Construction. After discussion, council decided to table the item until the February 22nd, 2022 when all council members will be present to vote on the proposal.

Motion by Benson, seconded by DeWall and carried 3-0 to table item 3C until the meeting on February 22nd, 2022.

D. DEED Main Street Revitalization

No action was taken on this item as the City of Proctor does not meet grant requirements. Administrator Rich stated she will attend the virtual meeting and report if other entities meet grant qualifications.

E. Tourism Sponsorship

The Tourism Committee unanimously approved sponsoring the Fair Association in 2022 and recommended City Council to approve sponsorship in the amount of \$8000.00

Motion by Benson, seconded by DeWall and carried 3-0 to accept and approve the sponsorship of \$8000.00 to the fair association as submitted.

F. Liquor Store Clerks Wage Increase

The negotiating committee recommended a 1% pay increase for the Non-Affiliated Liquor Store Clerks. A 2020-2022 pay increase of 2% each year was approved prior to the wage reopener and was not revisited when the increase was settled with bargaining units.

Motion by Johnson, seconded by Benson and carried 3-0 to approve the liquor store clerks wage increase as submitted.

G. Employment Contract – J. Buhs

The negotiating committee is recommending a 2022 3% pay increases for non-affiliated employee Jessica Buhs. Ms. Buhs began employment with the City of Proctor in November 2020 at which time a 2020-2021 agreement was reached. This contract expired on 12/31/2021.

Motion by Johnson, seconded by DeWall and carried 3-0 to approve the employment contract for Jessica Buhs a submitted.

H. Jet Loan Agreement

Previously accepted and renewed annually, the National Museum of the United States Air Force (NMUSAF) has submitted loan agreement with a two-year contract proposal.

Motion by Dewall, seconded by Johnson and carried 3-0 to approve the jet loan agreement as submitted by the NMUSAF.

I. Resolution 05-22 Equipment Donation

Acceptance of a Byrna Live Safe Non-Lethal SD self-defense system in the amount of \$399.00 from Dead on Arms is requested by the Proctor Police Department. Chief Gaidis stated training sessions will be completed by Officer Matt Riebel.

Motion by Johnson, seconded by DeWall and carried 3-0 to approve resolution 05-22 accepting the donation of the Byrna SD with a value of \$399.00 as submitted.

J. Resolution 06-22 Declaring Equipment Surplus

The continuation of organization and data retention has resulted in the accumulation of miscellaneous items. The inventory of items reflecting minimal value has been submitted with the request for disposal of the items as determined by city staff.

Motion by Benson, seconded by Johnson and carried 3-0 to approve resolution 06-22, declaring equipment surplus as submitted.

K. Golf Course Management Agreement

At the completion of the RFP process, the golf advisory board received one application from Jason Klatte. Members of the golf advisory board met and submitted the recommendation to begin the negotiation process with Mr. Klatte. With the approval of the negotiations commencing, the golf board is hopeful to have a signed proposal in place by March 1st, 2022.

Motion by Benson, seconded by Johnson and carried 3-0 to approve the recommendation from the golf advisory committee and direct the negotiation committee to begin with Jason Klatte.

MEMBER CONCERNS

Benson: Provides a legislative update regarding elections, state surplus, bill introductions. Requests prioritizing relevant items for support at the state level.

Johnson: Extends gratitude to the golf board and Administrator Rich for their work on completing the management proposal for the Proctor Golf Course. Notes he has both noticed and received compliments for the work on getting the streetlights fixed and working.

Rohweder: Absent

Mayor Ward: Absent

Attorney Bray:

DeWall: Also received compliments on streetlight repairs. Stated the Fairgrounds/Speedway contract is up for renewal and offered suggestions for competing an updated agreement. Requested this to be added as an item on the next agenda. Item to be added on the next agenda.

BILLS FOR APPROVAL

General: \$226,186.66

Liquor: \$36,846.19

TOTAL BILLS FOR APPROVAL: \$263,032.85

Motion by Johnson, seconded by Benson and carried 3-0 to approve the bills as submitted.

Councilor Benson asks for the update on feasibility study completion process by 292 Design Group.

Requests a preliminary report, reflecting concerns with the allotted time frame.

Motion by Johnson, seconded by DeWall and carried 3-0 to adjourn the meeting at 7:00 pm.

Chad Ward
Mayor

Jess Rich
City Administrator



Saint Louis County

Planning and Community Development Department
www.stlouiscountymn.gov

Matthew E. Johnson
Director

To: St. Louis County Cities and Townships
From: Matthew E. Johnson, Director
Date: February 3, 2022
Re: CDBG and HOME Programs Requalification

*1A

Since 1992, the cities and townships in St. Louis County have partnered with the County to access funding from the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs administered by the U.S. Department of Housing and Urban Development (HUD). To date, more than \$70 million has been awarded to community development and affordable housing activities that benefit St. Louis County residents.

St. Louis County must requalify with HUD every three years to continue receiving CDBG and HOME funding. As part of the process, St. Louis County must notify you in writing that the Joint Cooperation Agreement (JCA) between your jurisdiction and St. Louis County will automatically renew unless you terminate the agreement. This letter serves as our notification. While participating with the County under the JCA, local jurisdictions automatically participate in the HOME Program and are not eligible to apply separately for the State of Minnesota CDBG (Small Cities Program) and HOME programs.

The Joint Cooperation Agreement will automatically extend for a successive three-year qualification period covering 2023-2025. If your jurisdiction wishes to remain eligible for continued participation in the St. Louis County program, **you do not have to do anything**. Your eligibility will continue under the terms of the existing Joint Cooperation Agreement.

If your jurisdiction chooses to discontinue participating with the County during the 2023-2025 requalification period, you must notify both the County and HUD in writing that your jurisdiction is terminating the agreement at the end of the current federal fiscal year. The notification to not participate must be in the form of a resolution adopted by your governing board and mailed to both the County and HUD by June 15, 2022.

We hope that your jurisdiction will continue its partnership with the County. If you have any questions, please contact one of the following staff:

Steve Nelson: 742-9561 or nelsonst@stlouiscountymn.gov
Mike Vidmar: 742-9564 or vidmarm@stlouiscountymn.gov
Brad Gustafson: 742-9563 or gustafsonb@stlouiscountymn.gov
Jill Zallar: 742-9567 or zallarj@stlouiscountymn.gov
Laurie Kramka: 725-5007 or kramkal@stlouiscountymn.gov

To: City Council
From: Leslie Brunfelt, Finance Director
Date: February 18, 2021
Re: Quarterly Financial Update

***1B**

Finance Highlights

- Work continues on year end reconciliation and audit preparation. The audit field work is scheduled for the first week of April.
- 2021 Sales tax revenues through December were 4.7% lower than 2020 and since Covid may have affected the receipts, I checked 2019 as well. 2021 revenues are 1% lower than 2019.
- 2021 Lodging tax revenue rebounded to just .6% lower than 2019. The total of \$145K was 46% higher than 2020.
- The liquor store sales have continued to come in strong. They are up 6.7% over last year.
- We received several Grants in 2021:
 - ARPA \$165K
 - AFG (Assistance to Firefighters) \$130K
 - CDBG for the Playground for Everybody \$50K
 - Small Cities Assistance \$52K
- The Police Department received \$16K for assisting the City of Floodwood with their vacancy and search for a Police Chief. The Fire Department received \$15K for assisting the DNR with the Greenwood Fire.
- All in, General Fund revenues were \$552K ahead of budget for the year.
- See the expenditure analysis on page four for an explanation of the expenditure variances.

Current Economics

On a National Level, From HilltopSecurities 2021 Q4 Economic Recap and Rate Outlook, the story of the quarter was strong GDP growth driven by inventory accumulation. The economic indicators for the quarter supports the Fed's current assessment of a strong economy and is unlikely to alter their interest rate path with increases in the overnight target rate expected toward the end of the first quarter.

Closer to home, Minnesota Governor, Tim Walz, declared a peacetime emergency on March 13, 2020 which ended July 1. There was a "stay at home" order from March 27-May 18, 2020. Restaurants and Bars were closed from November 20 – January 10. After January 10 they have slowly increased capacity and are now back to normal operating hours and capacities. City Hall has re-opened, and employees have returned to work. Building rentals have not yet resumed and masks are still required.

In August 2021, Proctor received additional funds (est. \$170K with and additional \$170K in 2022) from the American Rescue Plan (ARP). These funds may be spent to replace lost revenue (\$448K from 2020 as compared to the base year 2019)*, to invest in water, sewer, or broadband infrastructure, to assist households, small businesses, and nonprofits to aid in the response to the public health emergency or to aid hard-hit industries such as tourism, travel, and hospitality, or to pay premiums for essential workers.

*guidance from the Treasury department allows us to apply amounts from lost revenue to the “General Provisions of Government”. Administrator Rich and I are developing a comprehensive process to determine the best use of these funds. We will keep the Council informed as we move through the steps.

State Budget outlook:

The State’s economic forecast shows robust growth in income, consumer spending and corporate profits in the state has driven extraordinary revenue growth in 2021 and pushed \$3 billion of additional funding into the current biennium. The budget outlook is now projecting a surplus of \$7.7 billion for FY 2022-23. There is still a significant risk from future economic uncertainty and the pandemic.

There were still 84,000 fewer Minnesotans in the labor force compared to February 2020 and the tight labor market is expected to continue pushing up wage and salary income. Resolution of the supply-chain issues and rising labor force participation is expected to slow inflation by late 2020.

City of Proctor
Cash Balances
December 2021

Fund	Current Balance
100 - General Fund	4,031,635
200 - Cable Communications Fund	102,857
300 - Construcion Projects	(142,581)
400 - Closed Debt Service Funds	301,494
493 - Equip Cert 2012A, Refunding	7,278
494 - 2015 Improvement Refund Bonds	138,534
495 - 2016A Advance Refunding Bonds	235,614
496 - 2018A GO Bonds Almac and 6th S	100,944
500 - Sewer Fund	2,217,161
550 - Golf Course Fund	(246,345)
600 - Liquor Fund	321,063
700 - Public Utilities Commission	5,722,170
810 - Proctor BDRHC Fund	13,756
830 - Proctor Economic Development	124,144
	<hr/>
	12,927,722
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Cash balances are 17.9% above December 2020. The City's General Fund cash reserves of \$4.03 million are 146% of the City's General Fund 2021 budget. The City is not projecting any cash flow issues at this time.

City of Proctor
Select Departmental and Fund Expenditure/Expense Budget Variance Report
January - December 2021

	2021 Annual Budget	2021 YTD Budget	2021 YTD Actual	Budget Variance over (under)	over (under) %	
General Fund	2,737,775	2,707,775	2,367,279	(340,496)	-13%	
Police	1,108,103	1,108,103	1,012,541	(95,562)	-9%	1
Fire	250,965	220,965	225,725	4,761	2%	
Streets	519,455	519,455	411,885	(107,570)	-21%	2
Parks	69,391	69,391	47,820	(21,571)	-31%	3
City Admin	361,972	361,972	301,687	(60,285)	-17%	4
Council/Mayor	216,837	216,837	211,248	(5,589)	-3%	
Legal	70,000	70,000	38,223	(31,777)	-45%	
City Hall	141,052	141,052	118,149	(22,903)	-16%	5
Sewer	540,906	540,906	440,515	(100,391)	-19%	6
Liquor Store	990,944	990,944	1,121,997	131,054	13%	7
PUC (not final)	3,421,026	3,421,026	3,869,702	448,676	13%	
PEDA	42,000	42,000	35,921	(6,079)	-14%	

Explanation of Significant Variance

- 1 - Open officer positions
- 2 - Park Truck (\$35K) was not delivered until January 2022. Supplies and repairs for streets were lower than budgeted.
- 3 - Repairs and supplies were lower than budgeted.
- 4 - \$50K was planned to go toward general fund reserves.
- 5 - Boiler replacement was not completed until January 2022.
- 6 - Depreciation has to be reviewed and may decrease this variance.
- 7 - Liquor Store cost of goods sold is driving the variance and sales are up comparatively.



Building a Better World
for All of Us®

***1C**

MEETING MINUTES

Re: Proctor Monthly Meeting **Date of Meeting:** 2/16/2022

Project Manager: Matt Bolf, PE **Time of Meeting:** 9:00 a.m.

SEH No.: PROCT 153900 **Location of Meeting:** City Hall

Attendees: Jess Rich – City of Proctor
Megan Jordan – City of Proctor
Rick LaLonde – City of Proctor
Jay Boysen – City of Proctor
Matt Bolf – SEH
Tyler Yngsdal – SEH

I. 6th Street and Almac Drive.

- A. George Lee's survey pins – Computations are done and Certificate of Survey is drafted. Pins to be placed soon.

II. Proctor GIS

- A. Updates needed to GIS
 - 1. Public Works Updates – Rick provided additional comments to Tyler. SEH will update the GIS system with the comments provided by Rick.
 - 2. PUC updates – Matt will schedule a meeting with Pat and Char in Spring 2022 to discuss field locating efforts. SEH will provide an idea of number of blocks to be marked for SEH to pick up curb stop field data in an efficient manner. This work won't likely start until late spring / early summer.

III. Salt / Sand / Public Works Project

- A. Project Schedule
 - 1. Decision for how to bid Sand/Salt facility – This will be discussed at February 22nd Council meeting.
 - 2. Advertise – Mid-March
 - 3. Award – April
 - 4. Construction – Mid-May after road restrictions
- B. Project Updates and Next Steps:
 - 1. Bidding Options for Greystone. It would be good if the city has decided how to proceed with bidding at the February 22nd council meeting in order to keep things moving.
 - a) Bid the Sand/Salt building through Sourcewell separately from the other project work.
 - b) Public Bid certain components of the Sand/Salt building separate from the other project work.

- c) Public Bid the entire project as one bid and require Greystone to subcontract with local companies to perform site work and garage.
- 2. Building Heating:
 - a) Gas – Boiler could be used for in-floor or ceiling mount for recovery heat (~\$25k Boiler). City prefers to have a redundant heating source, likely a ceiling mounted gas blower for the main garage area and electric heat for the remainder of the building.
 - b) Electric – In floor heat boiler is about ½ cost (~\$14k) up front (less to install with no exhaust or combustion) but generally more expensive long term due to cost of electricity. If getting power at cost then likely less expensive. Jess will discuss what the electric cost would be with Char for comparison. Jay mentioned 3-phase power if available.
 - c) Building Options needing City Input. SEH plans to send examples / questions next week
 - (1) Interior Finishes
 - (a) Bathroom Flooring (~~tile or~~ concrete)
 - (b) Bathroom Walls – ~~Tile~~, FRP (Stippled), Concrete Block, (~~not sheet rock~~)
 - (c) Office Space – Concrete floor with FRP (stippled) walls
 - (d) Foundation – planning 4' concrete block painted
 - (e) Wood studs above concrete foundation with corrugated metal liner panel
 - (f) Ceiling – Corrugated Metal panels – same as walls
 - (2) Exterior Finishes
 - (a) Walls – Split face block facade bottom 4 feet. Lap siding above (LP smart siding) – SEH will send example of Moose Lake Pump House and specs from the Proctor Pump House.
 - (b) Colors
- 3. Final Design
 - a) SEH is proceeding with final design and will be putting a project schedule together to identify bidding and Council approval dates.
- 4. MnPower – SEH has sent the proposed surface model to MP for review.
- 5. Funding
 - a) State Grant – Jess sent this week. The funding request will be submitted at the end of the project for a single request. City plans to use city funds to cover the costs during construction.
 - b) Coastal Grant (\$10,000 plus a 20% local match requirement) – Proctor was recommended for funding. Jess is coordinating with Grant staff to ensure the project will fit their requirements and schedule.

IV. MS4 – MS4 General Permit has been reissued by the MPCA

- A. Next Steps – SEH will work with the City on updates needed for the new coverage. This will include procedures, reporting, and ordinance where necessary. Chloe is beginning a list this week. SEH will schedule a separate meeting to discuss changes.
- B. Updated binder – this should include new forms for the new MS4 coverage. SEH will set up a meeting with City in February to discuss all updates.
- C. Annual Report – Jess forwarded login information for the annual report submittal (due 6/30/2022). SEH water resource group will plan to work on this in April.

V. PUC Items

A. Booster Station

1. Construction is on hold until building delivery is known. SEH will provide Char with a schedule update from the Contractor.

VI. Second Street LRIP

A. Project Updates:

1. SEH has started storm sewer review of project area
2. Limits of project – Limits of project to include 9th Ave from 1st street to 4th street and 3rd street from Ugstad Road to 9th Ave based on recent committee meeting.
3. A project kickoff meeting with St. Louis County and MnDOT State Aid was held last week to go over a general project overview, project funding, schedule, and to serve as an introduction for project coordination.

B. Next Steps

1. Guidance committee –We will plan to meet on March 17th after the PUC has had a chance to discuss lighting for the project and after we hear back on SRTS funding.
2. Safe Routes to School application – Submitted in January. Expected to hear results on March 4th.
3. SEH to prepare funding comparison sheet for grant eligibility items after SRTS is known.
 - a) SEH will break out the cost estimate (now) as if the city receives the full \$500k requested in the application. This will help determine if the city will want to go after additional funding opportunities (i.e. DNR Local Trails)
4. Preliminary assessment feasibility report – this will be prepared after project scope and funding are defined. We will try to get this completed by May.
 - a) SEH and the City will check to see if lighting is in the current assessment policy. If so, we will include it in the feasibility report.
 - b) SEH will start looking at soil boring needs prior to completing the report.
5. PUC improvements – Char plans to bring up street lighting with the Board. Char will also start discussions about what type of water main improvements are wanted with the project (i.e. looping). SEH will provide a rough lighting layout and cost for discussion purposes. Jess will follow up with Char on items that need PUC input:
 - a) Water main looping / rock blasting
 - b) Lighting
6. SEH and the city will look into Munger Trail connections to determine if additional funding is available for the project. The DNR has the Local Trail Connection program which is due March 30th.

VII. Ugstad Road Development Site –Jess has what is needed from SEH for funding submittal.

VIII. School District Plan Review –No Updates

- A. Hockey Arena – Due to Covid, project was put on hold. Troy has been in contact with School about outstanding items.
 - 1. Pond 3 Expansion – Troy asked SEH for price to process HydroCAD updates and determine how much bigger the pond needs to get.
 - 2. Pervious Areas at Pond 2 – Pond 2 needs more live space and less dead space. They can either adjust the outlet down or make pond 2 bigger. This will be reviewed after new calculations are performed.
 - 3. Maintenance Agreement – not complete yet.

IX. Miscellaneous

- A. Storm Water Utility – No updates this month.
- B. WLSSD Annual Report – Submitted last week.
- C. MN OSHA Safety Grant – Rick will look deeper into the details of this grant (50/50 cost split requirement). High probability of receiving the grant.
 - 1. Rick would like to purchase a locating machine used to locate tracer wire installed with underground public utilities. The city is required to locate all underground public utilities within the R/W and this tool would help streamline this process. (\$5k for the locator)
 - 2. Additional \$6k for the GIS data collector. Rick and Jay mentioned that this could be a tool used by both PUC and the city for collecting information to input in the new city GIS system as well as for locating purposes.
 - 3. The city could possibly apply for the WLSSD grant to cover costs for sewer locating and have the PUC apply for the OSHA Grant for the data collector.
 - 4. Rick will complete additional research and the city will discuss this opportunity with PUC.

X. Next Meeting – March 17, 2022 @ 2:00 pm.

Jess Rich

James Rohweder

City Administrator

You Have A Place in Proctor

5E

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

To: Proctor City Council

From: City Administrator Rich

Re: Salt Storage Greystone/Sourcewell Contract

The Greystone Construction proposal sand/salt storage building was presented to you at the Monday February 7, 2022, meeting. The scope of the proposal includes the following:

Fabricated Building \$55,335.16

Building Erection – Labor and Equipment \$29,944.84

Concrete Foundation Design and Installation and Bunker Panels \$114,755.00

Sourcewell awards contracts at the manufacturing level that can be leveraged locally through a dealer. In this case, Britestone was awarded the manufacturing contract for these types of storage facilities and Greystone is the local dealer. Sourcewell streamlined the procurement process by developing RFP's and IRF's for national competitive solicitation that met or exceed the state and local requirements.

The Council had questions and concerns about using local labor for this project. Here is some information that might help with your decision:

- 1) Greystone's bid assumes the site will be prepared and ready for installation. Site clearing, material and preparation will be bid out by the City of Proctor.
- 2) The building is a manufactured building. Greystone is the installer.
- 3) Installation, from foundation to erection, by Greystone is approximately a 3-day process, with a 3-4 person crew.
- 4) The concrete bunkers are precast and purchased from a supplier.
- 5) The pad and pier foundation can be done by another contractor, but designs will have to be stamped by an engineer and approved by Greystone.
- 6) The asphalt floor is not included in Greystone's proposal and will be bid out in the larger project.
- 7) With the inclusion of the garage, this project is a \$1.2 million dollar project. The material and installation of the sand salt building as presented by Greystone is \$200,035 or 16%.



January 31, 2022

Matt Bolf, PE (MN, WI)
Principal, Project Manager
Short Elliott Hendrickson, Inc.
418 W. Superior St. Suite 200, Duluth, MN 55802-1512

Re: Budget Proposal – Proctor Salt Storage Building

Mr. Bolf,

Thank you for the opportunity to provide a budget proposal to furnish and install a salt storage building in Proctor, MN. A few of the advantages the Greystone team brings to the project include:

- **Design-Build Experience** – Greystone has offered design-build and general construction services for 33 years.
- **Fabric Building Expertise** – Greystone has sold and installed fabric buildings for over 20 years. We've successfully completed over 1,300 fabric building.
- **Engineered Fabric Building** – Fabric building will be designed to meet site specific load requirements including wind, snow and unbalanced loads.
- **Hot Dipped Galvanized Steel** – Fabric building frames are hot dip galvanized post production, after all cutting and welding complete
- **Self-Performed Work** – Greystone has the capability to self-perform the concrete and building installation with our own crews. Often times this allows us to provide the most competitive pricing, maintain quality and hold schedule.

Let us know if you have any questions. We look forward to discussing our next steps.

Sincerely,

A handwritten signature in black ink, appearing to read "Nate Lamusga", written in a cursive style.

Nate Lamusga
Business Development Manager



Scope of Work & Pricing

to be performed by Greystone Construction

Furnish Sourcewell Materials Base Price:

- 65'x84' Britespan Atlas L10 Series Building
- Truss spacing 12' on center
- 12.5 ounce, 23 mil polyethylene Non-FR fabric
 - Single piece cover design
- Building designed per ASCE7-10 (IBC 2015)
 - Fabric type: ASTM E-84 (NON-FR)
 - Occupancy category: CAT 1 (LOW HAZARD)
 - Ground snow load: 60 lbs.
 - Wind Load: 105 MPH wind
 - Wind Exposure: C
 - Site conditions: Ce = 0.9 Exposed
 - Collateral Load: 0
 - No sprinklers
 - No conveyor loads
 - Seismic Design Category: B
 - Stamped engineered building drawings included
- (1) Fabric end wall with steel framing with two 4'x4' mesh vents in back end
- (1) open end wall
- Building to be installed on concrete pad and pier foundations. Piers to extend 2' above grade on three sides.
- Hot dipped galvanized bolt upgrade
- Freight to Proctor, MN included
- Pricing valid for 15 days
- **Approx. 2100 tons of salt storage capacity**
 - **32 degree angle of repose**
 - **80 lbs/cubic foot product weight**

Furnish Sourcewell Materials Budget Price: \$55,335.16

Sourcewell building installation labor and equipment pricing:

- All labor, equipment, supervision and project management for erection of above building
 - Includes prevailing wage rates for St. Louis County, MN
- Builder's Risk
- Travel, hotel, project vehicles and fuel

Line item #2: Building erection- labor and equipment: \$29,944.84



Sourcewell concrete foundation and bunker panel pricing:

- Stamped engineered concrete foundation design and installation
 - Pad and pier foundation design- pier to extend 2' above grade
 - Includes hot dipped galvanized anchor bolts
 - Assumed 3000 PSF bearing capacity
- 8' precast L bunker panels – Approximately 224 lineal feet
 - Panels along both sidewalls and one end wall
 - Includes corrosion inhibitor
 - Includes freight and installation

Line item #3: Foundation design and install, bunker panels: \$114,755.00

Total project price per above scope of work: \$200,035.00

See exclusions on following page



MARKET AND PANDEMIC PROVISIONS:

- Pricing is based on current market conditions and does not include tariffs, surcharges or fees imposed by future events beyond our control. Due to extremely volatile markets, pricing shall be re-evaluated at time of procurement. Any savings or additional cost would be communicated with Owner prior to order.
- Construction schedule maybe affected by material shortages or lead times beyond our control. Any shortages or lead time issues will be communicated with the owner, evaluation of alternatives will be reviewed, and if no alternatives are suitable the schedule will be adjusted based on actual material delivery dates.
- Pandemic protocols enacted by the owner's requirements or federal/state/local jurisdictions following the execution of the construction contract may result in additional costs and schedule extensions to the contract. These may include but not limited to: employee testing, travel time for testing, temporary enclosures/facilities to isolate work forces, staffing shortages and subcontractor reselection if the current subcontractor cannot staff the project due to labor shortages as a result of newly enacted protocols.

Exclusions – Items not included, but may apply to overall project:

- Architectural and Civil Engineering
- Permits & Fees
- Union labor
- Sales Tax
- Payment and performance bonds
- Cat II occupancy and FR Fabric
- Alternate foundation design if proposed design isn't suitable for existing site
- Testing & special inspections by owner – Soil borings, soils testing, concrete testing, bolt inspection, etc
- Site work including, but not limited to: soil corrections, granular base material under floor and bunker panels, excavation and backfill, site prep, import or export of materials, dewatering, etc
- Assumed building has 50' clear on all four sides for staging/erection and building engineering requirements
- Site specific safety requirements
- Bituminous paving or concrete – interior and exterior slabs and aprons
- Exterior aprons & stoops at doors
- Geotextile liner under building
- Doors – Overhead & personnel
- All electrical & mechanical systems
- All winter conditions

"To Serve the People."

6A



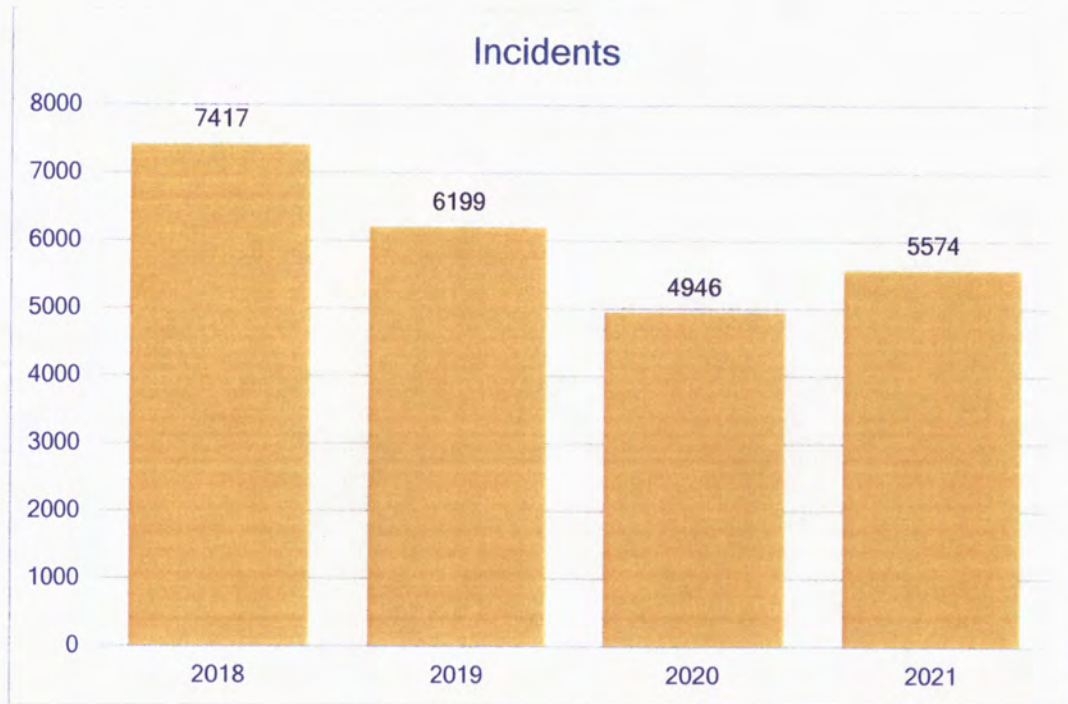
ANNUAL REPORT 2021

PROCTOR POLICE DEPARTMENT

TABLE OF CONTENTS

RECORDED ACTIVITY 4-YEAR COMPARISON	3
INCIDENT COMPLAINT REPORTS / MONTHLY	4
SERIOUS CRIMES AND ARRESTS	5
INCIDENTS	6
MISCELLANEOUS OFFICER	6
MISCELLANEOUS PUBLIC	7

RECORDED ACTIVITY 4-YEAR COMPARISON

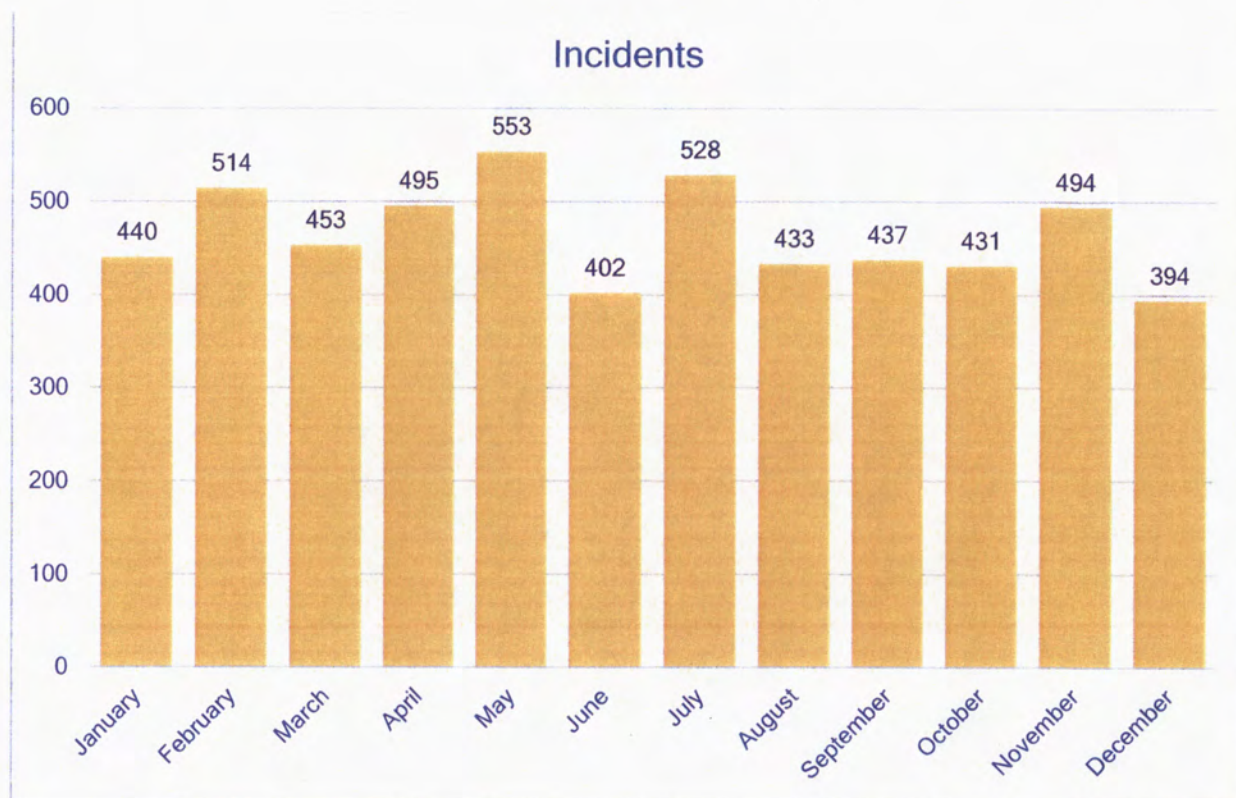


Minnesota State Statute, Chapter 299C.06 requires all law enforcement agencies to furnish statistics and information regarding the number of crimes reported and discovered, arrests made, complaints, information and incidents files along with dispositions.

Minnesota State Statute, Chapter 299C.12 requires law enforcement officers/agencies to keep a permanent written record, in a form prescribed by the State Commissioner of Public Safety, of all felonies, warrants issued in relation to the commission of felony, statements of the facts and description of the offender if known, method of operation and action taken by the officer and any other information that the superintendent may require.

Local law enforcement has a greater responsibility to the community beyond that required by statute. The primary purpose of municipal law enforcement is to provide professional service in keeping with the expectations of our society and the needs of the community.

INCIDENT COMPLAINT REPORTS / MONTHLY



The annual total of 5,574 recorded incidents are portrayed monthly with December having the least activity at 394 and May having the most activity at 553.

SERIOUS CRIMES*

Alcohol/Drug Violations	27
Assault/Fights	13
Burglary	12
Criminal Sexual Conduct	20
Domestic/Disturbance	160
DWI	18
Forgery/Fraud	43
OFP/Harassment Incident	43
Theft	46
Vehicle Prowl/Theft	18
TOTAL	400

* When an individual received multiple charges stemming from the same incident, these numbers reflect only the most serious offense charged.

ARRESTS*

Adults	34
Juveniles	2
TOTAL	36

* Due to the COVID-19 pandemic, officers [statewide] were asked to limit arrests. The 2021 arrests were made pursuant to these guidelines.

INCIDENTS

Animal Problems	81
Fires (Officer Assist)	41
Garbage/Unlicensed Dump	2
Gas Drive-Off	30
Motor Vehicle Collisions	53
Motor Vehicles in Ditch	15
Medical Calls	355
Property Damage	37
Sudden Death/Bodies Found	15
Suicides - Attempted/Threats to Commit	35
Weapons/Gunshots	16
TOTAL	680

MISCELLANEOUS OFFICER

Assist Other Agencies	52
Community Engagement	49
Follow Up	65
Handgun Permit	37
Keyholder Update	40
Parking Tickets	35
Parking Warnings	145
Public Officer - Assist	193
Self-Initiated Field Activity/School Patrol	2168
Traffic Tickets	49
Traffic Warnings	514
TOTAL	3,347

MISCELLANEOUS PUBLIC

All Other	263
Attempt to Locate	67
ATV/Snowmobile Disturbance	3
Blight	16
Check Hazard	34
Check Welfare	107
Civil Matters	20
Fireworks	16
Kid/Neighbor Trouble	87
Lost/Found Property/Person Animal	37
Pet Licenses	60
Request Extra Patrol	88
Security/Fire Alarms	73
Suspicious Activity/Person/Vehicle	215
Unwanted Person/Trespass	61
TOTAL	1,147

6B

 Receipt No. 3000415
 Date 2/9/2022

CITY OF PROCTOR - APPLICATION FOR TOWING PERMIT

 Date 2/8/22
 Name TROY'S TOWING / USA TOWING LLC
 Address 921 Railroad Zip Code 55810 Phone 218-390-9546 / 729-5252
 Name Business USA TOWING
 Insurance Company EMPLOYERS MUTUAL CASUALTY CO.

Insurance Coverage: Applicant shall provide an insurance certificate naming the City as an additional insured in the minimum amounts following: (every policy required shall contain an endorsement providing for thirty days' notice to City Clerk of Proctor in the event of any material change or cancellation of such policy)

☒ Comprehensive General Liability in the amount of \$100,000 for any one person and \$300,000 for two or more persons

SEE ATTACHED ☐ Worker's compensation insurance and employer's liability insurance as required by law

☒ Automobile liability and property damage insurance and basic economic loss benefits or personal injury protection endorsement (including coverage for non-owned and hired vehicles - in same limits as for comprehensive general liability coverage)

☒ Fire, theft, and garagekeeper's liability loss coverage of at least \$25,000

SEE ATTACHED ☐ Number and type of wreckers and license numbers of wreckers

Address of storage location 921 Railroad Ave
Proctor, MN 55810

I am familiar with and hereby comply with all rules and regulations stated in the City of Proctor's Municipal Towing and Stowage Ordinance governing the towing permits.

Signature of Applicant [Signature]

Fee \$35 Permit starting day 1/1/22 and expiring on 12/31/2022

I have inspected the above applicants property and find it to be an acceptable use within its zone, large enough to store automobiles and satisfies the requirements of the zone in which it is located, and is effectively screened from adjacent residential developments.

____ City Administrator

____ Chief of Police

____ Bldg Official or Fire Chief (if deemed necessary)

____ Date Inspected

SFM - The Work Comp Experts

SFM Mutual Companies

Information page

Workers' compensation and employers' liability insurance policy

Policy Number: 044324.213

Policy Issued: 11/22/2021

Renewal of Number: 044324.212

Item 1. Insured mailing address

Troys Towing LLC dba
USA Towing
2317 Venice St
Proctor, MN 55810-2505

Agent address

Reliable Agency Inc
PO Box 620
Cloquet, MN 55720-0620

Legal Entity: Limited Liability Company

Other workplaces not shown above: (See Endorsement WC9)

Item 2. Policy period: 01/06/2022 to 01/06/2023 12:01 A.M. STANDARD TIME AT THE INSURED'S MAILING ADDRESS

Item 3. Coverage

A. Workers' Compensation Insurance: Part One of the policy applies to the Workers' Compensation Law of MN.

B. Employers' Liability Insurance: Part Two of the policy applies to work in each state as listed in item 3A. The Limits of our liability under Part Two are:

Bodily Injury by Accident

\$1,000,000 each accident

Bodily Injury by Disease

\$1,000,000 policy limit

Bodily Injury by Disease

\$1,000,000 each employee

C: Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

AK, AL, AZ, CO, CT, FL, GA, IA, ID, IL, IN, KS, KY, LA, MD, MI, MO, MS, MT, NC, NE,
NM, NV, OK, PA, SC, SD, TN, TX, UT, VA, VT, WI

D: This Policy includes these endorsements and schedules:

WC4 WC220000A WC000419 WC9 WC000308 WC000414A WC000310 WC000422C
WC000425 WC220601D WC000424

Item 4. Premium

The premium is determined by our Manuals of Rules, Classifications, Rates and Rating Plans.

All information required below is subject to verification and change by audit.

See Schedule

SFM
The Work Comp Experts®



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/5/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Reliable Agency, Inc PO Box 620 Cloquet MN 55720	CONTACT NAME: Becky Haley	
	PHONE (A/C, No, Ext): 218-655-3358 FAX (A/C, No): 218-655-3358	
	E-MAIL ADDRESS: bhaley@reliablemn.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Employers Mutual Casualty Co	21415
	INSURER B: SFM	11347
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED
USA Towing & Recovery
Troys Towing LLC
2317 Venice St
Proctor MN 55810

USATOWI-01

COVERAGES**CERTIFICATE NUMBER:** 1623361234**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			4D85845	1/6/2022	1/6/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			4E85845	1/6/2022	1/6/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			4J85845	1/6/2022	1/6/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A			44324.213	1/6/2022	1/6/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	On Hook Coverage			4E85845	1/6/2022	1/6/2023	Limit \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Proctor
100 Pionk Drive
Proctor MN 55810

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Wreckers

Troy's Towing

Name	Type	Color	Lic #
1) 2017 Chev	Twin Line Quick Loader	Red	YBT-0414 MN
2) 2018 International	Flat Bed / Roll Back	Red	YBU-7762 MN
3) 2018 Bob Cat	Skid Steer / Loader	White	N/A
4) 2019 F-550	Flat Bed / Roll Back	Red	YBX7590 MN

USA Towing and Recovery

Name	Type	Color	Lic #
1) 2018 F-550	Flat Bed / Roll Back	Red	YBW-5449 MN
1) 2017 Dodge	Twin Line Quick Loader	Red	YBT-9610 MN
2) 2014 Peterbilt	Heavy / Med Wrecker	Red	YBK-7432 MN
3) 2013 Peterbilt	Med / Flatbed-Roll Back	Black	YBL-7410 MN
4) 2012 H@H	32' Trailer	Red	
5) 2021 Ford Transit	Light Service	White	GHJ888 MN

Receipt No. 3000416
Date 2/9/2022

CITY OF PROCTOR - APPLICATION FOR TOWING PERMIT

Date 2/8/22
Name JEAN SERVICE / TROY'S TOWING
Address 2317 UENICE ST. Zip Code 55810 Phone 218-390-9546
Name Business TROY'S TOWING
Insurance Company AND OVERS

Insurance Coverage: Applicant shall provide an insurance certificate naming the City as an additional insured in the minimum amounts following: (every policy required shall contain an endorsement providing for thirty days' notice to City Clerk of Proctor in the event of any material change or cancellation of such policy)

- ☒ Comprehensive General Liability in the amount of \$100,000 for any one person and \$300,000 for two or more persons
- ☒ Worker's compensation insurance and employer's liability insurance as required by law
- ☒ Automobile liability and property damage insurance and basic economic loss benefits or personal injury protection endorsement (including coverage for non-owned and hired vehicles - in same limits as for comprehensive general liability coverage)
- ☒ Fire, theft, and garagekeeper's liability loss coverage of at least \$25,000

ATTACHED Number and type of wreckers and license numbers of wreckers

Address of storage location 921 RAILROAD AVE
PROCTOR, MN 55810

I am familiar with and hereby comply with all rules and regulations stated in the City of Proctor's Municipal Towing and Stowage Ordinance governing the towing permits.

Signature of Applicant [Signature]
Fee \$35 Permit starting day 1/1/2022 and expiring on 12/31/2022

I have inspected the above applicants property and find it to be an acceptable use within its zone, large enough to store automobiles and satisfies the requirements of the zone in which it is located, and is effectively screened from adjacent residential developments.

City Administrator

Chief of Police

Bldg Official or Fire Chief (if deemed necessary)

Date Inspected

Wreckers

Troy's Towing

Name	Type	Color	Lic #
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4) 2012 H@H	32' Trailer	Red	
5) 2021 Ford Transit	Light Service	White	GHJ888 MN

Auto-Owners

Page 1

27777 (10-88)
Issued 09-10-2021

SURANCE COMPANY 16144
01 ANACAPRI BLVD., LANSING, MI 48917-3999

AGENCY RELIABLE AGENCY INC
06-0629-00 MKT TERR 067 (218) 879-4663

INSURED DEWALL'S SERVICE CENTER INC
DBA TROY'S AMOCO

ADDRESS 2317 VENICE ST
PROCTOR MN 55810-2505

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY INFORMATION PAGE-RENEWAL AGREEMENT

Renewal Effective 11-08-2021

POLICY NUMBER 171706 08417518

Company Use 08-17-MN-1117

Company
Bill

POLICY PERIOD	
12:01 A.M.	12:01 A.M.
11-08-2021	to 11-08-2022

ITEM 1. INSURED: DEWALL'S SERVICE CENTER INC
DBA TROY'S AMOCO
302 2ND ST
PROCTOR, MN 55810-1611

INSURED IS: Corporation

ITEM 2. POLICY PERIOD: 11-08-2021 (12:01 A.M.) to 11-08-2022 (12:01 A.M.)
(Based on the insured's address shown in Item 1.)

ITEM 3. A. WORKERS' COMPENSATION INSURANCE: Part One of the policy applies to Workers' Compensation Law of the states listed here: MN

B. EMPLOYERS LIABILITY INSURANCE: Part Two of the policy applies to work in each state listed in ITEM 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$100,000	Each Accident
Bodily Injury by Disease	\$100,000	Each Employee
Bodily Injury by Disease	\$500,000	Policy Limit

C. OTHER STATES INSURANCE: Part Three of the policy applies to the states, if any, listed here: All states and U.S. territories except monopolistic states (Ohio, Washington, Wyoming & North Dakota), Puerto Rico, the U.S. Virgin Islands, and the states designated in item 3.A. of the Information Page.

ITEM 4. The premium for this policy will be determined by our manuals of rules, classifications, rates and rating plans. All information required below is subject to verification and change by audit.

CLASSIFICATION OF OPERATIONS

PREMIUM BASIS

RATES

ESTIMATED ANNUAL



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/8/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Reliable Agency, Inc PO Box 620 Cloquet MN 55720	CONTACT NAME: Becky Haley PHONE (A/C, No, Ext): 218-655-3358 E-MAIL ADDRESS: bhaley@reliablemn.com FAX (A/C, No): 218-655-3358
INSURED DeWall's Service Center, Inc. DBA Troy's Amoco 2317 Venice Street Proctor MN 55810	INSURER(S) AFFORDING COVERAGE INSURER A: Owners Insurance Company INSURER B: Auto-Owners Ins. Co. INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 32700 18988

COVERAGES**CERTIFICATE NUMBER:** 1560178741**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			08417496	11/8/2021	11/8/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5149184200	11/8/2021	11/8/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	08417518	11/8/2021	11/8/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Proctor 100 Pionk Drive Proctor MN 55810	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

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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

You Have A Place in Proctor

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

6C

To: Proctor City Council
From: City Administrator Rich
Re: Surplus Equipment

I recommend declaring the following equipment as surplus and to be sold at public auction.

- Park Truck
- Estimate value \$2,100 - \$3,000
- 2006 Chevrolet 2500HD
- VIN: 1GCHK29U76E204594



Chad Ward
Mayor

Jess Rich
City Administrator

City of Proctor

You Have A Place In Proctor

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

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

RESOLUTION 07-22 DECLARATION OF SURPLUS ITEMS

WHEREAS, the City of Proctor (the “City”) has replaced the vehicle used for park services and has a 2006 Chevrolet 2500HD (VIN#1GCHK29U76E204594) valued between \$2,100-\$3,000.

WHEREAS, the City has declared this vehicle to be a surplus item; and

WHEREAS, the City directs this vehicle to be sold at public auction.

Declared and adopted this 22nd day of February 2022.

Chad Ward
Mayor

Attest:

Jess Rich
City Administrator

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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6D

To: Mayor Ward and Proctor City Council

From: City Administrator Rich

Re: Public Safety Fund Designation

Resolution attached. Excerpt from the January 25, 2022 budget meeting:

“Public Safety Fund: Discussion begins with reference to resolution 47-18 which states annual transfers from the police and fire departments into the public safety fund. Councilor DeWall gives an overview of the creation and intent of the public safety fund and would like to continue building the fund to create additional reserves for the city, when necessary, without having to bond for future expenses such as equipment or vehicle replacement. Resolution 47-18 designates an annual transfer of \$25,000 from the police department to the public safety fund, designates funds from the surplus of fire calls, and the fire agreement with Midway township. It is noted this fund has created a better position for the city to build readily reserves, with the council to decide the most efficient way to continue building this fund. Finance Director Brunfelt presents a summary showing the fund deposits over the last three years, adding a line item has been added to the annual budget for the police department since 2018. The suggestion to add a specific amount as a line item for the fire department budget is added, with the council deciding to add an amount of \$5,000.00 in addition to the amount of revenue received from the fire agreement with Midway Township, and the amount received from the surplus of fire calls for service to Midway Township.”

Chad Ward
Mayor

Jess Rich
City Administrator

City of Proctor

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Resolution 08-22 Designating Certain Funds to the Public Safety Fund

**STATE OF MINNESOTA)
COUNTY OF ST. LOUIS)
CITY OF PROCTOR)**

WHEREAS, the Governmental Accounting Standards Board has issued Statement No. 54 as relates to Governmental Fund Balance reporting; and

WHEREAS, the City Council, in accordance with the Town of Midway and City of Proctor Fire Agreement, must "commit" certain fees charged to Capital Equipment; and,

WHEREAS, the City Council through the creation of a Public Safety Fund, ensures the fund to be made whole through the Fire Agreement with the Town of Midway and Police Department budgeted funds.

WHEREAS, the City Council wishes to ensure additional funds be added to the Public Safety Fund through the Fire Department budgeted funds.

NOW THEREFORE, BE IT RESOLVED by the City Council, as follows:

City Council designates the following amounts as "committed" to the Public Safety Fund annually until superseded with a new resolution:

Police Department – \$25,000 annually.

Fire Department – Surplus of fire calls over the designated number per the fire agreement with the Town of Midway, the Capital Equipment payment received by the Town of Midway and the Administration Fee paid by the Town of Midway. Section III Items 1-3 in the Fire Agreement Between the Town of Midway and the City of Proctor.

Fire Department – \$5,000 annually from Fire Department Budget.

Adopted by the City Council this 22nd day of February 2022.

Voting Aye:

Voting Nay:

By:

Chad Ward
Mayor

ATTEST:

Jess Rich
City Administrator

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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6E

To: Proctor City Council
From: City Administrator Rich
Re: Election Precincts and Polling Places Resolution

The Special Redistricting Panel appointed by the Minnesota Supreme Court released the congressional and legislative redistricting plans on February 15, 2022, and the plans have been filed with the MN Secretary of State's office.

Now that the state redistricting plan has been adopted, all municipalities must proceed with reestablishing their precinct boundaries and designating their polling places as required under M.S. 204B.14, subd. 3(e). The deadline to complete this process is March 29th.

The Proctor City Council approved a similar resolution in November of 2021. However, a new resolution after redistricting is required. The City of Proctor will remain in Minnesota Senate District 3 and Minnesota House of Representative District 3B (maps attached)

Chad Ward
Mayor

Jess Rich
City Administrator

City of Proctor

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James Rohweder

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**RESOLUTION 09-22
CITY OF PROCTOR, MINNESOTA
RESOLUTION TO RE-ESTABLISH PRECINT
AND ELECTION POLLING PLACE**

WHEREAS, the Legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statue Section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within sixty (60) days of when the legislature has been redistricted or at least nineteen (19) weeks before the State Primary Election, whichever comes first;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Proctor, County of St. Louis, State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places as follows:

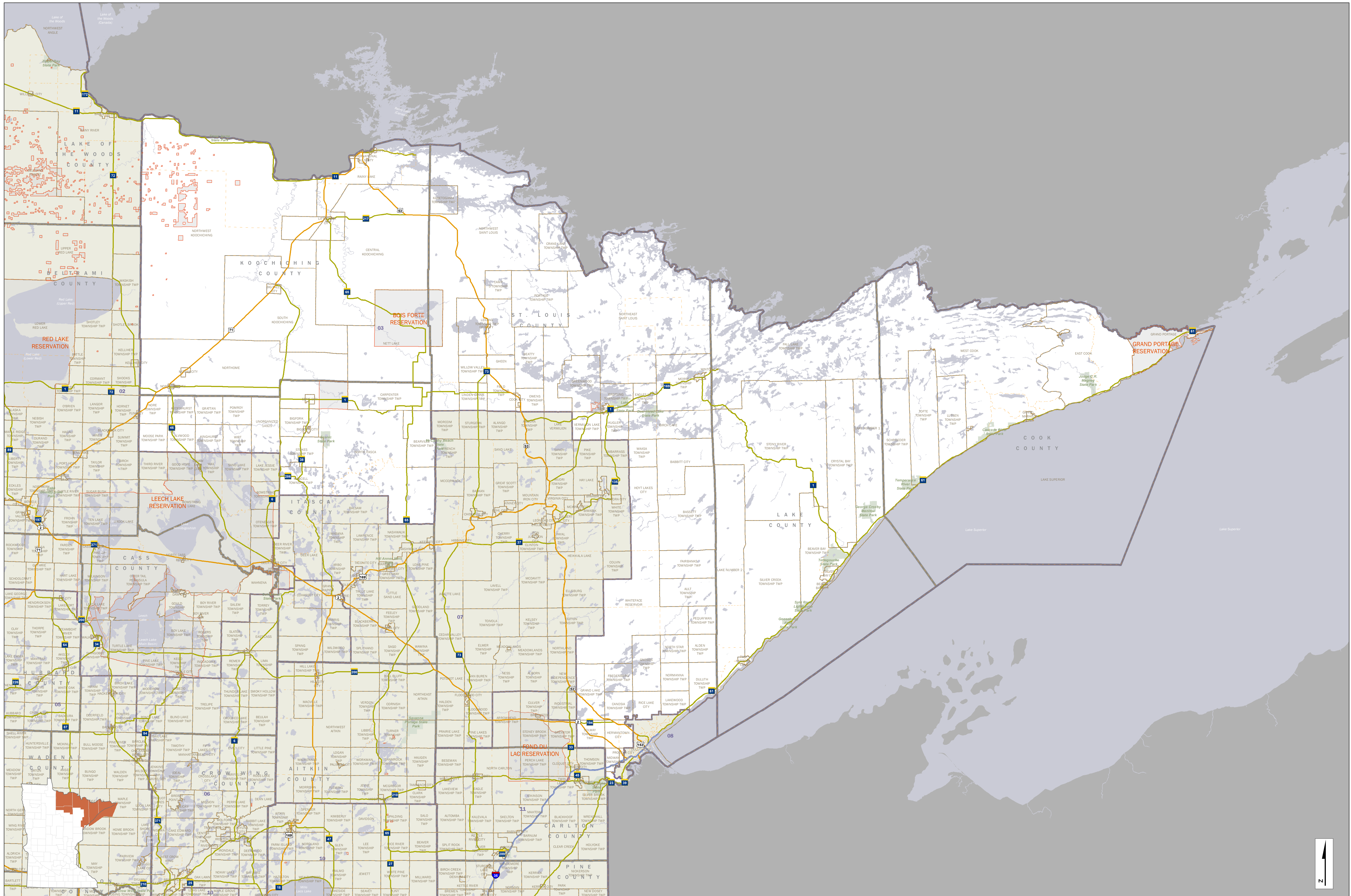
Precinct Boundaries –to be reestablished as they currently exist, which is one precinct within the corporate limits of the City of Proctor.

Polling Place – 100 Pionk Drive Proctor, Minnesota.

ADOPTED BY the Proctor City Council this 22nd day of February 2022.

Chad Ward
Mayor

Attest: _____
Jess Rich
Administrator/Clerk



Senate District 03

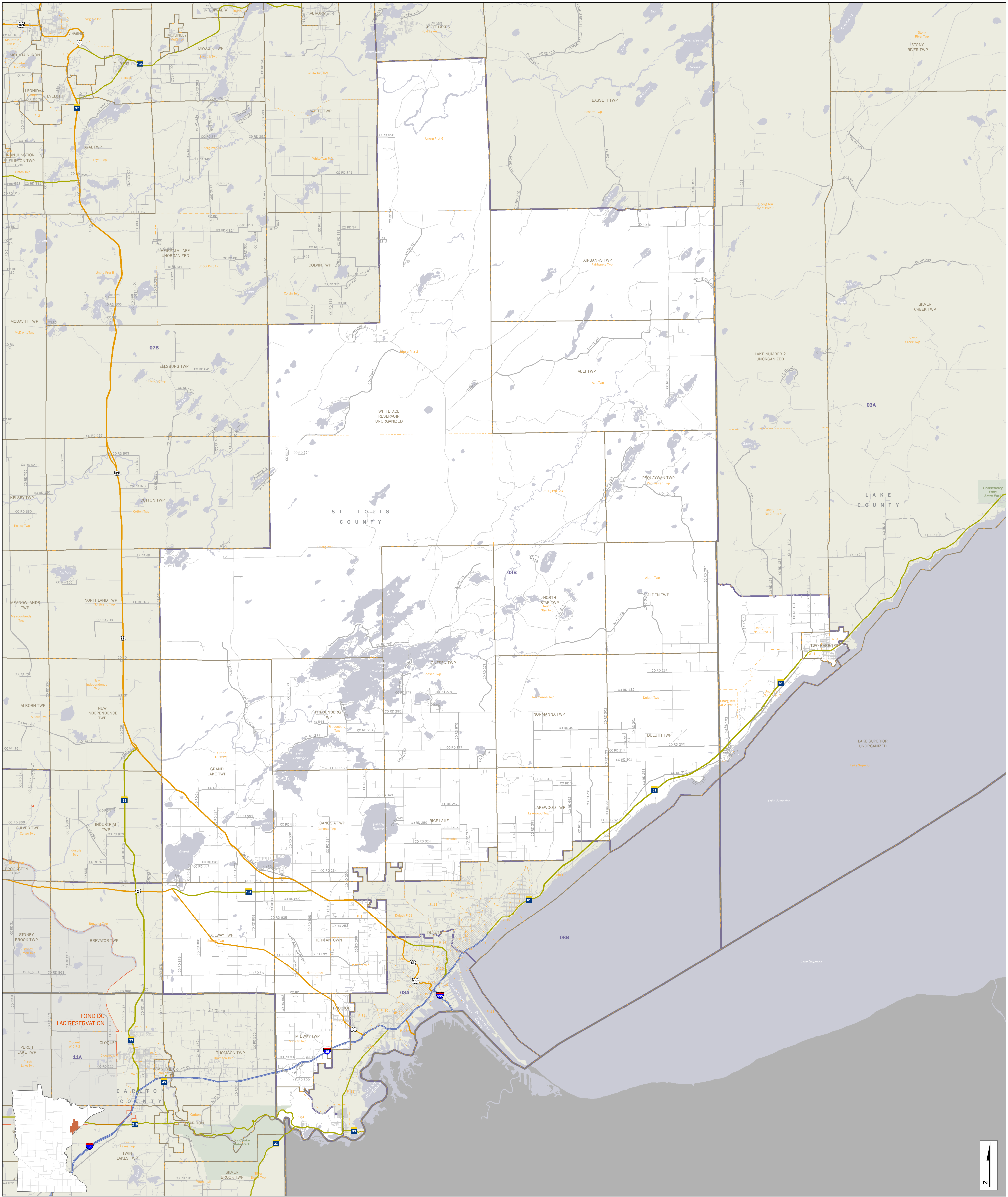
With Precincts (2020)

This map shows the Legislative Districts ordered by the Minnesota Supreme Court Special Redistricting Panel in the matter of Watkinson, et al. Sachs, et al. v. Simon, et al. (A21-0243, A21-0546), on February 15, 2022. Base data and features used in this plan are derived from the 2020 TIGER files prepared by the U.S. Census Bureau.



- Interstate Hwy
 - US Hwy
 - State Hwy
 - Ramps
 - County Road
 - Local Road
- | Precinct (2020) | Cities and Towns | Senate Districts | Counties |
|-----------------|------------------|------------------|----------|
| NAME | NAME | 03 | |
- American Indian Reservation
 - Lakes & Streams
 - Parks

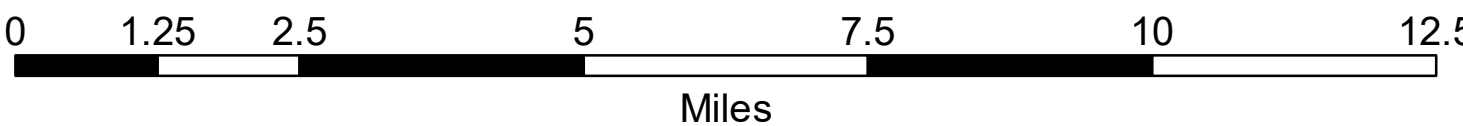




House District 03B

With Precincts (2020)

This map shows the Legislative Districts ordered by the Minnesota Supreme Court Special Redistricting Panel in the matter of Watson, et al, Sachs, et al v. Simon, et al (A21-0243, A21-0546), on February 15, 2022. Base data and features used in this plan are derived from the 2020 TIGER files prepared by the U.S. Census Bureau.



- Interstate Hwy
- US Hwy
- State Hwy
- Ramps
- County Road
- Local Road
- Precincts (2020)
- Cities and Towns
- House Districts
- Counties
- American Indian Reservation
- Lakes & Streams
- Parks



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To: Mayor Ward and Proctor City Council

6F

From: City Administrator Rich and Finance Director Brunfelt

Re: American Rescue Plan Act (ARPA) Resolution

The American Rescue Plan Act (ARPA) designated dollars to go to local government units for COVID relief purposes. Non-entitlement jurisdictions in Minnesota (generally cities under 50,000 in population) received \$105.81 per capita based on the city's 2019 Census data and an additional reallocation of \$3.47 per capita. Local governments are required to designate what the funds will be used for. Eligible uses include:

- Responding to the public health emergency.
- Responding to the negative economic impacts of the pandemic.
- Premium pay for essential workers.
- Revenue replacement
- Investments in water, sewer, and broadband infrastructure.

According to the rules, recipients may elect a "standard allowance" of \$10 million to spend on government services. Under this option, the Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund "government services." The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss, particularly for ARPA's smallest recipients. All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula.

Recipients may use ARPA funds on government services up to the revenue loss amount, whether that be the standard allowance or the amount calculated using the formula approach. Government services generally include any service traditionally provided by a government unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- Road building and maintenance, and other infrastructure.
- Health services.
- General government administration, staff, and administrative facilities.
- Environmental remediation.
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles).

Government services is the most flexible eligible use category under the ARPA program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that

certain restrictions, which apply to all uses of funds, apply to government services as well. These restrictions include deposits into pension funds, debt service, replenishing financial reserves, settlements and judgements, or any projects that conflict with or contravene the purpose of the American Rescue Plan Act.

It is our recommendation pass a resolution to elect the standard allowance available under the revenue loss provision of American Rescue Plan Act.

Chad Ward
Mayor

Jess Rich
City Administrator

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CITY OF PROCTOR RESOLUTION NO.10-22

A RESOLUTION TO ELECT THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to nonentitlement units of local government (NEUs).

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

WHEREAS, \$330,904 has been allocated to the City of Proctor (“City”) pursuant to the ARPA.

WHEREAS, The Coronavirus State and Local Fiscal Recovery Funds ensures that governments have the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

WHEREAS, In May 2021, the US Department of Treasury (“Treasury”) published the Interim Final Rule describing eligible and ineligible uses of funds as well as other program provisions, sought feedback from the public on these program rules, and began to distribute funds.

WHEREAS, on January 6, 2022, Treasury issued the final rule. The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process.

WHEREAS, the final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation.

WHEREAS, recipients that select the standard allowance may use that amount, in many cases their full award, for government services, with streamlined reporting requirements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PROCTOR, MINNESOTA, THE CITY ELECTS THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE AMERICAN RESCUE PLAN ACT IN THE AMOUNT OF \$330,904 TO BE USED FOR THE GENERAL PROVISION OF GOVERNMENT SERVICES.

Adopted by the City Council of the City of Proctor , Minnesota this 22nd day of February 2022.

Mayor

Attested:

City Clerk

CITY OF PROCTOR
CORPORATE SEAL

1894

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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6G

To: Mayor Ward and Proctor City Council

From: City Administrator Rich

Re: Building Inspector Services

The negotiation committee recommends renewing the agreement with Jay Boysen for building inspection services with a 3% increase in pay. Mr. Boysen did not receive a pay increase for building inspection services in 2021. Agreement attached.

Addendum:

Building Inspector Pay: In recognition of the employer's expectation that Jay Boysen will be responsible for building/code inspections, Mr. Boysen shall receive \$6,108 per year in Building Inspector Pay. This position will work primarily on inspections and plan reviews of single/duplex primary dwellings, ancillary buildings, fences, and code enforcement.

As a part of this position, the employer will also pay for required education and certifications.

Schedule of pay for 2022: \$5,930.00 in 26 equal installments from 1/1/2022-12/31/2022 payrolls.

This letter of understanding shall be in effect from January 1, 2022 through December 31, 2022 upon the signatures of the parties involved and shall continue in effect unless one of the parties notifies the other of cancellation. Said notice shall be in writing to each party and shall provide for cancellation in thirty (30) days.

For the City:

Mayor

Dated: _____

Attest:

_____ Dated: _____
City Administrator

Jay Boysen

Dated: _____

Chad Ward
Mayor

City of Proctor

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Jake P. Benson
Troy R. DeWall
Rory Johnson

Jess Rich

James Rohweder

City Administrator

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6H

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To: Mayor Ward and Proctor City Council

From: City Administrator Rich/Negotiation Committee

Re: Golf Course Management Agreement

The negotiation committee recommends the attached management agreement with deletions and changes noted in red. The agreement is contingent upon the approval of Jason Klatte from Klatte Golf Management, LLC.

Chad Ward
Mayor

City of Proctor

COUNCILORS
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Troy R. DeWall
Rory Johnson

Jess Rich
City Administrator

James Rohweder

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GOLF COURSE MANAGEMENT OPERATION AND MAINTENANCE AGREEMENT

THIS AGREEMENT is entered into by and between the City of Proctor, a Municipal Corporation, hereinafter referred to as the “City” and Klatte Golf Management, LLC hereinafter referred to as “Contractor.”

WHEREAS, the City is the owner of a golf Course and buildings lying and being situated on land located at 25 Al Shoberg Drive, in the City limits of Proctor, hereinafter referred to as “the Course,” and

WHEREAS, the City is desirous of entering into a contract for the professional management and care of said golf Course, clubhouse, and any other building associated with the Course; and

WHEREAS, the Contractor desires to manage, operate, and maintain the Course.

NOW THEREFORE, IT IS HEREBY AGREED by and between the parties as follows:

1. **Premises.** The City contracts with the Contractor for the term and upon the conditions hereinafter set forth for the management of those certain premises owned by the City situated in the City of Proctor, St. Louis County, Minnesota, described as the “Course.”

The term “Premises” refers to the real property above described, to all structures and improvements located thereon with any exceptions stated herein and equipment and inventory associated with the operation of the Course.

2. **Term.** The term of this Agreement shall commence on March 1, 2022 and ending on November 1, 2024.
3. **Compensation.** The City of Proctor values the Proctor Golf Course as an historic community asset and is therefore willing and expecting to assist with funding for the operation and maintenance of the Course. The City of Proctor shall allocate the following to management for operation and maintenance:
\$20,000 2022
\$20,000 2023

\$15,000 2024

4. Such compensation will be delivered in two (2) installments the first payable on March 1st and the second on September 1st of every year.
 - i) ~~The City shall pay, on the behalf of the Contractor, for the purposes of the Contractor's efforts to maximize this community resource and promote the utilization of the Course and City image, those expenditures incurred by the Contractor as shown on the attached Exhibit 'A'.~~
For said purpose, the City shall allocate the following:
 - ii) ~~The City shall pay, from the allocated funds, the amounts indicated on the invoices incurred by the Contractor during the term of the agreement upon request for payment of such invoices made by the Contractor.~~
 - iii) ~~In the event the draws upon said dedicated funds exceeds the budgeted balance for the term of this agreement, the City shall have option of terminating this contract upon thirty (30) days written notice to the Contractor. Further, the Contractor and City shall meet on a monthly basis for the purposes of a monthly budget review at a time to be agreed upon by both parties.~~
4. **Funds Control.** The Contractor shall be responsible for an accounting of all monies received, (receipts), be it from the City or from operations (green fees, cart rentals, donations, season passes, merchandise, liquor, food, lessons, golf club repair/maintenance, and other concessions). Additionally, the City shall be entitled to perform an audit of the Contractor's operations at the end of each golf season or October 31 of each year, whichever may come first during the term of this agreement, or a date mutually agreed upon. ~~In addition to the City's reimbursement and payment for maintenance expenses, the City shall be entitled to audit the records of the Contractor relative to receipts and all monies received as described above from the Course on one day's notice to the Contractor.~~
5. **Use of Premises.** The City of Proctor will contract with management for the operation and management of the Proctor Golf Course 25 Al Shoberg Drive, Proctor, Minnesota, all structures, all current inventory, and all equipment. Management will have complete use of the premises for the purpose of operating a golf club and social facility and provide the usual and ordinary services provided at golf Courses and public gathering, social facilities, including but not limited to regular golfing, food and beverage, concessions, sale and rental of related equipment and apparel. Management shall offer such programs including youth, seniors, public, schools, and other public activities where appropriate.

The premises shall not be used for any illegal purpose or in violation of any valid regulations of any governing body exercising jurisdiction over the premises, nor, in any manner, to create a nuisance or trespass, nor in any manner which would invalidate the insurance coverage of said premises. The Contractor, its sub-contractors, if any, agrees to cooperate with the City in the event the City conducts recreational or community related activities at the Course. The City

agrees that such activities shall be conducted in such a manner to have minimal interference with regular facility operations.

Bookings and rental of the facility, Course, or its related gathering spaces, ~~may will~~ be controlled by ~~either the City or the Contractor as the parties shall mutually agree, however, in any event golfing related activities and regularly planned events of the Contractor shall be given preference with booking the facility. The Contractor shall not use the Course or its buildings for any personal use or activities, including social gatherings, meetings, room or board.~~

6. **Golf Course Fees and Charges.** The Contractor shall have the exclusive right, considering input from Golf Advisory Committee, to adjust all fees and charges as it sees fit during the term of this agreement, ~~except as herein specifically stated.~~

~~I. The Contractor will promote the use of the Course through its marketing plan and the City will exercise its best efforts in assisting in the promotion of the Course for golf, tourism, and/or economic development.~~

~~II. The Contractor will follow all requirements of the City if special events are to be held on the Course.~~

~~III. The Contractor will receive input from the Golf Advisory Committee on all fee changes.~~

7. **Daily Operation.** The Course will be operated daily, weather conditions and maintenance schedules permitted, with opening and closing times as the Contractor deems appropriate. The Contractor shall exercise reasonable judgment in closing the facility, for whatever reason, and the City shall be immediately notified of the decision of closing times and the City shall reserve the right to independently operate the Course at those times of closure determined by the Contractor if the City so chooses.
8. **Maintenance and Repair of the Course and Buildings.** The Contractor, throughout the term of this agreement, shall keep and maintain all building structures of every kind, which may be part of the facility, in as good or better condition than said structures and improvements thereon were at the beginning at the term, ordinary wear and tear, and ordinary daily damage. ~~Such maintenance and repair will include but will not be limited to changing HVAC equipment filters, maintenance of smoke and carbon monoxide detectors, fire extinguisher testing and maintenance, bug and rodent control, maintenance and repair of kitchen equipment and fixtures, repair of restroom fixtures, repair and maintenance of interior and exterior lighting, repair and maintenance of interior and exterior surfaces.~~ Contractor agrees to keep clean and in a sanitary condition, all premises used by the Contractor and, more particularly, the concession facilities and bathrooms. The Contractor is responsible for the disposal of waste generated by the operation of the premises. The Contractor will comply with all applicable local and state health laws and regulations. The City reserves the right to inspect the Course without notice and demand that conditions, which are in the City's opinion, unsanitary, be corrected without delay. ~~Repairs~~ Major repairs to the Course and /or fixtures, including air conditioning, heating

plant, shall be the responsibility of the City, which shall be performed promptly in such a way as to minimize any loss of time to the Contractor.

The City shall be responsible for the maintenance of the parking lots, for the plowing and snow removal from the same, associated with the Course.

In the event it becomes necessary to perform any public improvement work on the premises, it shall be the responsibility of the City to perform such work at its expense. For purposes of this agreement, public and capital improvement shall include, but not limited to, utility installation, major structural improvement to building, sewer or water lines, and repair to damage caused by natural disaster or force majeure. In no event shall the City be required to make repairs or improvements if damages are caused by the Contractor, its sub-contractors, agents, employees, Contractor generated events, and negligent acts of omission or commission.

Should the premises be so damaged by fire casualty, vandalism, natural disaster acts of force majeure or any other cause whatsoever, so as to render the premises untenable or unfit for the purpose of this contract, the parties shall negotiate reasonably and in good faith regarding which, if any, provisions or provision of the agreement may be modified, suspended or renegotiated as a result of such damage to the premises.

The Contractor shall not make any major alterations, additions, major repairs, permanent decoration, restoration or improvements of the premises without first submitting plans and/or specifications for the same to the City for its written approval. A major alteration shall be defined as any activity which substantially changes the physical appearance, playing condition or intended purpose of the Course, its building or fixtures. Specific written authority to perform such alterations must be approved by the City. Such authorization shall be specifically conditioned upon the Contractor's agreement that the Contractor or its sub-contractor shall supply a performance bond, a letter of credit or satisfactory proof of funds available for the payment of all debts and claims arising from such construction permitted by the City. Any improvements, alterations, additions, repairs, etc. made by the Contractor shall become the property of the City.

The Contractor shall be responsible for providing all labor, supplies and materials that are reasonably necessary to assure the proper condition and operations of the Proctor Golf Course and its building and premises. The contractor shall be responsible for seasonal adjustments relative to the care during off season months of the Course and buildings, including but not limited to, the necessary preventive maintenance to the Course and its equipment. Work done by the Contractor in connection with the general maintenance necessary to maintain the proper playing condition of the Course shall be in accordance with generally accepted golf Course methods for this facility. This provision includes the maintenance of the building including adequate heat/cooling throughout the year.

9. **Food/Alcohol and Concessions.** The Contractor shall have the right to operate food and beverage service within the facility on its own behalf under this agreement. Proceeds from the sale of food/beverage items shall be the sole property of the Contractor. The Contractor may sub-let the food/beverage concessions in the facility upon prior consent of the City, which shall not be unreasonable withheld. Adequate records shall be maintained and shall be subject to review by the City. The Contractor will be responsible for all licensing of food/beverage with the State of Minnesota and County of St. Louis.
10. **Taxes, Fees, Licenses.** Management will be pay for all federal, state, and local licenses and permits, all sales and use tax, state and federal payroll taxes, workers compensation and unemployment taxes.
11. **Utilities** Management will pay for all utilities including electric, gas, garbage, recycling, cable, telephone, internet, water, sewer
12. **Liens.** The Contractor shall keep all the facility's herein mentioned, and every part thereof, all buildings and equipment, at any time located thereon, free and clear of any and all mechanic's, material men's or other liens for or arising out of or in connection with work or labor done, services performed or materials or appliances used or furnished in connection with any operation of the Contractor, any alteration, improvement or repairs or additions which Contractor may make or permit, or caused to be made, or any work or construction by or for permitted by the Contractor on or about the premises, grounds, or any obligations of any kind incurred by the Contractor.
13. **Capital Improvements.** The City has the right to make whatever capital improvements it deems necessary or desirable at any time, without expense to the Contractor. Prior to making such improvements, the City shall meet with the Contractor to discuss the effect of the improvement and the making of such improvements upon said premises or grounds.
14. **Machinery and Equipment.** It is expressly understood that the Contractor is to provide and operate, during the term of this agreement, all necessary maintenance equipment to be used in said premises and grounds. The City reserved the right to inspect, without notice, inventories and schedules of maintenance for equipment and to inspect its equipment for its usage and condition. All machinery, equipment and/or furniture or fixtures purchased with funds provided by the City for the operation of the Course must be used solely for the operation of the Course mentioned herein.
15. **Agreement.** It is expressly understood and agreed that the City inters into this agreement with the Contractor based upon the purchase of services and not based upon an employer/employee relationship. The Contractor represents that it has, or will secure personnel qualified to perform the duties required to be performed under this agreement. Such personnel shall not be deemed, in anyway, directly, or indirectly, expressly or implicitly, to be employees of the City.

Any personnel employed by the Contractor to perform the services hereunder shall be the employee of the Contractor, who shall possess the sole right to hire and discharge such employee. The Contractor shall ~~hold~~ attend a minimum of 2 Golf ~~Board Committee~~ meetings a ~~minimum of four (4) times~~ per year to gather Course information and planning information.

It is further understood that the considerations expressed herein constitute the full and complete compensation for all services preformed hereunder and any sums due and payable to the Contractor shall be paid as a gross sum with no withholding or deductions being made by the City for any purposes from any said contract sum.

The Contractor shall pay, when due, all salaries and wages of its employees, and it accepts exclusive responsibility for the payment of federal or state income taxes, social security, unemployment compensation or any other withholding which may be required.

16. **Access.** The City shall have the right of access to all portions of the Course and its buildings at all times of the day, with or without notice for the purpose of inspecting, analyzing or gathering information related to the premises itself. Security codes and locks provided by the City to the Course shall not be changed without the written consent of the City and access codes and keys will be provided to the City if consent is given to change said codes or locks.

17. **Insurance.** The Contractor shall procure and maintain, during the term of this agreement, all policies of public liability insurance and **liquor liability insurance** insuring the Contractor and the City against claims by persons who have been injured or may be injured or otherwise damaged as a result of the operations of the Course or its related facilities as provided in the agreement. Such insurance shall cover all acts of the Contractor, its agents, or employees, whether acts or omission or commission, said policy shall be written by an insurance company licensed to do business in the State of Minnesota and shall provide the City as a named insured as its interest may appear. Said policy shall provide general public liability coverage in an amount to the extent of the liability limits set forth in MN Statute 466.04 and as may be amended from time to time and no less.

The City may, at its option, obtain such insurance against theft or other loss, damage or destruction of physical facilities and/or equipment, which are covered under this agreement, as the City may deem appropriate. Any such insurance shall name the City as the sole insured.

18. **Indemnification.** The Contractor shall indemnify, save and hold harmless the City from and against any losses, costs, including attorney's fees, damages, expenses and liabilities, including statutory liability and liability under workmen's compensation and unemployment compensation laws, in connection with any claim for damage as a result of injury or death of a person or damage to any property of the Contractor, its agents, employees, customers, invitees, contractors, sub-contractors, and all other persons which may arise from and in any manner

grow out of any acts of negligence on or about the premises by the Contractor, its agents, employees, customers, invitees, contractors, sub-contractors, and all other persons.

19. **Taxes.** The Course and premises are owned by the City of Proctor and, as such, are presently exempt from real estate assessments and taxes. In no event shall the Contractor be liable for the payment of any real estate taxes related to the Course and premises hereunder.
20. **Signs.** Contractor shall be permitted to erect and display, or permit to be erected and displayed, signs within the premises. Advertising of any kind exposed to person outdoors shall only be with the prior written consent of the City and must follow all zoning laws and ordinances of the State of Minnesota and the City. Any revenues received by the Contractor for said advertising within the premises and on the Course shall be the property of the Contractor.
21. **Rules and Regulations.** The Contractor shall prepare written rules and regulations concerning the use and operations of the Course, including but not limited to such things as reservations, outings, leagues, tournament play, building use, etc. Such written rules and regulations shall be submitted to the Golf ~~Board~~ Committee for input and then to the City for its approval in a timely manner.
22. **Default and termination.** In the event the Contractor defaults in the performance of any obligation hereunder, which it must perform pursuant to the terms of the agreement, the City may terminate said agreement. Upon discovery of the Contractor's failure to properly perform and the Contractor in default, the City shall provide the Contractor with written notice describing the default and giving the Contractor five (5) days to cure such default. If, at the expiration of the five (5) days the default has not been corrected, the City may, in its option, without further notice to the Contractor, declare this agreement to be terminated, null and void, and immediately take possession of the Course and premises and exclude the Contractor from entry thereon.

Upon the termination of the agreement, for any reason, the Contractor shall be allowed access to the property to remove its personal property located thereon that is not part of this agreement.
23. **Possession and Termination.** Upon termination of the agreement by the City, as provided herein, the City shall be entitled to take immediate possession and the Contractor agrees to cooperate with the City to facilitate an orderly transfer of said premises and personal property under its control so that there will be minimal interruption of Course operations.
24. **Assignment and Sub-Letting.** The Contractor may not assign or otherwise transfer its obligations or duties under this agreement without the prior written consent of the City. Any attempt to assign or transfer its obligations or duties hereunder, without such consent, shall be void.

25. **Modification and Amendment.** This agreement may be modified or amended upon the mutual agreement of the parties in writing and fully executed by both parties.
26. **Availability of Funds.** It is expressly understood that the fulfillment of the conditions of this agreement by the City is conditioned upon the budgeting of sufficient City revenue and any cessation reduction of funding shall, in the option of the City, constitute grounds for voidance of the agreement, subject to provisions herein.
27. **Partnership, Joint Venture, Fiduciary Relationship Not Created Herein.** Nothing contained in this agreement shall be interpreted as creating a partnership, joint venture, relationship or principal and agent, between the Contractor and the City, it being understood that the sole relationship generated hereunder is a management agreement.
28. **Minnesota Laws.** It is agreed that this agreement shall be construed and in force with the laws of the State of Minnesota.
29. **Arbitration.** Any claim or controversy arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration in accordance with the Rules of the American Arbitration Association and judgment upon the award granted by the arbitrator may be entered in any court having jurisdiction thereof. The place of arbitration shall be in Proctor or Duluth MN.
30. **Severability.** Each provision, section, sentence, clause, phrase or word of this agreement is intended to be severable. If any provision, section, sentence, clause, phrase, or word of this agreement is illegal or invalid for any reason, such illegality or invalidity shall not affect the validity of the remainder of this agreement.
31. **Entire Agreement.** This constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes and replaces all prior negotiations, understandings, agreements, whether written or oral, between the parties, or past prior practice.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CITY OF PROCTOR

By: _____
Chad Ward
Its: Mayor

CONTRACTOR

By: _____
Jason Klatte

By: _____
Jess Rich
Its: City Administrator

STATE OF MINNESOTA)

) SS

COUNTY OF ST. LOUIS

The foregoing instrument was acknowledged before me, a notary public, on the _____ day of _____, 2022 by Chad Ward, the Mayor and Jess Rich, the City Administrator of the City of Proctor, a Municipal Corporation under the laws of Minnesota, on behalf of said corporation.

Notary Public

STATE OF MINNESOTA)

) SS

COUNTY OF ST. LOUIS)

The foregoing instrument was acknowledged before me, a notary public, on the _____ day of _____, 2022 by Jason Klatte and _____, the President and Treasures of _____, a non-profit corporation under the laws of Minnesota, on behalf of the corporation.

Notary Public

~~SCHEDULE "A"~~

- ~~1. OPERATING SUPPLIES~~
- ~~2. MOTOR FUELS~~
- ~~3. TELEPHONE~~
- ~~4. GENERAL LIABILITY INSURANCE~~
- ~~5. ELECTRIC UTILITIES~~
- ~~6. WATER~~
- ~~7. GAS~~
- ~~8. REPAIR/MAINTENANCE CONTRACTUAL~~
- ~~9. CAPITAL IMPROVEMENT BUILDINGS~~
- ~~10. CAPITAL IMPROVEMENT EQUIPMENT~~
- ~~11. REPAIR/MAINTENANCE EQUIPMENT~~
- ~~12. REPAIR/MAINTENANCE BUILDINGS~~

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

61

To: Proctor City Council

From: City Administrator Jess Rich
Street Department Foreman and Parks Supervisor Rick LaLonde

Re: Purchase of Plow Truck

The purchase of a new plow truck is on the schedule for 2023. Nuss can supply a Mack chassis and Towmaster the build out of the state bid. Street Department Foreman Rick LaLonde reports if ordered now the earliest delivery date would be April of 2023, but October 2023 is more realistic. LaLonde and Jay Boyson went through the specs closely and had specific questions answered by both Nuss and Towmaster. Minor adjustments were made to the Towmaster quote so the truck will be 100% ready to accommodate our current sander unit. Not purchasing a new sander saves about \$30,000.

The final quotes are \$117,192.00 (Nuss) plus \$104,380.00 (Towmaster) for a total of \$221,572.00 Nuss offers a 5-year lease with option to buy, or we could also look at municipal leasing options available at the time and choose the lease option with the best rate and terms. A down payment is not needed and the first payment would not be due until the truck is completed. The Towmaster and Nuss quotes containing all details are attached. Since the 2023 budget has not been approved, council approval is needed at this time.

NUSS TRUCK & EQUIPMENT

Quotation

2195 WEST COUNTY ROAD C2
ROSEVILLE, MN 55113
Phone: 651-633-4810 Fax: 651-635-0928

DATE 1/30/2022
Quotation # 20220130
Customer ID City of Proctor
State Contract # T647

Name
City of Proctor
100 Pionk Drive
Proctor MN 55810
Phone 218-624-9624 email:rlalonde@proctormn.gov
3641

Prepared by: Brian Selvy

Purchase Order#

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	2023 Mack Granite 42FR (T) SA	\$ 117,192.00	\$ 117,192.00
			\$ -
			\$ -
			\$ -
			\$ -
	Price Quoted is with not sales tax or license fees		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
	Sales Tax	6.5%	
	Reg Fees	\$100	
			\$ -
Accepted by: _____ DATE _____		SUBTOTAL	\$ 117,192.00
Body Builder _____ Build Date _____			
		TOTAL	\$ 117,192.00

THANK YOU FOR YOUR OPPORTUNITY!



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
 TOWMASTERTRUCK.COM

UPDATED

Reference No.

QT 70794

**** QUOTATION ****

Ship To:	Cust:	3148	Phone:	Bill To:	Phone:
PROCTOR, CITY OF				PROCTOR, CITY OF	
100 PIONK DRIVE				100 PIONK DRIVE	
PROCTOR		MN 55810	USA	PROCTOR	
				MN 55810	USA

ATTN: RICK LALONDE

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	1/04/22	2/10/22	0/00/00

Serial No.

Order Comments: STATE OF MN CONTRACT
 #193042

Build Instructions VALID THRU 04/30/22

Other Instructions F.O.B. LITCHFIELD, MN -OR- CUSTOMERS W/FUEL CHARGES ONLY

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9900002	- Body 10'6" EDGE-SC/SCIS-46-30-36 - - 46" 3/16" Hardox-450 Front, 30" 3/16" Hardox-450 sides w/pockets, 36" 3/16" Hardox- 450 Tailgate, 1/4" Hardox-450 Floor, 8" I-Beam Longsills, Air-trip ready linkage, unpainted.	\$9,943.00	\$9,943.00
1	9901704	- Painting of Dump Body; includes media blasting of entire exterior & understructure, Urethane Primed, & Urethane Top Coat s applied. CAB MATCH (YELLOW) Understructure is seam sealed, and painted GlossBlack.	\$3,450.00	\$3,450.00
1	9901701	- Installation of Dump Body to hoist	\$1,548.00	\$1,548.00
1	9900145	- Body acc'y TMTE Air trip kit, w/solenoid valve,	\$446.00	\$446.00
1	9901702	- Installation of air operated tailgate latch kit, with solenoid valve in hydraulic valve enclosure.	\$305.00	\$305.00
1	9900147	- Body acc Box Vibrator - Cougar model DC3200	\$782.00	\$782.00
1	9901703	- Installation of Box Vibrator, with solenoid located in hydraulic valve enclosure.	\$355.00	\$355.00
1	9900155	- Cabshield, 1/2 type Stationary Free-Standing style, w/painted CARBON STEEL canopy, Hot-Dipped Galvanized tubing tion support stand, (2) shovel holders, & reservior mounts, Installed.	\$2,312.00	\$2,312.00
1	9900169	- Walkrail weld-on both sides of 10' SC & RC body, Installed	\$1,224.00	\$1,224.00

--- Continued ---

Price:

Total Discounts:

Net Cost:

Freight

Total:

Accepted by

Date

**** QUOTATION ****

Ship To: PROCTOR, CITY OF 100 PIONK DRIVE PROCTOR MN 55810 USA	Cust: 3148 Phone:	Bill To: PROCTOR, CITY OF 100 PIONK DRIVE PROCTOR MN 55810 USA	Phone:
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ATTN: RICK LALONDE

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	1/04/22	2/10/22	0/00/00
Serial No.					

1 9900205 - Ladder (CS) Tuck-A-Way Access ladder Pkg, Including Steps & Grab Handle Above, (ea) (SC & SS BODIES ONLY), Installed SPECIFY LOCATION HERE:	\$457.00	\$457.00
1 9900211 - Body acc'y Dual "split" sander manifolds in rear corner posts	\$484.00	\$484.00
1 9900214 - Body acc'y Tailgate LEVER TOP PIN release (Single Axle bodies only)	\$647.00	\$647.00
1 9904246 - Light Warning TMTEISS-3 PKG: (2) STAINLESS STEEL 23H 3-light LED Micro-Edge, (2) 5M-400 Super-LED, (2) Side TIR3 LED, (2) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed	\$4,567.00	\$4,567.00
3 9902519 - Light WHELEN MICRO PIONEER spot light, Installed **NOTE: (2) Mounted on PLOW LIGHT BRACKET, For FOG LIGHT use, Wired to SWITCH INDASH. (1) EXTRA WING LIGHT TO ILLUMINATE WING BETTER	\$650.00	\$1,950.00
1 9905778 - Light Mirror Mounted ABL 3800 LED HEAD LAMP PLOW LIGHTS W/ICE MELTING TECHNOLOGY Installed	\$1,322.00	\$1,322.00
1 9900266 - Fender set Minimizer MIN2260, for Single Axle, black Poly, Installed	\$967.00	\$967.00
1 9904691 - INSTALLATION of (Initial) Single camera system **NOTE: MOUNTED ON RH STROBE TUBE, FOR WING VIEWING USAGE, WIRED AS DEFAULT.	\$305.00	\$305.00
2 9904692 - Camera System option, NORTECH 9100-2HC 120 degree night vision CCD weather-proof HEATED camera, only GEN 5 6100	\$182.00	\$364.00

--- Continued ---

Price:

Total Discounts:

Net Cost:

Freight

Total:

Accepted by

Date



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
 TOWMASTERTRUCK.COM

Reference No.

QT 70794

**** QUOTATION ****

Ship To:	Cust:	3148	Phone:	Bill To:	Phone:
PROCTOR, CITY OF				PROCTOR, CITY OF	
100 PIONK DRIVE				100 PIONK DRIVE	
PROCTOR		MN 55810	USA	PROCTOR	
				MN 55810	USA

ATTN: RICK LALONDE

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	1/04/22	2/10/22	0/00/00
Serial No.					

2	9904693 - Camera System option, NORTECH 9100-4 Harness, 65'		\$47.00	\$94.00
	Waterproof GEN 5 6100			
1	9904694 - INSTALLATION of Extra Camera, & Harness GEN 5 6100		\$152.00	\$152.00
	**NOTE: MOUNTED ON RH CORNER POST IN PROTECTIVE COVER, FOR REVERSE VIEWING USAGE, WIRED TO QUE UP BY REVERSE CIRCUIT.			
1	1941405 - Camera Guard, SS, Bolt-On		\$39.00	\$39.00
1	9905502 - PreCise ARC Sensor Mount #1126929, only GEN 5 6100		\$36.00	\$36.00
1	9905835 - PreCise ARC Sensor #1117640, only, for Wireless GEN 5		\$614.00	\$614.00
	CONTROLLER Applications (LESS MTG BRKT), installed			
	INSTALLED			
1	9901834 - Hoist OSP/Towmaster 720DH, Double Acting, W/Solid block		\$3,437.00	\$3,437.00
	rear hinge point, & OSHA approved saftey props			
1	9901712 - Installation of SCISSORS TYPE double acting hoist		\$1,698.00	\$1,698.00
1	9902924 - Scraper FALLS IB-10A 1" MB, w/single lift cylinder W/12"		\$7,978.00	\$7,978.00
	bolt-on extension (11' total), LESS CUTTING EDGES			
1	9901705 - Installation of underbody fixed angle scraper w/single lift		\$2,604.00	\$2,604.00
	cylinder			
1	9904232 - Scraper FORCE Electric pressure transmitter to read on LCD		\$506.00	\$506.00
	screen, installed			
1	9900351 - Scraper FORCE reverse/Auto-Lift system, ADD-A-FOLD valve,		\$484.00	\$484.00
	installed			

--- Continued ---

Price:

Total Discounts:

Net Cost:

Freight

Total:

Accepted by

Date



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
 TOWMASTERTRUCK.COM

Reference No.
 QT 70794

**** QUOTATION ****

Ship To:	Cust:	3148	Phone:	Bill To:	Phone:
PROCTOR, CITY OF				PROCTOR, CITY OF	
100 PIONK DRIVE				100 PIONK DRIVE	
PROCTOR		MN 55810	USA	PROCTOR	
				MN 55810	USA

ATTN: RICK LALONDE

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	1/04/22	2/10/22	0/00/00

Serial No.	
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1 9902948 - Wing Falls RHSDL10A-HYDPB Primed LESS CUTTING EDGES	\$11,798.00	\$11,798.00
1 9900388 - Installation Falls SDL Series Wing - w/Bulkhead Couplers	\$4,373.00	\$4,373.00
1 9901431 - Wing Falls RL (REAR LIFT) up charge SDL WING	\$502.00	\$502.00
1 9904688 - Wing Falls POST-LESS Toe Lift in lieu of Std Front post/slide system		
1 9900476 - Wing Falls Safety Yellow - Paint Wing Moldboard	\$360.00	\$360.00
1 9900555 - Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	\$3,485.00	\$3,485.00
1 9900589 - Installation Falls Plow Hitch - 40 Series 3Line/STDBLKHD	\$2,015.00	\$2,015.00
1 SERVICE JOB - T - Misc parts and labor for:	\$680.00	\$680.00
TRUCK SIDE PLUMBING FOR SANDER (FROM VALVE TO REAR MANIFOLDS) PARTS AND LABOR INCLUDED		
1 9900851 - Valve System, Force Add-A-Fold MCV-ISO Valve 9 Functions, INSTALLED	\$11,903.00	\$11,903.00
HOIST, PLOW LIFT, PLOW ANGLE, SCRAPER, WING TOE, WING HEEL, WING PUSHBAR, AUGER, SPINNER (WILL BE FOR CUSTOMER SUPPLIED V-BOX SANDER)		
1 9902497 - Control System Force ULTRA-4-6100 Commander control, Installed	\$11,903.00	\$11,903.00
1 9900882 - Reservoir TMTE 31 Gal Cabshield mt (stainless steel) w/intank filter for system, installed	\$2,841.00	\$2,841.00
1 9900888 - Pump Force FASD45 HP-or-L LS (6 ci) 3750 psi, installed	\$4,816.00	\$4,816.00

--- Continued ---

Price:

Total Discounts:

Net Cost:

Freight

Total:

Accepted by

Date



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.

QT 70794

**** QUOTATION ****

Ship To: PROCTOR, CITY OF 100 PIONK DRIVE PROCTOR MN 55810 USA	Cust: 3148 Phone:	Bill To: PROCTOR, CITY OF 100 PIONK DRIVE PROCTOR MN 55810 USA	Phone:
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ATTN: RICK LALONDE

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	1/04/22	2/10/22	0/00/00

Serial No.

1 9900871 - Switch TMTE BODY UP Installed (electric controls only)	\$211.00	\$211.00
1 9900884 - Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	\$243.00	\$243.00
1 9905014 - Hydraulic Valve Hose Guard installed	\$180.00	\$180.00
1 WARRANTY - TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel Body Structure; 5 yr Whelen LED Light Systems; 3 yr Palfinger Hoists; 4 yr SwapLoader Hoists; 1 year Swenson Spreaders, 2 yr Hyd, FALLS Snow Equip, Tele Hoists, and all other items.		

Price: \$104,380.00

Total Discounts:

Net Cost: \$104,380.00

Freight

Total: \$104,380.00

Accepted by

Date

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (3 Characters) = {<>} "600, 700"
Vendor.Vendor type = {<>} "PR"
[Report].Date Paid = 02/22/2022

General Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
292 DESIGN GROUP				
21044.00-7	ATHLETIC COMPLEX STUDY	02/10/2022	2,400.00	830-80-800-3000 Professional Services
Total 292 DESIGN GROUP:			2,400.00	
AMERICAN LEGAL PUBLISHING				
14284	PROCTOR CODE BOOK	01/26/2022	770.28	100-10-120-3000 Professional Services
Total AMERICAN LEGAL PUBLISHING:			770.28	
ANIMAL ALLIES HUMANE SOCIETY				
13296	AGREEMENT ANNUAL ADMN COSTS	02/17/2022	1,000.00	100-20-210-4408 Boarding Fee
Total ANIMAL ALLIES HUMANE SOCIETY :			1,000.00	
ARAMARK				
263000091691	TOWELS & MATS - CITY HALL	02/07/2022	112.91	100-10-130-3000 Professional Services
263000094392	TOWELS & MATS - FIRE DEPT	02/14/2022	69.06	100-20-220-3000 Professional Services
Total ARAMARK:			181.97	
ARROWHEAD EMS ASSOCIATION				
11964	ARROWHEAD EMS CONFERENCE	02/08/2022	740.00	100-20-220-3035 Training Expense
Total ARROWHEAD EMS ASSOCIATION :			740.00	
AT&T MOBILITY				
287291128817	FIRSTNET CELL PHONES/ HOTSPOTS	01/25/2022	638.35	100-20-210-3021 Telephone
Total AT&T MOBILITY:			638.35	
BRAY&REED				
1444	OPIOID LITIGATION	11/18/2021	575.00	100-10-160-3004 Legal Fees
1445	BENSON NUISANCE MATTER	11/18/2021	1,035.00	100-10-160-3004 Legal Fees
1454	CITY OF PROCTOR GENERAL	11/19/2021	1,500.00	100-10-160-3004 Legal Fees
1457	DEVELOPMENT ISSUES	11/24/2021	2,945.00	830-10-160-3004 Legal Fees
1577	CITY OF PROCTOR GENERAL	01/20/2022	1,625.00	100-10-160-3004 Legal Fees
1578	DEVELOPMENT ISSUES	01/20/2022	575.00	830-10-160-3004 Legal Fees
Total BRAY&REED:			8,255.00	
CITON				
S275045	CITY HALL SECURITY CAMERAS	01/24/2022	364.00	100-10-120-3009 Computer Services
Total CITON :			364.00	
COMO LUBE				
SO456120	HYDRAULIC FLUID	02/01/2022	48.95	100-30-300-2212 Fuels & Lubricants

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total COMO LUBE :			48.95	
COMPUDYNE INC				
401581	OFFICE 365	02/04/2022	398.50	100-10-120-3009 Computer Services
401901	MONTHLY BILLING	02/04/2022	2,956.82	100-10-120-3009 Computer Services
Total COMPUDYNE INC:			3,355.32	
CONSOLIDATED COMMUNICATIONS				
020122	MONTHLY TELEPHONE	02/17/2022	444.48	100-10-120-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			444.48	
DEWALL SERVICE CENTER INC				
47431	HYDRAULIC HOSES	02/01/2022	180.97	100-30-300-2220 Repair & Maintanance
Total DEWALL SERVICE CENTER INC :			180.97	
DLL FINANCIAL SERVICES, INC				
75324938	PD COMPUTER LEASES	02/06/2022	285.49	100-20-210-3009 Computer Services
Total DLL FINANCIAL SERVICES, INC :			285.49	
DULUTH DODGE				
5134551	2018 DODGE CHARGER	01/14/2022	57.68	100-10-130-2220 Repair & Maintanance
Total DULUTH DODGE :			57.68	
DULUTH FLOWER FARM				
3982	WREATHS & GARLANDS	12/16/2021	511.53	100-40-410-2210 Operating Supplies
Total DULUTH FLOWER FARM :			511.53	
EAGLE ENGRAVING				
2022-1218	BADGES	02/17/2022	715.84	100-20-220-2210 Operating Supplies
Total EAGLE ENGRAVING :			715.84	
ELAN CORPORATE PAYMENT SYSTEMS				
010622menard	CLEANING SUPPLIES	01/06/2022	29.01	100-20-210-2205 Office Supplies
01072022	TIRE GUAGE	01/07/2022	10.85	100-20-220-2220 Repair & Maintanance
011122	SYMBOL ARTS RENUMBER BADGES	01/11/2022	19.16	100-20-210-2217 Clothing
011322walmart	ZIPLOCK BAGS PROPERTY ROOM	01/13/2022	8.25	100-20-210-2210 Operating Supplies
02022022city	DOMAIN HOSTING SERVICES	02/02/2022	159.98	100-10-120-3009 Computer Services
02022022POLI	MEDICAL SUPPLIES	02/02/2022	18.19	100-20-210-2210 Operating Supplies
020222POLIC	AMMUNITION	02/02/2022	148.43	100-20-210-3035 Training Expense
1-11-22FD	DRINKING WATER	01/11/2022	22.40	100-20-220-2210 Operating Supplies
113095979872	JOSEPH CARTER CLOTHING ALLOWANCE	01/27/2022	68.00	100-20-210-2217 Clothing
113808280527	BLOOD PRES CUFFS/02 SENSORS	12/30/2021	217.44	100-20-210-2210 Operating Supplies
123021	MEDICAL SUPPLIES	12/30/2021	319.78	100-20-210-2210 Operating Supplies
2077128	HYDRAULIC FLUID FOR JOHN DEERE SNOW BLOWER	01/19/2022	55.92	100-30-300-2220 Repair & Maintanance
29319	TARGETS	01/20/2022	26.43	100-20-210-3035 Training Expense
3849	CHIEFS MEMBERSHIP RENEWAL	01/18/2022	280.00	100-20-220-4433 Dues & Subscriptions
3936198	CLOTHING RIEBEL	12/31/2021	98.66	100-20-210-2217 Clothing
63429	AXON	01/03/2022	242.66	100-20-210-2210 Operating Supplies
701446389	SEAT BELT EXTENDERS	01/28/2022	31.48	100-20-210-5540 Vehicle or Heavy Mac

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total ELAN CORPORATE PAYMENT SYSTEMS:			1,756.64	
ESSENTIA HEALTH				
011822	DRUG TESTING FEE - LALONDE	01/18/2022	30.00	100-30-300-3005 Medical & Dental Fees
Total ESSENTIA HEALTH :			30.00	
GREAT LAKES OFFICE SOLUTIONS				
inv58918	COPIER LEASE	12/30/2021	134.60	100-20-210-4400 Repairs & Maintenanc
Total GREAT LAKES OFFICE SOLUTIONS :			134.60	
HARTELS/DBJ DISPOSAL COMPANY				
12312021Asse	GARBAGE ASSESSMENTS	12/31/2021	15,403.90	100-36-361-3616 Garbage Assessment
12312021Asse	GARBAGE ASSESSMENTS INTEREST & FEE	12/31/2021	2,894.85	100-36-361-3617 Garbage Assessment
Total HARTELS/DBJ DISPOSAL COMPANY :			12,509.05	
HELQUIST, KERRY				
021722	CELL PHONE - JAN/FEB	02/17/2022	100.00	100-20-220-3021 Telephone
Total HELQUIST, KERRY :			100.00	
INNOVATIVE OFFICE SOLUTIONS LLC				
601318-0	OFFICE SUPPLIES	08/24/2021	278.69	100-10-120-2205 Office Supplies
so-3627683	POLICE ENVELOPES	02/01/2022	201.38	100-20-210-2205 Office Supplies
Total INNOVATIVE OFFICE SOLUTIONS LLC:			480.07	
JOHNSON CONTROLS				
1-1087599670	NEW VALVE AND ACTUATOR FOR AHU-2	11/23/2021	1,336.00	100-10-130-4400 Repairs & Maintenanc
Total JOHNSON CONTROLS :			1,336.00	
JOSEPH ANDERSON				
2-3-22	REFUND OF OVERPAYMENT	02/03/2022	35.00	001-00-000-1005 Utility Cash Clearing
Total JOSEPH ANDERSON:			35.00	
LEAGUE OF MINNESOTA CITIES				
356122	PATROL ONLINE TRAINING SUBSCRIPTION	01/02/2022	720.00	100-20-210-3035 Training Expense
Total LEAGUE OF MINNESOTA CITIES :			720.00	
MIDWAY SEWER SERVICE				
98541	PUMP SEWER PIT IN POLICE GARAGE	01/07/2022	450.00	100-10-130-2220 Repair & Maintanance
Total MIDWAY SEWER SERVICE:			450.00	
NORTHERN ENGINE & SUPPLY, INC				
137802	HYDRAULIC FITTINGS	12/10/2021	43.61	100-30-300-2220 Repair & Maintanance
Total NORTHERN ENGINE & SUPPLY, INC:			43.61	
OREILLY AUTO PARTS				
3290-221164	BATTERY CABLES FOR LIFT GATE	02/09/2022	28.98	100-30-300-2220 Repair & Maintanance

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total OREILLY AUTO PARTS :			28.98	
PERSONNEL EVALUATION, INC				
43060	HIRING TEST	01/31/2022	80.00	100-20-210-4430 Miscellaneous
Total PERSONNEL EVALUATION, INC :			80.00	
PREMIERE THREE DEVELOPERS				
2-3-22	REFUND OF OVERPAYMENT	02/03/2022	51.37	001-00-000-1005 Utility Cash Clearing
Total PREMIERE THREE DEVELOPERS:			51.37	
PROCTOR BUILDERS				
1.25.22	STREET MISC	01/25/2022	105.31	100-30-300-2210 Operating Supplies
251002	HOSE FOR GARAGE	01/14/2022	52.98	100-20-210-2210 Operating Supplies
251049	SALT SHOVEL HOSE CLAMP	01/19/2022	96.96	100-20-210-2210 Operating Supplies
Total PROCTOR BUILDERS :			255.25	
PROCTOR JOURNAL				
35747	CITY HOLIDAY CLOSING - PRESIDENTS DAY	02/17/2022	9.68	100-10-110-3052 General Notices & Pub
35751	CITY COUNCIL MEETING MINUTES 1.18.22	02/17/2022	126.38	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL :			136.06	
PUBLIC UTILITIES COMMISSION				
100080010001	UTILITIES - GOLF COURSE	02/17/2022	800.67	550-55-550-4430 Miscellaneous
1016550000-0	UTILITIES - BDRY AVE & I35 LIFT STATION	01/28/2022	2.31	500-50-510-3080 Utilities
110810000-012	UTILITIES - CITY HALL	01/28/2022	2,206.31	100-10-130-3080 Utilities
1108200000-01	UTILITIES - CITY GARAGE	01/14/2022	510.68	100-30-316-3080 Utilities
1108850000-02	UTILITIES - CONCESSION STAND #2	02/02/2022	10.33	100-40-410-3080 Utilities
1112360000-01	UTILITIES - ALMAC DR LIFT STATION	01/14/2022	15.58	500-50-510-3080 Utilities
112705000-013	UTILITIES - 225 FIFTH AVE - FIRE DEPT	01/31/2022	965.31	100-20-220-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			4,511.19	
RAILVIEW APTS				
2-3-22	REFUND OF OVERPAYMENT - 1-10440-02-00	02/03/2022	30.00	001-00-000-1005 Utility Cash Clearing
2-3-22	REFUND OF OVERPAYMENT - 1-10710-01-01	02/03/2022	12.00	001-00-000-1005 Utility Cash Clearing
Total RAILVIEW APTS:			42.00	
RANGE PAPER				
17693-1	CLEANING SUPPLIES	11/26/2021	163.99	100-10-130-2211 Cleaning Supplies
Total RANGE PAPER :			163.99	
SEH				
420707	153900 PROCTOR CITY ENGINEERING	02/10/2022	507.98	100-10-110-3003 Engineering Fees
420707	153900 WLSSD ANNUAL REPORT	02/10/2022	3,387.10	500-50-510-3003 Engineering Fees
420710	161800 2ND STREET RECONSTRUCTION	02/10/2022	2,578.58	300-30-330-3003 Engineering Fees
Total SEH :			6,473.66	
SHRED N GO INC				
130209	SHREDDING SERVICES	01/31/2022	64.75	100-10-120-3000 Professional Services

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
130952	SHREDDING SERVICES	02/12/2022	64.75	100-10-120-3000 Professional Services
130952	3LBS ELECTRONIC MEDIA	02/12/2022	45.00	100-10-120-3000 Professional Services
Total SHRED N GO INC :			174.50	
ST LOUIS COUNTY PUBLIC WORKS				
241967	BOUNDARY AVENUE	11/10/2021	17,038.52	300-30-330-3015 Contractor
Total ST LOUIS COUNTY PUBLIC WORKS :			17,038.52	
THOMSON REUTERS-WEST				
845816121	INVESTIGATIVE SUITE DETAIL OF CHARGES - APRIL 2018	02/01/2022	126.45	100-20-210-4433 Dues & Subscriptions
Total THOMSON REUTERS-WEST :			126.45	
TWIN CITIES PIONEER PRESS				
02012022	SUNDAY PRINT ADS	02/07/2022	3,600.00	100-15-115-3040 Advertising
02072022	DIGITAL ADS FEB-APRIL	02/07/2022	1,200.00	100-15-115-3040 Advertising
Total TWIN CITIES PIONEER PRESS:			4,800.00	
US BANK VOYAGER				
020822	FUEL	02/08/2022	1,028.40	100-20-210-2212 Fuels & Lubricants
Total US BANK VOYAGER:			1,028.40	
W.L.S.S.D.				
013122PRO1	WASTEWATER CHARGES	01/31/2022	28,485.00	500-50-510-3085 Sewer - WLSSD Billin
013122PRO1	2021 ADJUSTMENT	01/31/2022	1,903.00	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D. :			26,582.00	
WEX BANK				
78360499	FUEL - FIRE DEPT	02/07/2022	252.56	100-20-220-2212 Fuels & Lubricants
78360499	UNLEADED FUELS - PUC	02/07/2022	413.23	100-10-130-2212 Fuels & Lubricants
78360499	FUEL - STREET DEPT	02/07/2022	2,667.39	100-30-300-2212 Fuels & Lubricants
Total WEX BANK:			3,333.18	
ZIEGLER, INC.				
130973	ORDER AND INSTALL NEW BUCKET PIN	01/31/2022	834.49	100-30-300-2220 Repair & Maintenance
S1000131002	250 HOUR LEVEL 1 MAINTENANCE - LOADER	01/31/2022	670.69	100-30-300-2220 Repair & Maintenance
Total ZIEGLER, INC. :			1,505.18	
Grand Totals:			103,875.56	

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, 700"

Vendor.Vendor type = {<>} "PR"

[Report].Date Paid = 02/22/2022

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

Check Issue Date	Check Number	Payee	Amount
02/22/2022	41027	292 DESIGN GROUP	2,400.00
02/22/2022	41028	AMERICAN LEGAL PUBLISHING	770.28
02/22/2022	41029	ANIMAL ALLIES HUMANE SOCIETY	1,000.00
02/22/2022	41030	ARAMARK	181.97
02/22/2022	41031	ARROWHEAD EMS ASSOCIATION	740.00
02/22/2022	41032	AT&T MOBILITY	638.35
02/22/2022	41033	BRAY&REED	8,255.00
02/22/2022	41034	CITON	364.00
02/22/2022	41035	COMO LUBE	48.95
02/22/2022	41036	CONSOLIDATED COMMUNICATIONS	444.48
02/22/2022	41037	DEWALL SERVICE CENTER INC	180.97
02/22/2022	41038	DLL FINANCIAL SERVICES, INC	285.49
02/22/2022	41039	DULUTH DODGE	57.68
02/22/2022	41040	DULUTH FLOWER FARM	511.53
02/22/2022	41041	EAGLE ENGRAVING	715.84
02/22/2022	41042	ELAN CORPORATE PAYMENT SYSTEMS	1,756.64
02/22/2022	41043	ESSENTIA HEALTH	30.00
02/22/2022	41044	GREAT LAKES OFFICE SOLUTIONS	134.60
02/22/2022	41045	HARTELS/DBJ DISPOSAL COMPANY	12,509.05
02/22/2022	41046	HELUKIST, KERRY	100.00
02/22/2022	41047	INNOVATIVE OFFICE SOLUTIONS LLC	480.07
02/22/2022	41048	INTEGRIS	3,355.32
02/22/2022	41049	JOHNSON CONTROLS	1,336.00
02/22/2022	41050	JOSEPH ANDERSON	35.00
02/22/2022	41051	LEAGUE OF MINNESOTA CITIES	720.00
02/22/2022	41052	MIDWAY SEWER SERVICE	450.00
02/22/2022	41053	NORTHERN ENGINE & SUPPLY, INC	43.61
02/22/2022	41054	OREILLY AUTO PARTS	28.98
02/22/2022	41055	PERSONNEL EVALUATION, INC	80.00
02/22/2022	41056	PREMIERE THREE DEVELOPERS	51.37
02/22/2022	41057	PROCTOR BUILDERS	255.25
02/22/2022	41058	PROCTOR JOURNAL	136.06
02/22/2022	41059	PUBLIC UTILITIES COMMISSION	4,511.19
02/22/2022	41060	RAILVIEW APTS	42.00
02/22/2022	41061	RANGE PAPER	163.99
02/22/2022	41062	SEH	6,473.66
02/22/2022	41063	SHRED N GO INC	174.50
02/22/2022	41064	ST LOUIS COUNTY PUBLIC WORKS	17,038.52
02/22/2022	41065	THOMSON REUTERS-WEST	126.45
02/22/2022	41066	TWIN CITIES PIONEER PRESS	4,800.00
02/22/2022	41067	US BANK VOYAGER	1,028.40
02/22/2022	41068	W.L.S.S.D.	26,582.00
02/22/2022	41069	WEX BANK	3,333.18
02/22/2022	41070	ZIEGLER, INC.	1,505.18
02/17/2022	999913255	MSRS	1,760.00
02/17/2022	999913256	PERA	10,464.66

Check Issue Date	Check Number	Payee	Amount
Grand Totals:			116,100.22

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-00-000-1005	128.37	.00	128.37
001-00-000-2020	.00	128.37-	128.37-
100-00-000-2020	2,894.85	62,541.94-	59,647.09-
100-00-000-2174	10,464.66	.00	10,464.66
100-00-000-2175	1,760.00	.00	1,760.00
100-10-110-3003	507.98	.00	507.98
100-10-110-3052	136.06	.00	136.06
100-10-120-2205	278.69	.00	278.69
100-10-120-3000	944.78	.00	944.78
100-10-120-3009	3,879.30	.00	3,879.30
100-10-120-3021	444.48	.00	444.48
100-10-130-2211	163.99	.00	163.99
100-10-130-2212	413.23	.00	413.23
100-10-130-2220	507.68	.00	507.68
100-10-130-3000	112.91	.00	112.91
100-10-130-3080	2,206.31	.00	2,206.31
100-10-130-4400	1,336.00	.00	1,336.00
100-10-160-3004	4,735.00	.00	4,735.00
100-15-115-3040	4,800.00	.00	4,800.00
100-20-210-2205	230.39	.00	230.39
100-20-210-2210	956.26	.00	956.26
100-20-210-2212	1,028.40	.00	1,028.40
100-20-210-2217	185.82	.00	185.82
100-20-210-3009	285.49	.00	285.49
100-20-210-3021	638.35	.00	638.35
100-20-210-3035	894.86	.00	894.86
100-20-210-4400	134.60	.00	134.60
100-20-210-4408	1,000.00	.00	1,000.00
100-20-210-4430	80.00	.00	80.00
100-20-210-4433	126.45	.00	126.45
100-20-210-5540	31.48	.00	31.48
100-20-220-2210	738.24	.00	738.24
100-20-220-2212	252.56	.00	252.56
100-20-220-2220	10.85	.00	10.85
100-20-220-3000	69.06	.00	69.06
100-20-220-3021	100.00	.00	100.00
100-20-220-3035	740.00	.00	740.00
100-20-220-3080	965.31	.00	965.31
100-20-220-4433	280.00	.00	280.00
100-30-300-2210	105.31	.00	105.31
100-30-300-2212	2,716.34	.00	2,716.34
100-30-300-2220	1,814.66	.00	1,814.66
100-30-300-3005	30.00	.00	30.00
100-30-316-3080	510.68	.00	510.68

GL Account	Debit	Credit	Proof
100-36-361-3616	15,403.90	.00	15,403.90
100-36-361-3617	.00	2,894.85-	2,894.85-
100-40-410-2210	511.53	.00	511.53
100-40-410-3080	10.33	.00	10.33
300-00-000-2020	.00	19,617.10-	19,617.10-
300-30-330-3003	2,578.58	.00	2,578.58
300-30-330-3015	17,038.52	.00	17,038.52
500-00-000-2020	1,903.00	31,889.99-	29,986.99-
500-50-510-3003	3,387.10	.00	3,387.10
500-50-510-3080	17.89	.00	17.89
500-50-510-3085	28,485.00	1,903.00-	26,582.00
550-00-000-2020	.00	800.67-	800.67-
550-55-550-4430	800.67	.00	800.67
830-00-000-2020	.00	5,920.00-	5,920.00-
830-10-160-3004	3,520.00	.00	3,520.00
830-80-800-3000	2,400.00	.00	2,400.00
Grand Totals:	125,695.92	125,695.92-	.00

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

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 = 02/22/2022

Liquor Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
3313812113	SODA	02/07/2022	95.90	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			95.90	
BELLBOY CORPORATION				
0093560800	LIQUOR	02/09/2022	83.00	600-60-600-2251 Liquor Purchases
0093560800	DELIVERY	02/09/2022	2.70	600-60-600-3033 Freight & Express
0104684300	MIX	02/08/2022	56.35	600-60-600-2254 Soft Drinks & Mix
0104684300	DELIVERY	02/08/2022	3.00	600-60-600-3033 Freight & Express
Total BELLBOY CORPORATION :			145.05	
BERNICK S PEPSI				
819188	BEER	02/09/2022	2,034.80	600-60-600-2252 Beer Purchases
819189	CREDIT	02/09/2022	136.80	600-60-600-2252 Beer Purchases
820131	SODA	02/16/2022	49.59	600-60-600-2254 Soft Drinks & Mix
Total BERNICK S PEPSI :			1,947.59	
BLACKHOOF ESTATE WINERY, LLC				
22-10	WINE	02/16/2022	120.00	600-60-600-2253 Wine Purchases
Total BLACKHOOF ESTATE WINERY, LLC :			120.00	
BOURGET IMPORTS, LLC				
184620	WINE	02/10/2022	440.00	600-60-600-2253 Wine Purchases
184620	SERVICE FEE	02/10/2022	22.50	600-60-600-3033 Freight & Express
Total BOURGET IMPORTS, LLC:			462.50	
BREAKTHRU BEVERAGE				
342897232	LIQUOR	02/10/2022	1,626.24	600-60-600-2251 Liquor Purchases
342897232	SERVICE FEE	02/10/2022	27.45	600-60-600-3033 Freight & Express
342983891	LIQUOR	02/17/2022	1,818.58	600-60-600-2251 Liquor Purchases
342983891	SERVICE FEE	02/17/2022	39.31	600-60-600-3033 Freight & Express
Total BREAKTHRU BEVERAGE:			3,511.58	
CINTAS				
4105433245	MATS	12/22/2021	103.56	600-60-600-2210 Operating Supplies
4106249090	MATS	12/30/2021	103.56	600-60-600-2210 Operating Supplies
4109569076	MATS	02/03/2022	103.56	600-60-600-2210 Operating Supplies
4110258655	MATS	02/10/2022	103.56	600-60-600-2210 Operating Supplies
Total CINTAS :			414.24	
GUARDIAN PEST CONTROL, INC				
2313556	PEST CONTROL	01/20/2022	40.69	600-60-600-4406 Pest Control

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total GUARDIAN PEST CONTROL, INC :			40.69	
JOHNSON BROTHERS INC				
1971011-2	WINE	01/12/2022	11.34	600-60-600-2253 Wine Purchases
1988280	LIQUOR	02/09/2022	450.40	600-60-600-2251 Liquor Purchases
1988280	DELIVERY CHARGE	02/09/2022	8.40	600-60-600-3033 Freight & Express
1988281	WINE	02/09/2022	328.00	600-60-600-2253 Wine Purchases
1988281	DELIVERY CHARGE	02/09/2022	8.40	600-60-600-3033 Freight & Express
1992981	WINE	02/16/2022	871.18	600-60-600-2253 Wine Purchases
1992981	DELIVERY CHARGE	02/16/2022	35.72	600-60-600-3033 Freight & Express
Total JOHNSON BROTHERS INC :			1,713.44	
LAKESHORE ICE				
01-203228	ICE	02/09/2022	87.50	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			87.50	
MEDIACOM				
01/26/2022	TELEPHONE & INTERNET	01/26/2022	507.06	600-60-600-3009 Computer Services
Total MEDIACOM:			507.06	
MICHAUD DISTRIBUTING COMPANY				
364417	BEER	02/07/2022	401.25	600-60-600-2252 Beer Purchases
364417	FUEL SURCHARGE	02/07/2022	3.00	600-60-600-3033 Freight & Express
364581	BEER	02/14/2022	595.20	600-60-600-2252 Beer Purchases
364581	FUEL SURCHARGE	02/14/2022	3.00	600-60-600-3033 Freight & Express
Total MICHAUD DISTRIBUTING COMPANY :			1,002.45	
MINNESOTA ENERGY RESOURCES				
0502591202-0	0502591202-00001 MOUNTAIN SPIRITS GAS SERVICE	02/10/2022	255.10	600-60-600-3080 Utilities
Total MINNESOTA ENERGY RESOURCES :			255.10	
PHILLIPS WINE & SPIRITS CO.				
6346557	LIQUOR	02/09/2022	661.14	600-60-600-2251 Liquor Purchases
6346557	DELIVERY CHARGE	02/09/2022	11.91	600-60-600-3033 Freight & Express
6346558	WINE	02/09/2022	153.00	600-60-600-2253 Wine Purchases
6346558	DELIVERY CHARGE	02/09/2022	4.20	600-60-600-3033 Freight & Express
6350233	LIQUOR	02/16/2022	1,448.35	600-60-600-2251 Liquor Purchases
6350233	DELIVERY CHARGE	02/16/2022	16.90	600-60-600-3033 Freight & Express
6350234	WINE	02/16/2022	336.00	600-60-600-2253 Wine Purchases
6350234	DELIVERY CHARGE	02/16/2022	12.61	600-60-600-3033 Freight & Express
Total PHILLIPS WINE & SPIRITS CO. :			2,644.11	
PROCTOR JOURNAL				
35729	VALANTINES AD	02/10/2022	81.80	600-60-600-3040 Advertising
Total PROCTOR JOURNAL :			81.80	
PUBLIC UTILITIES COMMISSION				
1016900000-0	UTILITIES - MT SPIRITS	01/22/2022	730.75	600-60-600-3080 Utilities
LIQUORLOAN	INTEREST ON LOAN FROM PUC	12/31/2021	3,913.29	600-60-600-6615 Interest Expense

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
LIQUORLOAN	2021 LOAN PAYMENT	12/31/2021	12,840.03	600-00-000-2061 Loans Payable - Long
Total PUBLIC UTILITIES COMMISSION :			17,484.07	
SOUTHERN WINE & SPIRITS				
2175719	LIQUOR	02/04/2022	1,865.14	600-60-600-2251 Liquor Purchases
2175719	DELIVERY CHARGE	02/04/2022	38.43	600-60-600-3033 Freight & Express
2178283	LIQUOR	02/11/2022	1,452.74	600-60-600-2251 Liquor Purchases
2178283	DELIVERY CHARGE	02/11/2022	33.82	600-60-600-3033 Freight & Express
Total SOUTHERN WINE & SPIRITS:			3,390.13	
SUPERIOR BEVERAGE (MN)				
20013568	BEER	02/04/2022	642.05	600-60-600-2252 Beer Purchases
20013692	BEER	02/08/2022	1,008.85	600-60-600-2252 Beer Purchases
20013965	BEER	02/11/2022	2,504.10	600-60-600-2252 Beer Purchases
20014093	BEER	02/15/2022	2,691.30	600-60-600-2252 Beer Purchases
Total SUPERIOR BEVERAGE (MN) :			6,846.30	
Grand Totals:			40,749.51	

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 = 02/22/2022

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "Liquor Checking"

Check Issue Date	Check Number	Payee	Amount
02/22/2022	30167	AMERICAN BOTTLING COMPANY	95.90
02/22/2022	30168	BELLBOY CORPORATION	145.05
02/22/2022	30169	BERNICK S PEPSI	1,947.59
02/22/2022	30170	BLACKHOOF ESTATE WINERY, LLC	120.00
02/22/2022	30171	BOURGET IMPORTS, LLC	462.50
02/22/2022	30172	BREAKTHRU BEVERAGE	3,511.58
02/22/2022	30173	CINTAS	414.24
02/22/2022	30174	GUARDIAN PEST CONTROL, INC	40.69
02/22/2022	30175	JOHNSON BROTHERS INC	1,713.44
02/22/2022	30176	LAKESHORE ICE	87.50
02/22/2022	30177	MEDIACOM	507.06
02/22/2022	30178	MICHAUD DISTRIBUTING COMPANY	1,002.45
02/22/2022	30179	MINNESOTA ENERGY RESOURCES	255.10
02/22/2022	30180	PHILLIPS WINE & SPIRITS CO.	2,644.11
02/22/2022	30181	PROCTOR JOURNAL	81.80
02/22/2022	30182	PUBLIC UTILITIES COMMISSION	730.75
02/22/2022	30183	PUBLIC UTILITIES COMMISSION	16,753.32
02/22/2022	30184	SOUTHERN WINE & SPIRITS	3,390.13
02/22/2022	30185	SUPERIOR BEVERAGE (MN)	6,846.30
Grand Totals:			40,749.51

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
600-00-000-2020	136.80	40,886.31-	40,749.51-
600-00-000-2061	12,840.03	.00	12,840.03
600-60-600-2210	414.24	.00	414.24
600-60-600-2251	9,405.59	.00	9,405.59
600-60-600-2252	9,877.55	136.80-	9,740.75
600-60-600-2253	2,259.52	.00	2,259.52
600-60-600-2254	201.84	.00	201.84
600-60-600-2258	87.50	.00	87.50
600-60-600-3009	507.06	.00	507.06
600-60-600-3033	271.35	.00	271.35
600-60-600-3040	81.80	.00	81.80
600-60-600-3080	985.85	.00	985.85
600-60-600-4406	40.69	.00	40.69
600-60-600-6615	3,913.29	.00	3,913.29
Grand Totals:	41,023.11	41,023.11-	.00